

**LURLEEN B. WALLACE  
COMMUNITY COLLEGE**



**COLLEGE CATALOG**  
and  
**STUDENT HANDBOOK**  
**2019-2020**

**This publication is the official announcement of the program requirements and regulations of Lurleen B. Wallace Community College.** Students enrolling in the College are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice. Although every effort has been made to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistakes. This publication should not be considered a contract between the College and any student or prospective student. Courses and programs will not be continued when enrollment falls below minimum requirements. **The most current version of this publication can be found at [www.lbwcc.edu](http://www.lbwcc.edu).**

Should Lurleen B. Wallace Community College find any local policy or procedure herein to be contrary to the language or intent of policies and procedures found in the current edition of the Alabama Community College System Policy Manual or state or federal law, such local policy or procedure shall be null and void.

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Lurleen B. Wallace Community College complies with **Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964.** Inquiries concerning compliance with these statutes may be directed to the Jason Jessie, Dean of Student Affairs at 334.881.2245.

Lurleen B. Wallace Community College complies with federal regulations that guarantee the right of privacy and access to student records/information as established by the **Family Educational Rights and Privacy Act (FERPA) of 1974.**

Lurleen B. Wallace Community College complies with **Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.** If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to accessibility, please contact the ADA Coordinator on the respective campuses. For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2546. All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators

Andalusia Campus	Greenville Campus	Luverne Center	MacArthur Campus
Latrece Hall	Shana Burke	Laura Elliott	Jason Cain
334-881-2271	334-382-2133, ext. 3102	334-335-2187	334-493-5363

In accordance with federal regulations as set forth by the **Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA),** Consumer Disclosure information for LBWCC can be found on the College website at [www.lbwcc.edu](http://www.lbwcc.edu). Gainful Employment disclosure information for technical programs is located on the website at [http://www.lbwcc.edu/academics/careertechnical\\_division/programs.aspx](http://www.lbwcc.edu/academics/careertechnical_division/programs.aspx)

## Accreditation

Lurleen B. Wallace Community College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** to award the Associate in Arts, Associate in Science, Associate in Applied Science degrees and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lurleen B. Wallace Community College.

### Program Accreditations

**Associate Degree Nursing** is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, [www.acenursing.org](http://www.acenursing.org)

**Automotive Mechanics** is accredited by the ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401, Leesburg, VA 20176 ([www.aseeducation.org](http://www.aseeducation.org)).

**Diagnostic Medical Sonography** is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 25400 US Hwy 19 N, Suite 158, Clearwater, FL 33763.

**Emergency Medical Services Paramedic Program** is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 25400US Hwy 19 N, Suite 158, Clearwater, FL 33763. EMT certificate programs (EMT and AEMT) are approved by the Alabama Department of Public Health, Office of EMS and Trauma.

**Surgical Technology** is accredited by The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763.

### Contact Information

[www.lbwcc.edu](http://www.lbwcc.edu)

General mailing addresses, phone numbers, and fax numbers for each of the Lurleen B. Wallace Community College locations are shown below. When calling the main phone number, (334-222-6591), the answering system will prompt the entering of the extension number of the person to whom one wishes to speak. A directory of college personnel, which includes extension numbers and email addresses can be accessed from the College's website by using the following link [http://www.lbwcc.edu/phoneemail\\_directory.aspx](http://www.lbwcc.edu/phoneemail_directory.aspx)

Andalusia Campus P.O. Box 1418 Andalusia, AL 36420 334-222-6591 fax 334-881-2300	Greenville Campus 750 Greenville By-Pass Greenville, AL 36037 334-382-2133 fax 334-382-2215	Luverne Center 886 Glenwood Road Luverne, AL 36049 334-335-2187 fax 334-335-2057	MacArthur Campus P.O. Box 910 Opp, AL 36467 334-493-3573 fax 334-493-7003
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# LURLEEN B. WALLACE COMMUNITY COLLEGE

## **FALL SEMESTER 2019**

August 9.....First day students may apply financial aid for Fall tuition/fees  
August 14.....First Faculty Workday  
August 14..... First day students may apply financial aid at bookstore  
August 15.....Last Registration Day  
August 19.....Classes begin  
**September 2.....Labor Day Holiday\***  
November 4..... Spring Semester Registration begins  
**November 11.....Veterans Day Holiday\***  
November 25-27.....Professional Development\*  
**November 28-29.....Thanksgiving Holidays\***

### Full Session (August 19 – December 17)

Classes begin.....August 19  
Drop/Add and Late Registration.....August 19-22  
Mid-Term.....October 11  
Date that students have earned 100% Pell Grant Aid....October 25  
Last Day to Withdraw.....November 14  
Final Exams.....December 11, 12, 13, 16, 17

### Mini-Term Session I (August 19 – October 10)

Classes begin.....August 19  
Drop/Add and Late Registration.....August 19-20  
Date that students have earned 100% Pell Grant Aid....September 19  
Last Day to Withdraw.....September 30  
Final Exams.....October 10  
Grades Due.....October 14

### Mini-Term Session II (October 14 – December 17)

Classes begin.....October 14  
Drop/Add and Late Registration.....October 14-15  
Date that students have earned 100% Pell Grant Aid....November 16  
Last Day to Withdraw.....December 2  
Final Exams.....December 11, 12, 13, 16, 17

### Mini-Term Session III (September 3 – December 17)

Classes begin..... September 3  
Drop/Add and Late Registration.....September 3-4  
Date that students have earned 100% Pell Grant Aid....October 31  
Last Day to Withdraw.....December 2  
Final Exams.....December 11, 12, 13, 16, 17

December 18.....Faculty Work Day, Grades due at noon.\*  
December 19.....Faculty Work Day\*  
December 20.....Faculty Work Day\*  
**December 23-31.....Christmas Holidays\***

\* Students do not attend classes on these dates – may vary by campus during the summer. The College will be closed on the dates listed in **bold**. *If classes are cancelled due to inclement weather, faculty work days will be designated as make-up days if necessary.*

**SPRING SEMESTER 2020**

November 4..... Spring Semester Registration begins  
December 27 ..... First day students may apply financial aid for Spring tuition/fees

**January 1.....New Year’s Holiday\***  
January 2.....First Faculty Work Day  
January 2..... First day students my apply financial aid at bookstore  
January 2..... Last Registration Day  
January 6.....Classes begin  
**January 20.....Martin Luther King Holiday\***

Full Session (January 6 – May 1)

Classes begin.....January 6  
Drop/Add and Late Registration.....January 6-9  
Mid-Term.....February 28  
Date that students have earned 100% Pell Grant Aid.....March 10  
Last Day to Withdraw.....April 6  
Final Exams.....April 27, 28, 29, 30, May 1

Mini-Term Session I (January 6 – February 27)

Classes begin.....January 6  
Drop/Add and Late Registration.....January 6-7  
Date that students have earned 100% Pell Grant Aid....February 6  
Last Day to Withdraw.....February 17  
Final Exams.....February 27  
Grades Due.....March 2

Mini-Term Session II (March 2 – May 1)

Classes begin.....March 2  
Drop/Add and Late Registration.....March 2-3  
Date that students have earned 100% Pell Grant Aid.....April 11  
Last Day to Withdraw.....April 15  
Final Exams.....April 27, 28, 29, 30, May 1

March 23 - March 27.....Spring Break\*  
April 6.....Summer Semester Registration begins  
May 4-8.....Faculty Work Days, Grades Due 10:00 a.m. on May 5\*  
May 8..... Faculty Work Day/Graduation\*

\* Students do not attend classes on these dates – may vary by campus during the summer. The College will be closed on the dates listed in **bold**. *If classes are cancelled due to inclement weather, faculty work days will be designated as make-up days if necessary.*

## SUMMER SEMESTER 2020

May 17 ..... First day students may apply financial aid for Summer tuition/fees  
May 22 ..... First day students may apply financial aid at bookstore  
**May 25** ..... **Memorial Day\***  
May 26 ..... Last Registration Day, Faculty Workday  
May 27 ..... Classes begin

### Full Session (May 27 –August 6)

Classes begin.....May 27  
Drop/Add and Late Registration.....May 27 - 28  
Mid-Term.....June 30  
Date that students have earned 100% Pell Grant Aid.....July 9  
Last Day to Withdraw.....July 22  
Final Exams.....August 5, 6  
Grades Due.....August 7, noon

### Mini-Term Session I (May 27 – June 30)

Classes begin.....May 27  
Drop/Add and Late Registration.....May 27 - 28  
Date that students have earned 100% Pell Grant Aid.....June 17  
Last Day to Withdraw.....June 23  
Final exams.....June 30  
Grades Due.....July 6

### Mini-Term Session II (July 1 – August 6)

Classes begin.....July 1  
Drop/Add and Late Registration.....July 1-2  
Date that students have earned 100% Pell Grant Aid.....July 23  
Last Day to Withdraw.....July 30  
Final Exams.....August 6  
Grades Due.....August 7, noon

**July 3** ..... **Independence Day Holiday\***  
July 6 ..... Fall Semester Registration begins  
July 13 (LBWCC Experience, Greenville) ..... Greenville and Luverne students do not attend class\*  
July 14 (LBWCC Experience, Andalusia) ..... Andalusia students do not attend class\*  
July 15 (LBWCC Experience, MacArthur) ..... MacArthur students do not attend class\*  
August 7 ..... Faculty Work Day/Grades due at noon\*  
August 10 ..... Faculty Work Day

\* Students do not attend classes on these dates – may vary by campus during the summer. The College will be closed on the dates listed in **bold**. *If classes are cancelled due to inclement weather, faculty work days will be designated as make-up days if necessary*

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# **INTRODUCTION TO THE COLLEGE**

## **History of the College**

### **Douglas MacArthur State Technical College**

On May 2, 1963, Governor George C. Wallace announced that Opp would be the site of a postsecondary technical institution that would serve five South Alabama counties. A local committee chaired by Opp City Schools Superintendent Vernon L. St. John directed plans for the construction of the school one mile north of downtown Opp on a 100 acre campus provided by the City of Opp and the Covington County Board of Revenue. Mr. E. C. Nevin, then principal of Kinston High School, was appointed President.

On November 22, 1965, Douglas MacArthur State Technical College opened its doors, admitting 116 students in twelve departments. The campus consisted of four buildings, the George C. Wallace Administration Building and three shop buildings.

In the next several years, six additional buildings were added to the campus. These were the Gaines Ray Jeffcoat Building, the Vernon L. St. John Building, the Henry R. Donaldson-Bennie Foreman Building, the E. Claude Nevin Building, an electronics building and the Student Center.

Mr. E. Claude Nevin retired in December of 1982, and Dr. Raymond V. Chisum was appointed President in January of 1983. The Raymond V. Chisum Health Sciences Building was added in 1996. After Dr. Chisum's retirement in August of 1996, Mr. L. Wayne Bennett was named Interim President and served until the merger with Lurleen B. Wallace Junior College in January of 2003.

### **Lurleen B. Wallace Junior College**

On December 14, 1967, the Alabama State Board of Education authorized the development of a junior college to be located in Andalusia, Alabama. On August 15, 1968, the State Board of Education named the College the Lurleen Burns Wallace State Junior College in honor of the former governor. Dr. William H. McWhorter was appointed the first president. In September of 1969, the College opened in the Bethune School, a temporary location leased from the Covington County Board of Education. In May of 1970, the College moved to its new campus consisting of 112 acres, an administration/classroom building and physical education dressing rooms.

The 160-acre Andalusia Campus consists of nine buildings, six lighted tennis courts, a lighted baseball field, a lighted softball field, a two-mile scenic trail, a nine-hole golf course and driving range, and expansive parking. Dr. and Mrs. Solon Dixon of Andalusia, Alabama, through the Solon and Martha Dixon Foundation, have provided more that \$3 million through the years for facility development, such as the Solon and Martha Dixon Center for the Performing Arts and the Dixon Conference Center.

On August 31, 1990, Dr. William H. McWhorter retired and Dr. James D. Krudop was named as

Interim President until February 1, 1991, when Mr. Seth Hammett was selected as the new President. Extensive renovation, remodeling, and refurbishing of the infrastructure of the College took place with twenty-six major projects undertaken.

On October 6, 1992, groundbreaking ceremonies took place for construction of a new 11,300 square foot facility on seventeen acres of property in Greenville, Alabama. This facility opened for classes in the fall of 1993.

President Hammett retired in June of 2002, and Dr. James D. Krudop served as Interim President until the merger with Douglas MacArthur State Technical College in January of 2003.

## **Lurleen B. Wallace Community College**

On January 23, 2003, the Alabama State Board of Education took official action to merge Lurleen B. Wallace Junior College and Douglas MacArthur State Technical College. Dr. Edward Meadows was appointed President on that date with the responsibility of providing leadership to bring about the consolidation of these two colleges to create Lurleen B. Wallace Community College. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognized the two institutions as a singly accredited community college in December, 2003. The Alabama State Board of Education took final action regarding the merger in December, 2003, and the U.S. Department of Education recognized the two colleges as a single institution in January, 2004. The successful consolidation resulted in a multi-campus comprehensive community college serving the counties of Butler, Crenshaw, Coffee, Covington, and Geneva, Alabama. Campuses are located in Andalusia, Greenville, and Opp, and an instructional center is located in Luverne.

In 2004, a ten-year Facilities Master Plan was developed to facilitate the programmatic growth of the College as a result of the consolidation and expanded mission of the College. Major renovations and new construction were undertaken at the Andalusia and MacArthur campuses to accommodate new programs and courses. In 2005, construction of a 30,000 square foot technology center was initiated on the Greenville campus to facilitate the expanded comprehensive mission of that campus.

In January, 2006, the College established a center in Luverne with the primary function of offering adult education and training for business and industry. Classes were held in the former National Guard Armory which was leased from the Armory Commission. The State Board of Education approved the purchase of the Luverne facility in July, 2007. In February 2015, SACSCOC gave its approval to offer complete programs of the College at this center.

In October, 2006, the Vermelle Evers Donaldson Cosmetic Arts Center was dedicated on the MacArthur Campus. In November, 2007, the College celebrated the completion of two new buildings, the Child Development Center on the Andalusia Campus and the Technology Building on the Greenville Campus.

Dr. Meadows resigned as President in August, 2008 and Mr. L. Wayne Bennett served as Interim

President of the College until December 31, 2008. On January 1, 2009, Dr. Herbert H. J. Riedel began his service as President of Lurleen B. Wallace Community College.

The Wendell Mitchell Conference Center on the Greenville Campus was completed in August, 2009. Renovations to the Luverne Center were completed in 2009 as well. This year also saw completion and implementation of the College's five-year strategic plan.

Renovation to the Martha and Solon Dixon Center for the Performing Arts entrance was completed in 2010 and a landscape enhancement plan for the Andalusia Campus was developed. The first phase was completed in 2012, and included a drop-off area in front of the performing arts center, an enhanced streetscape along Dannelly Boulevard with improved drainage, new curbs, angled parking, more than 40 new trees, and additional attractive street lightning. A concrete patio with picnic tables and benches was also added in front of the Jeff Bishop Student Center as a place for students to sit and relax outdoors.

A collaborative effort between LBWCC, the LBWCC Foundation, and local, state, and national government entities resulted in the creation of Saints Hall in 2013, a Foundation-owned student housing apartment complex adjacent to the Andalusia campus. This collaboration resulted in the College being named a 2014 Bellwether Award Finalist by the Community College Futures Assembly.

In 2015, following the passage of Alabama Act No. 2015-125, LBWCC was placed under the governance control of the newly created Board of Trustees of the Alabama Community College System. That same year, LBWCC celebrated the 50<sup>th</sup> anniversary of providing higher education in South Alabama.

In 2016, LBWCC received a five-year, \$2.25 million grant under the U.S. Department of Education's Title III "Strengthening Institutions" program. This grant is designed to improve academic and student services and includes online advising and early intervention tools, success coaches, and resources for starting a new Physical Therapist Assistant program.

In 2017, the College's federally funded Upward Bound program was not refunded and ceased operation. However, a grassroots community effort secured sufficient local funds to start a new program, called Apex, which serves the same population of high school students to prepare them for college success.

As a result of several initiatives contained in the 2014 -2019 Strategic Plan, LBWCC won national recognition in 2018 as an AACC Awards of Excellence finalist in Student Success, based on exceptional increases in fall to fall retention, graduation rates, and other measures.

The members of the Douglas MacArthur State Technical College Foundation (DMSTCF) and the Lurleen B. Wallace Community College Foundation (LBWCCF) voted in May 2019 to merge the DMSTCF into the LBWCCF. The combined Foundation will administer endowed scholarship funds from both prior foundations and raise money to support students at all locations of LBWCC.

On June 12, 2019, the ACCS Board of Trustees authorized LBWCC to enter into an agreement with the LBWCC Foundation for the lease, operation, and management of the Foundation's student residential property known as Saints Hall. Under the terms of this agreement, the College has the option to purchase the housing complex for a nominal amount at the end of the United States Department of Agriculture loan, on January 8, 2044.

## **COLLEGE MISSION**

### **Mission Statement**

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growing by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment.

### **Vision Statement**

As a leader in accessible, innovative education and training for a diverse community, Lurleen B. Wallace Community College will be the institution of choice for student success.

### **Values Statement**

#### **Accessibility**

We provide affordable academic, technical, and workforce programs with multiple class formats and flexible scheduling at several locations

#### **Community**

We enhance the culture and strengthen the economy in our local communities through civic engagement and strategic partnerships.

#### **Diversity**

We value the individuality of students and employees and believe that inclusion enriches the educational experience and the college environment.

#### **Excellence**

We embrace quality by continuously improving instructional programs, administrative processes, and student services.

#### **Success**

We foster success through support networks that create opportunities for student achievement.

## **General Education Competencies**

In support of the college mission and its priority to expand and strengthen program offerings that prepare students for entry to colleges and universities and/or the workforce, the College has identified the following general education competencies:

1. Students will communicate effectively through writing and speaking.
2. Students will read effectively.
3. Students will utilize basic computer skills.
4. Students will demonstrate competency in fundamental mathematical skills.

The College assesses student attainment of these competencies each year.

## ADMISSIONS

Lurleen B. Wallace Community College accepts students who meet the requirements for admission listed below. It is the official policy of the Alabama Community College System and Lurleen B. Wallace Community College, a postsecondary institution under its control, that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. Disabled individuals who require reasonable accommodations (including auxiliary aids and services) should contact the ADA Coordinator on the respective campuses.

### Admission Requirements for all Students

For admission to Lurleen B. Wallace Community College and before registration, applicants must provide one primary form of identification:

Examples of primary forms of identification:

- Unexpired Alabama Driver's License or instruction permit
- 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
- I-797 Form with expiration date
- Voter identification card from a state that verifies lawful presence

Applicants must submit the identification referenced above to the Office of Student Services in person, by mail or electronic submission. Additional admission requirements are described in the sections below.

### Admission of First-Time College Students

An applicant who has not previously attended any regionally accredited postsecondary institution will be designated a first-time college student or a native student. In order to be accepted for admission, applicants must have on file at the College a completed application for admission and the following:

- A. An official high school transcript verifying graduation date.
- Or
- B. An official GED Certificate issued by the appropriate state education agency.

**NOTATION:** Conditional admission may be granted to an applicant if the College has not received

the required documents as listed above prior to the first term of enrollment. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. The College may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit.

### **Admission of Ability to Benefit Students**

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

#### **Automotive Mechanics, Diesel and Heavy Equipment Mechanics, and Welding**

1. The applicant must be at least 17 years of age; and
2. The applicant must not have been enrolled in secondary education for at least one calendar year (local superintendents may submit a written waiver for applicants who have not been out of high school for one year); and
3. The applicant must submit an official high school transcript or GED® transcripts (if attempted); and
4. The applicant must have earned the following scores on the **Ability to Benefit ACCUPLACER** assessment: Reading Comprehension 55; Sentence Skills 60; and Arithmetic 34. (Upon readmission, applicant will not be required to retest if they have earned 6 or more semester hours.)

#### **Cosmetology, Esthetics, and Nail Technology**

1. The applicant must be at least 17 years of age; and
2. The applicant must not have been enrolled in secondary education for at least one calendar year (local superintendents may submit a written waiver for applicants who have not been out of high school for one year); and
3. The applicant must submit an official high school transcript verifying completion of the tenth grade; and
4. The applicant must have earned the following scores on the **Ability to Benefit ACCUPLACER** assessment: Reading Comprehension 55; Sentence Skills 60; and Arithmetic 34. (Upon readmission, applicant will not be required to retest if they have earned 6 or more semester hours.)

Students admitted under the criteria above shall be classified as non-degree eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met. Short certificate programs related to the above mentioned certificate programs are also considered non-degree eligible programs.

The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited or to assure ability-to-benefit.

## **Admission of Students Seeking Re-Admission**

Students returning to Lurleen B. Wallace Community College after one or more terms of non-attendance (excluding summer terms) are required to submit an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended since the last date of attendance at Lurleen B. Wallace Community College or either of its former entities: Lurleen B. Wallace Junior College or Douglas MacArthur State Technical College. Students who have not been in attendance for five or more years may also be required to submit the admission documents required of first-time college students.

Returning students are eligible for readmission only if they are in good standing from the last term of attendance. Students who are not in good standing or who have not served designated suspension periods may request readmission by written appeal to the Admissions Appeals Committee. Returning students will follow the most current curriculum requirements for their program of study upon readmission to the College.

An Ability to Benefit student seeking re-admission will not be required to retake the Ability to Benefit assessment if they have successfully completed 6 or more semester hours. Otherwise, they will need to retest and meet the current score requirements.

## **Admission of Transfer Students**

A transfer student must have submitted to the College an application for admission and official transcripts from all regionally accredited postsecondary institutions attended, and, as designated by the College, any other documents required for first-time College students.

**NOTATION:** Conditional admission may be granted to an applicant if the College has not received the required documents as listed above prior to the first term of enrollment. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. The College may establish additional admission requirements when student enrollment must be limited.

### **Initial Academic Status of Transfer Students**

A transfer student 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.

A transfer student 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.

An applicant, who has been academically suspended from another regionally accredited postsecondary institution, may be admitted as a transfer student only after following the appeal process established at the college 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 Credit Evaluation Policy**

Prospective students who have earned college credits at another institution must present an official transcript to the Director of Admissions and Records at least one month prior to registering for classes. The transcript will be evaluated and transfer credit will be determined as soon as possible. Requests for transfer credit presented to the Director of Admissions and Records in an untimely manner will be evaluated as time permits.

### **General Principles for Transfer of Credit**

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, recognized guides which aid in the evaluation of credit will be used. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
2. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

### **Transfer of Students between Programs within the Institution**

An enrolled student may transfer to a different program of study if he/she meets admission requirements and there is a vacancy in the program. Any academic credit previously earned which is applicable to the new program of study will be transferred.

### **Admission of Transient Students**

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

## Prior Learning Assessment

Lurleen B. Wallace Community College recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to nationally recognized examinations, credit awarded for prior learning, military training credit, and local and state-wide articulation agreements. Credit awarded through non-traditional means shall not be included in the 25 percent of total credit hours that must be completed at the college granting the degree.

1. Nontraditional Credit: Academic  
Credit Awarded for Examination – College credit may be awarded through nationally recognized examinations such as: Advanced Placement (AP); College Level Examination Program (CLEP); United States Armed Forces Institute (USAFI); Defense Activity for Non-traditional Education Support (DANTES/DSST); or through examinations (challenge exams) developed by the college.
2. Credit awarded for transcribed military training
  - A. Credit may be awarded for academic and technical courses based on equivalent transcribed military training as shown on an ACE Joint Service Transcript or an official transcript from the Community College of the Air Force.
  - B. Evaluation of military transcripts will be conducted by the college’s registrar in cooperation with the subject matter expert for the credit under consideration.
3. Nontraditional Credit: Career and Technical Education Credit Awarded for Articulation
  - A. Students completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit to the Alabama Community College System institution of their choice offering the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.
4. Awarding Credit Through Prior Learning Assessment
  - A. Prior Learning Assessment (PLA) is a means for a student to receive college level credit for experiential learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. Awarding of credit through PLA relies heavily on aligning knowledge and skills gained through experience with learning outcomes found in traditional courses of higher education. To facilitate the awarding of credit, the College has developed a series of Prior Learning Inventories for applicable technical programs. These inventories provide a detailed list of course learning objectives for each program and align those with relevant industry credentials and experiences, identified by LBWCC technical faculty members, that will be accepted for prior learning credit. Inventories are updated regularly and kept on file with the Director of Admissions and Records.
  - B. Course credit earned from prior learning shall be noted on the student’s transcript as having been awarded through PLA.

## **Admission of Accelerated High School Students**

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit.

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

1. The student has successfully completed the tenth grade;
2. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
3. 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).
4. Students are required to complete the placement assessment or document ACT scores of 18 or higher in English and 20 or higher in mathematics and reading.
5. Student must provide a copy of Alabama driver's license or state issued ID card; or a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow, signed and dated by their high school principal to establish current residency and identification.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards in Alabama Administrative Code section 290-8-9-12.

## **Admission of Dual Enrollment/Dual Credit for High School Students**

The purpose of this policy is to allow eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and to receive both high school and college credit.

Institutions within the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institution, or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets all of the following criteria:

1. The student must meet the entrance requirements established by Lurleen B. Wallace Community College, an institution of postsecondary education. In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.
2. The student has a minimum cumulative unweighted 2.5 grade point average in completed high school courses. Transcripts must be provided as documentation of the student's cumulative grade average.

3. The student must have written approval of the appropriate high school representative. Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the high school representative indicates that the student has demonstrated both. Unless the student can demonstrate the ability to benefit from college level instruction, special education students are not eligible for enrollment under this policy.
4. The student must be in grade 10, 11, or 12 or have an exception granted by the ACCS Chancellor upon recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.12 regarding gifted and talented students.
5. All students taking academic courses for dual enrollment credit must meet pre-requisites for all approved courses at the college, and take the placement exam. All students entering the 12<sup>th</sup> grade must take the placement exam, regardless of whether they are enrolling in academic or technical courses. Appropriate ACT scores may be submitted in lieu of the placement exam.
6. Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum grade requirement or who withdrew from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum 2.5 unweighted grade point average requirement.

Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principal, superintendent, and LBWCC president. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.

**NOTE:** The College will report grades for dual enrollment courses to high school officials.

### **Course Eligibility**

Courses offered shall be drawn from the College's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy (Policy 801.03). Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

### **Dual Enrollment/Dual Credit Agreement**

Participating local boards of education and postsecondary institutions shall develop a Dual Enrollment/Dual Credit Agreement that includes but is not limited to the following:

- A. Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the participating postsecondary institution(s) and the participating local board of education. Courses must

be of Postsecondary level.

- B. Dual Credit/ Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach in dual credit/dual enrollment will be designated as an adjunct faculty member of the College and therefore must meet the credentialing requirements of the Alabama Community College System and other accrediting agencies. Faculty must be under the ultimate control and supervision of the College for Dual Enrollment classes. The College must provide for faculty orientation, supervision, and evaluation. Documentation of appropriate instructor credentials which meet or exceed accrediting agencies must be on file at the College.
- C. College faculty credential shall be provided to the local school board of education as needed to meet credential standards of accrediting agencies.
- D. The College shall be responsible for the compensation of faculty, in accordance with Alabama Community College System and college policy. Faculty may not receive dual compensation for instructional time.
- E. Three (3) semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. The Alabama Community College System Policy 705.01 defines a "credit hour" as not less than 50 minutes of instructor/student contact. A semester/quarter hour of credit is based upon the average number of hours of instruction taught weekly, the ratio of weekly contact hours to credit hour varies with the type of instruction being used. There are four general categories of instruction: theory, experimental laboratory, clinical practice/manipulative laboratory, and internship.
- F. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit.
- G. Payment of the current rate of tuition and fees per credit hour, textbooks and materials will be the responsibility of the student unless other resources are available. Full payment of tuition must be completed by the first day of class. School Boards will be notified of any unpaid tuition and fees prior to the start of classes. Students who fail to pay tuition and fees are not considered enrolled and will be dropped from course rolls.
- H. A plan for an annual evaluation of dual enrollment/dual credit shall be prepared and shall adhere to procedures established by the ACCS Chancellor. The College and the local School Board shall assume the responsibility for reporting required information in a timely manner.
- I. Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse admission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc.)
- J. Methods for addressing student related issues such as: admissions, procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and verification of student attendance must be addressed in the agreement.
- K. Transportation for any student receiving instruction at any facility other than a school campus of the local School Board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the College and the local School Board.

- L. Each party agrees to provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students. This must include the student's release of educational records as defined by FERPA and between the College and the local School Board.
- M. A copy of Policy 801.03 and its guidelines must be included in the Dual Enrollment/Dual Credit Agreement.

### **Statewide Articulation for Career and Technical Courses**

To receive articulated credit for career and technical courses from secondary education institutions, a student must submit a completed *Articulation Credit Request* to the College at the time of college registration. These forms may be obtained from the Dean of Instruction or high school career technical administrators and career technical instructors. Statewide articulation agreements are revised as needed by the Alabama Community College System and State Department of Education. Students completing the quality assurance criteria outlined below will receive articulated credit to the Alabama College System institution of their choice offering the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.

#### **Course Articulation Quality Assurance Criteria:**

1. A current Statewide Career/Technical Education Course Articulation Agreement (the "articulation agreement") is in effect for the postsecondary course for which articulation credit is sought.
2. The secondary courses applicable to the articulation agreement are certified under the Alabama State Department of Education Business and Industry Certification (BIC) standards.
3. Teachers of the secondary courses for which articulation credit is sought were certified by the Alabama State Board of Education to teach those courses at the time the student passed the course(s), and meet instructor qualifications established by the Alabama State Board of Education for postsecondary instructors of the collegiate course(s) in which articulated credit is requested.
4. The student must have earned a letter grade of "B" (3.0 on a 4.0 scale) or higher in the secondary course(s) for which articulation is being sought.
5. The student must be admitted to the College from which articulation credit is granted.
6. Colleges may grant articulated credit for courses not within the student's declared program of study.
7. Articulation credit must be requested by the student no later than 16 months of high school graduation.
8. Coursework completed in grades 10 through 12 is eligible for articulated credit.
9. Articulation credit is not available in postsecondary courses if granting such credit violates policies or regulations of licensure agencies or regulatory boards.
10. The secondary teacher or Career/Tech Administrator is authorized to provide certification signatures.

The following LBWCC courses are included in the State Wide Articulation Agreement:

Postsecondary Course		Credit Value	Secondary Course Numbers	Required Secondary Course(s)
<b>Air Conditioning/Refrigeration Tech (ACR)</b>				
112 <b>And</b> 121	HVACR Service Procedures <b>and</b> Principles of Electricity of HVACR	6	430004	NCCER Architecture, Construction, Manufacturing Core <b>and</b>
			432601	NCCER HVAC 1 <b>and</b>
			432602	NCCER HVAC 2 <b>and</b>
			432602	NCCER HVAC 3
<b>Child Development (CHD)</b>				
100	Introduction to Early Care and Education of Children	3	510021	Child Development <b>and</b>
			460009	Education and Training <b>or</b>
			460013	Early Childhood Education I <b>and</b>
			460014	Early Childhood Education II
202	Children's Creative Experiences	3	510021	Child Development <b>and</b>
			510043	Creative Arts
<b>Computer Science (CIS)</b>				
113	Spreadsheet Software Applications	3	450006	Business Technology Applications <b>and</b>
			450031	Business Technology Applications – Advanced
<b>Cosmetology (COS)</b>				
111 <b>and</b> 112	Introduction to Cosmetology and Introduction to Cosmetology Lab	6	510060	Introduction to Cosmetology
117 <b>and</b> 118	Basic Spa Techniques <b>and</b> Basic Spa Techniques Lab	6	510063	Introduction to Spa Techniques <b>and</b>
			510064	Advanced Spa Techniques Applications
<b>Industrial Electronics (ILT)</b>				
160	DC Fundamentals	3	430058	Direct Current
161	AC Fundamentals	3	430059	Alternating Current
169	Hydraulics/Pneumatics	3	430004	NCCER Architecture, Construction, Manufacturing

				<b>Core and</b>
			542521	NCCER Industrial Maintenance-Mechanical 1 <b>and</b>
			542522	NCCER Industrial Maintenance-Mechanical 2 <b>and</b>
			540014	NCCER Industrial Maintenance-Mechanical 3
<b>Office Administration (OAD)</b>				
103	Intermediate Keyboarding	3	450006	Business Technology Applications
125	Word Processing	3	450006	Business Technology Applications
135	Financial Record Keeping	3	470012	Accounting

The following courses have local articulation agreements which require demonstration of competencies in articulated courses prior to the end of the drop-add period of the student's first term of enrollment. LBWCC has articulation agreements with the following schools for students who are Tech Prep concentrators in career tech programs: Andalusia, Kinston, New Brockton, Zion Chapel, Florida, Pleasant Home, Straughn, Red Level, Brantley, Highland Home, Luverne, Elba, Enterprise, Geneva County, Samson, Slocomb and Opp.

<b>Postsecondary Course #(s)</b>	<b>Postsecondary Course Title(s)</b>	<b>Articulated Credits Awarded</b>	<b>Secondary Course #(s)</b>	<b>Secondary Course Title (s)</b>
CIS 146	Microcomputer Applications	3	450006	Business Technology Applications <b>and</b>
			450031	Business Technology Applications-Advanced
DEM 104	Basic Engines	3	570022	Automotive Engine Repair
WDT 108	Shielded Metal Arc Fillet/Oxyfuel Cutting <b>and</b>	3	430070	Introduction to Welding
WDT 122	Shielded Metal Arc Fillet Welding/Oxyfuel Cutting Lab	3		
WDT 109	Shielded Metal Arc Fillet PAC/CAC	3	430071	Applied Welding I/Plasma Arc Cutting
			430072	<b>and</b> Applied Welding II/Carbon Arc Cutting

WDT 123	Shielded Metal Arc Fillet Welding/PAC/CAC Lab	3	430071 430072	Applied Welding I/Plasma Arc Cutting <b>and</b> Applied Welding II/Carbon Arc Cutting
WDT 108	Shielded Metal Arc Fillet/Oxyfuel Cutting	3	420012	AgriMetal Fabrication
WDT 122	Shielded Metal Arc Fillet Welding/Oxyfuel Cutting Lab	3	420012	AgriMetal Fabrication

### **Students Not Attending Public School**

This policy and these guidelines are also intended to apply to students who are not attending public school, but who are enrolled in private school or church school pursuant to Section 16-28-1 of the *Code of Alabama*, or who are receiving instruction from a private tutor pursuant to Section 16-28-5 of the *Code of Alabama*.

Student eligibility should be certified by the appropriate official at the private school or church school or by the private tutor. Postsecondary institutions and participating private schools, church schools, or private tutors should develop a dual enrollment/dual credit agreement.

### **Non-Credit Students**

An applicant enrolling exclusively in non-credit courses may be granted admission, and will be exempt from filing any of the documents, transcripts, and related materials as specified above.

### **Audit Students**

Auditors are students who register for credit courses on essentially a non-credit basis. The College requires complete academic records for any applicant. Classes completed under the audit classification will under no circumstance be applied to a student's degree program. Student will not receive punitive grades, but will receive an AU for Audit. Tuition and fees for courses audited are the same as those for courses taken for credit.

Intention to audit must be declared by the end of the registration period and may not be changed thereafter. Grades of Auditors are recorded in the permanent records to indicate that the student has successfully completed the course.

### **Senior Citizens**

Persons sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adult Scholarship Program. Applicants must meet the following conditions:

1. They must comply with the College admission standards as noted earlier in this catalog under Admission, First-time Students; Admission, Transfer Student; or Former Students applying for readmission.

2. Must be Alabama residents.
3. Must be sixty (60) years of age or older.
4. Students must enroll for credit; non-credit enrollment is not allowed.

Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the waiver only one time per course. Any time a senior citizen repeats a course the student is responsible for the cost of tuition and fees.

**NOTE:** Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of a senior citizen attending under the Senior Adult Scholarship Program.

## **Admissions – Allied Health and Nursing Departments**

The Allied Health Department includes the following programs of study: Diagnostic Medical Sonography, Emergency Medical Services and Surgical Technology. The Nursing Department includes Associate Degree Nursing and Associate Degree Nursing Mobility Program. Applicants must submit not only an Application for Admission to the College, but also an Application for Allied Health Program or an Application for Nursing Program. Admission to Lurleen B. Wallace Community College does not imply admission to these programs. Applicants to these programs must also be admitted by the Allied Health Department or the Nursing Department. Additional information on these programs may be found in the Programs of Study section of this catalog.

### **Admission of International Students**

**A. Prior to being issued an I-20 form, an International Student must present to the Admissions Office the following:**

1. Completion of admission application to Lurleen B. Wallace Community College.
2. A certified original translated and evaluated copy of the student's high school transcript. (Translations must be completed by an organization affiliated with The National Association of Credential Evaluation Services; see [www.naces.org](http://www.naces.org) for information.)
3. A current and valid passport or other official documentation to verify lawful presence.
4. A current photo (passport size, preferred).
5. A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL.\*
6. A signed notarized statement verifying adequate financial support.
7. Payment and I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
8. A medical health history with proof of vaccinations.
9. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during periods of enrollment.

**Note: All of these admission requirements must be on file in the Admissions Office before an I-20 can be issued.**

## **B. Transfer of International Students**

1. Completion of admission application to Lurleen B. Wallace Community College.
2. A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution. (Translations must be completed by an organization affiliated with The National Association of Credential Evaluation Services; see [www.naces.org](http://www.naces.org) for information.)
3. Official transcripts from all U.S. institutions attended.
4. A signed notarized statement verifying financial support.
5. Copy of student's current form I-20.
6. Copy of student's Visa and Passport.
7. A medical health history with proof of vaccinations.
8. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during periods of enrollment.

**Note: All of these requirements must be on file in the Admissions Office before admission is complete.**

\* English as a Second Language Exam Waiver

The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the U.S. Virgin Islands, and the United States.

Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.

# STUDENT EXPENSES

## Tuition and Fees

**Tuition and fees must be paid before the first day of class each semester.** If tuition and fees are not paid before the first day of class, all courses for which the student has pre-registered will be dropped. Student will have to re-register for all courses.

Students who have graduated from a high school located in the state of Alabama or who earned a GED in the state of Alabama within **two years** of the date of their application for admission will be considered an Alabama resident provided they have an Alabama address as their residence.

### Eligibility for “In-State” Tuition

For purposes of assessing tuition, applicants for admission shall be classified in one of three categories as outlined below:

**I. A “resident student” is an applicant for admission who:**

- A. Is a citizen of the United States and a duly registered resident of the State of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse had resided and had habitation, home and permanent abode in the State of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot obtain residence status simply by attending school for twelve months in the State of Alabama.
- B. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least twelve (12) months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency to whom the court had granted custody.

**MINOR:** an individual who because of age lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

**SUPPORTING PERSON:** Either or both of the parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, or the conservator.

- C. In determining resident student status for the purpose of charging tuition, the burden of

proof lies with the applicant for admission.

1. Students shall be considered “resident students” for tuition purposes if they live out of the State of Alabama within a 50-mile radius of Lurleen B. Wallace Community College. Students from Jackson, Holmes, Okaloosa, Santa Rosa, Walton, and Washington counties in the State of Florida are eligible for in-state tuition.
  2. An individual claiming to be a resident shall certify by a signed statement each of the following:
    - a. A specific address or location within the State of Alabama as his or her residence.
    - b. An intention to remain at this address indefinitely.
    - c. Possession of more substantial connections with the State of Alabama than with any other state.
- D. Although certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the continuous presence or absence of connections with the State of Alabama during the previous twelve (12) months. This evaluation shall include the consideration of all of 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, parent(s), or children.
  6. Previous periods of residency in the state continuously for one year or more.
  7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student at a public institution of higher education in Alabama.
  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 property, possession of state license plates.
  10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
  11. Membership in religious, professional, business, or social organizations in the state.
  12. Maintenance of checking and savings accounts, safe deposit boxes, or investment accounts in the state.
  13. In-state address shown on selective service registration, driver’s license, automobile title registration, hunting and/or fishing license, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- E. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, by

registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

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

**A Non-Resident Student**, one who does not meet the standard of having resided in the State of Alabama for at least twelve (12) months immediately preceding application for admission, shall be charged the in-state rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States:

- A. The dependent student
  1. Whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
  2. Whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
  3. Whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school; or
  4. Whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- B. The student is not a dependent (as defined by Internal Revenue Codes) and
  1. Is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employer; or
  2. Can verify full-time permanent employment in the State of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
  3. Is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  4. Is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama; or
- C. 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.
- D. The student is eligible for “In-State” tuition if the student resides in one of the following counties in the State of Florida and applies for admission to Lurleen B. Wallace Community College: Jackson, Holmes, Okaloosa, Santa Rosa, Walton, and Washington.
- E. A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post 9/11 GI Bill®), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- F. Anyone using transferred Post – 9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of

his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

- G. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b) (9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- H. Anyone described above in items E, F, and G, while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

**III. Out-of-State Student:** Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by 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. A student may change his/her address by completing a "Change of Address" form in the Office of Student Services. If the new address indicates a change from out-of-state to in-state status, a student must provide proof of Alabama residence. When a student changes an address from out-of-state to in-state, the tuition charge for in-state status will take effect at the following official class registration. (A change in status will not be made between official registrations.)

### **Tuition and Fee Schedule (per semester)**

In-State Tuition .....	\$131 per credit hour
Building Fee.....	\$ 10 per credit hour
Facility Renewal Fee.....	\$ 9 per credit hour
Reserve Fee.....	\$ 1 per credit hour
Technology Fee .....	\$ 9 per credit hour

Out-of-State Tuition ..... 2.00 times in-state tuition rates

**NOTE:** Tuition and Fee Schedule is subject to change based on the recommendation and approval by the Board of Trustees of the Alabama Community College System.

**NOTE:** There is no difference in the cost of auditing a course and taking a course for credit.

**NOTE:** The College verifies that a student registering in distance education programs is the same student participating in class or coursework. There are no projected charges associated with the verification of student identity for the current terms.

## Other fees

Graduation fee .....	\$37
Returned check fee .....	\$30

## Delinquent Accounts

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. The College may withhold grade reports, transcripts, and diplomas until all charges are paid. The College will turn over delinquent accounts to the debt collection agency of Williams & Fudge for collection.

## Refund Policy

### Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, may be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

### Books and Supplies

A student who withdraws and who has purchased returnable books, and/or supplies from the College and returns the items in new/unused condition will be refunded the full purchase price if returned within 3 days from the first day of classes. Receipt required.

### Refund for Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. **There is no refund due to a student who partially withdraws on or after the first day of class.**

**NOTE: THE STUDENT IS RESPONSIBLE FOR COMPLETING DROP/ADD FORM AND SUBMITTING IT TO DIRECTOR OF ADMISSIONS AND RECORDS.**

### Refund in Compliance with State Refund Policy

In accordance with System policy, a student who officially or unofficially withdraws from all classes **before the first day of class** will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

1. Withdrawal during the first week of the semester, 75% refund.

2. Withdrawal during the second week of the semester, 50% refund.
3. Withdrawal during the third week of the semester, 25% refund.
4. Withdrawal after the third week of the semester, 0% refund.

### **Return in Compliance with Federal Regulations**

Lurleen B. Wallace Community College shall comply with federal regulations relative to return of tuition and other institutional charges for all Title IV Federal Financial Aid and for Tuition and Fee charges for all Military Assistance Program (TA). The Federal return policy is to be used for a Title IV Financial Aid and/or Military Assistance Program (TA) for a student who **COMPLETELY withdraws from all classes**. The policy shall also be applied to those students who cease attendance in all classes but who do not completely withdraw. Lurleen B. Wallace will return any unearned aid paid by Title IV Financial Aid and/or the Military Assistance Program (TA) based on the following calculations to the appropriate government entity.

The return of Title IV and/or FTA funds are based on a formula, which determines the percentage of earned aid by calculating the amount of time the student has completed for a term. The percentage completed is calculated as days attended in the in the period (based on the official withdrawal date) divided by the total days in the term.

If the percentage completed exceeds 60%, the student has earned 100% of his/her Title IV financial aid and/or FTA funds.

If the percentage completed is 60% or less, the percentage is applied to the total Title IV financial aid and/or FTA awarded to the student for the term and could result in the student having to repay funds.

Students subject to the Federal Return policy continue to be responsible for payment of tuition and fees in accordance with the State Refund Policy. TA Funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. Instances when a Service member stops attending due to a military service obligation, LBWCC will work with the affected Service member to identify solutions that will not result in the student debt for the return of unearned TA. Students who do not return unearned Title IV funds will be ineligible for Title IV Funds at any institution.

## STUDENT FINANCIAL AID

Lurleen B. Wallace Community College is dedicated to assisting students who need financial aid to attend college. The College offers various scholarships and students who are enrolled in any program of study are eligible to apply for federal financial aid.

### Applying for Financial Aid

The most important factor in applying for financial aid is to apply early. Students may apply as soon as federal tax returns for the previous year are completed. The Free Application for Federal Student Aid must be completed. These worksheets are available in the Financial Aid Office. Students **must** apply via the internet at [www.fafsa.gov](http://www.fafsa.gov). The priority date for filing financial aid is June 1 of each year. The Title IV code for LBWCC is **008988**.

### General Eligibility Requirements

To be considered for Federal Financial Aid a student must meet all of the following requirements:

1. Demonstrate financial need;
2. Be a U.S. Citizen or eligible noncitizen;
3. Have a valid Social Security number;
4. Be registered with Selective Service, for males between 18 and 25.
5. Maintain satisfactory academic progress in a program of study;
6. Not be in default on a federal loan or owe a refund on a grant received for attendance at any post-secondary institution, and
7. Not be convicted of drug possession or drug sale, while receiving financial aid.
8. Show qualification to obtain a college or career technical education by:
  - a. Having a high school diploma or General Education Development (GED) certificate; or
  - b. Completing a high school education in a homeschool setting approved under state law; or
  - c. Enrolling in an eligible career pathways program.

### Verification Data

Applications may be selected for verification by the Department of Education. Those selected maybe required to submit to the Financial Aid Office the following information:

1. A signed copy of Federal Tax Transcript and W-2's,
2. A signed copy of parent's and/or spouse's Federal Tax Transcript and W-2's. To obtain an IRS Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946.
3. A verification worksheet, and/or
4. Other information as requested by the Financial Aid Office.

Students may review their financial aid requirements online at [www.lbwcc.edu](http://www.lbwcc.edu) by selecting **MYLBWCC** and logging into the **Student Information Center**. Eligibility cannot be determined until the verification process is completed.

## **Federal Pell Grant**

Federal Pell Grant awards are based on financial need as determined by the Federal Student Aid Programs. A student may apply for Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

A student must apply for Federal Pell Grant each academic year. This may be done beginning October 1 of each year. Confirmation page will indicate estimated financial aid, if eligible.

If a student has applied for Federal Financial Aid, the Institutional Student Information Record (ISIR) from the Department of Education, along with any verification documents required from the student and all transcripts, must be received by the Financial Aid Office in order for financial aid to be used for payment of tuition, fees and books. If all required information has not been received by the Financial Aid Office, by the posted priority date, the student will be required to pay all tuition and fees if the financial aid has not be processed. Any student who has not paid by this time will have all classes dropped and will no longer be eligible to attend.

In order for a student to receive the full Pell Grant award calculated, the student must attend all classes. If the student does not attend all classes, the award will be recalculated based on the lower enrollment status. Attendance will be verified at the beginning of each semester.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is a grant and repayment is not required. To qualify, a student must have exceptional financial need. A student must be enrolled, be in good standing, and must complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov) to establish eligibility. Priority is given to Federal Pell Grant recipients. Funds are limited.

## **Federal Work-Study (FWS)**

The Federal Work-Study Program provides part-time jobs for students who have financial need. Students work in a variety of offices and departments with their work schedules built around their academic schedules. To qualify, a student must complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov). Students earn minimum wages, payable once per month. These funds are limited and available on a first-come first-serve basis. Students must complete a work-study application to qualify.

## **Alabama Student Assistance Program (ASAP)**

To be eligible for these funds, a student must complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov). The student must be an Alabama resident and have established financial need. These funds are limited and available on a first-come, first-serve basis.

## Veterans Benefits

Training is provided under the following chapters:

**Chapter 30**– Military service effective July 1, 1985, and after if a participant was in the Educational Program while on active duty.

**Chapter 31** – Service-connected disability of ten percent or more may receive Vocational Rehabilitation.

**Chapter 33** – (The Post-9/11 GI BILL®) Individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Students must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

**Chapter 33** – (Transfer Post-9/11 GI Bill® to Spouse and Dependents) The transferability option under the Post-9/11 GI Bill® allows service members to transfer all or some unused benefits to their spouse or dependent children. The Department of Defense (DoD) determines whether or not you can transfer benefits to your family. Once the DoD approves benefits for transfer, the new beneficiaries apply for them at VA. To find out more, visit the DoD's website or apply online at [www.gibill.va.gov](http://www.gibill.va.gov)

**Chapter 35**– Veteran dependent (GI Bill®) includes spouse and legal children, adopted children, stepchildren, etc. (There is a time limit on spouse and age limit for children). Children may be married and still be qualified. Veteran must be 100 percent service connected disabled, living or deceased, for dependents to be qualified.

**Chapter 1606** – National Guard and Reservist GI Bill® Qualifications—must have six years obligation, high school diploma or GED, and completed required training. (See your unit education officer.) Complete DD Form 2384 Notice of Basic Eligibility. Hand carry this form to the College veterans' representative.

Students receiving veteran's benefits under Chapters 30,31,33,35 and 1606 will be paid full, three-quarters or half-time benefits as follows:

Full-time.....12 or more credit hours  
3/4-time.....9-11 credit hours  
1/2-time.....6-8 credit hours  
Reimbursement for tuition.....5 or fewer hours

Veterans will not be paid for courses outside of their approved program of study. For more information and to apply for Federal VA benefits, please visit [www.benefits.va.gov](http://www.benefits.va.gov)

Students utilizing VA benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

**Complaint Policy for Students Receiving VA Education Benefits** - For students receiving VA

education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### **Alabama G.I. Dependents Scholarship Program**

Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse, or widow/er) of disabled veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are now (or were) bona fide residents prior to their death. Other qualifying veterans' categories are former prisoners of war (POW), those declared missing in action (MIA) and those who died in service.

Maximum educational benefits include free tuition, required textbooks, and laboratory fees for up to ten (10) semesters or a prescribed technical course at any state-supported junior or community college, university, or technical school. Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow/er does not have a filing deadline or age limitation. Eligible out-of-state participants under the Alabama G.I. Dependents Scholarship will be assessed in-state tuition and fees. For more information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse, or you may write to the Alabama G.I. Dependents' Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509.

**Class Attendance of Veterans** – For the veteran, failure to attend class may result in a reduction or elimination of benefits. The instructor will determine if absences are excused or unexcused. If the veteran accumulates excessive (unexcused) absences, the reduction of benefits will be made effective the last date of class attendance.

**Withdrawal from Class by Veterans** – Veterans may adjust schedules only during the drop/add period without penalty. A veteran who withdraws after this period without demonstrating extenuating circumstances will suffer loss of payments under VA educational assistance.

### **Financial Aid Satisfactory Academic Progress Policy**

Federal regulations require all students receiving federal financial aid (Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, or Alabama Student Assistance Programs) must make satisfactory academic progress toward completion of a degree or certificate. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. A student's academic progress will be evaluated at the end of each semester. Notices will be sent to students via mail and/or email if they are placed on Financial Aid Warning or Financial Aid Suspension.

According to 34 CFR 668-16(e), there are two major components of satisfactory academic progress: the **qualitative** component (cumulative in-program GPA) and **quantitative** component (timeframe of completion).

- 1. Qualitative Requirement** (Cumulative in-program GPA [including institutional and accepted transfer credits are used in calculation of the in-program GPA])  
 Students enrolled in a degree program or a certificate program requiring more than 26 credit hours must meet or exceed the following minimum cumulative in program GPA based upon total hours attempted:

Semester Credit Hours Attempted	Cumulative GPA
0-21	1.50
22-32	1.75
33 or more	2.00

Students enrolled in certificate programs equal to 26 hours must meet or exceed the following minimum cumulative in-program GPA based upon total hours attempted:

Semester Credit Hours Attempted	Cumulative GPA
0-17	1.50
18 or more	2.00

Calculation of GPA as to the treatment of repeated, incomplete, withdrawn, bankrupted, forgiven, and transitional (developmental/remedial) classes, as well as transfer credit and grade changes is as follows:

- Repeated classes will be factored into the GPA as follows:
  - The second attempt and any additional attempt will be factored into the GPA.
- Grades of - "I" will be calculated as an "F" until the course is completed
- Any courses transferred from another institution that are accepted into the student's current program of study will be factored into the GPA.
- Developmental or Remedial Courses required for the student's current program of study will be factored into the GPA.
- Bankrupted courses, not repeated, which were applicable to the student's current program of study will be factored into the GPA,

- 2. Quantitative Requirement** (Timeframe for Completion) – Eligible students may receive federal financial aid for a period of time not to exceed 150 percent of the normal length of his/her program of study. LBWCC programs are as follows:

Program	Normal Length of Program in Credit Hours	Maximum # of Credit Hours
Associate in Arts Degree	60-64	90-96

Associate in Science Degree	60-64	90-96
Air Conditioning & Refrigeration Certificate	60	90
Automotive Mechanics Certificate	60	90
Child Development Certificate	27	40
Child Development Degree	65	97
Computer Science Degree	64	96
Cosmetology Certificate	52	78
Diagnostic Medical Sonography Degree	76	114
Diagnostic Medical Sonography Vascular Certificate	11	16
Diesel and Heavy Equipment Mechanic Degree	71	106
Diesel and Heavy Equipment Mechanics Certificate	59	88
Emergency Medical Services Degree	71	112
Esthetics Technology Certificate	28	42
Forest Technology Degree	68	102
Industrial Electronics Degree – Industrial Systems Option	70	106
Industrial Electronics Degree – Electromechanical Option	67	100
Nail Technology	24	36
Associate Degree Nursing (Track 1)	67	100
Associate Degree Nursing (Track 2 Mobility)	52	78
Office Administration Degree	68	102
Surgical Technology Certificate	29	43

Welding Certificate	60	90
Welding Short Certificate	23	34

**All credit hours (including accepted transfer credit hours) in a student's current program of study and/or Degree plan will be included in Timeframe for Completion calculation.**

Each student receiving federal financial aid must earn two-thirds (.667%) of all the hours (excluding remedial courses and including accepted transfer credit hours) he/she attempts in order to complete a program in the normal length of time allowed . Students who have not earned the required number of hours will be suspended from receiving federal financial aid. A student is ineligible when it becomes mathematically impossible for him/her to complete his/her program within 150% of the length of the program. (example: At the time of evaluation of SAP the student has attempted 85 credit hours out of a possible 90 credit hours allowed under max time frame but has 10 hours left to earn to complete his degree, the student is not meeting SAP due to exceeding the max time frame because he has more hours to earn than what is allowed to graduate within the maximum time frame.) Financial aid is reinstated when the student has achieved the minimum cumulative GPA required and earned the required minimum number of credit hours.

**Developmental Courses** – A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental course work. Credit hours attempted for developmental courses are not included when determining a student's quantitative progress (the two-thirds [67%]) or the maximum time-frame requirement. However, developmental course work is included in the calculation of the GPA.

**Repeat Courses** – A student, who has subsequently passed a course, with a grade of A, B, C, or D shall be allowed to receive financial aid to repeat that course one time. If a student repeats a course which he or she has successfully completed he or she will only receive credit for one class toward the total number of hours completed and such a repeat will affect the completion rate. Failing grades, withdrawals, incompletes and/or repeated classes may result in suspension of financial aid because these classes are considered as attempted hours not successfully completed (these hours are included in the maximum time frame calculation).

**Financial Aid Warning** – Academic progress will be reviewed at the end of each semester. If the student is not making academic progress he/she will be notified that they are placed on Financial Aid warning and he/she is in jeopardy of losing their financial aid eligibility. The student is placed on financial aid warning when the Qualitative Requirement (Cumulative GPA)

and/or the Quantitative Requirement (Maximum Timeframe and/or Completion Rate) have not been met.

**Financial Aid Suspension** – Academic progress will be reviewed at the end of each semester. If the student has been placed on financial aid warning and is not making academic progress for a second semester, the student will be placed on Financial Aid Suspension. The student is placed on financial aid suspension when the Qualitative Requirement (Cumulative GPA) and/or the Quantitative Requirement (Maximum Timeframe and/or Completion Rate) have not been met. If a student is academically suspended and readmitted on an admissions appeal, this does not automatically qualify a student for reinstatement of financial aid. Financial Aid will be reinstated when the student attends college at his/her own expense and meets the minimum standards of satisfactory academic progress or if the Financial Aid Appeal Committee reinstates eligibility.

**Change in Program** – A student may receive federal financial aid for up to 150% of the normal length of the selected program of study. If a student changes programs, his or her academic progress will be evaluated to include all courses taken that apply to the new program. A student may change programs of study more than once but will not be allowed to receive federal financial aid for attempting more than 3 programs of study at LBWCC. If a student changes program after being awarded Pell grant, the student must meet the SAP requirements of the new program before receiving any further aid. The student should notify the financial aid office of the change of program in order for their aid not to be delayed. Student's SAP will be reviewed again at the end of each semester.

**Lifetime Maximum** - Students may receive Pell Grant for up to 6 full years, 12 full semesters for a total of 600% Lifetime Eligibility Used, as determined by the Department of Education. Once a student has received a Pell Grant for lifetime maximum of 600%, they will no longer be eligible for additional Pell Grants.

**Appeals Process** If a student wishes to request consideration for re-instatement of federal financial aid due to mitigating circumstances, the student must complete a Financial Aid Appeal form and appropriate documentation. A written explanation regarding the mitigating and/or extenuating circumstances, plan for improvement, academic plan signed off by an advisor, and supporting documentation must be included with the Financial Aid Appeal form and submitted to the Financial Aid Appeal Committee no later than forty-five days before the first day of class. The student will be notified in writing the decision by the Financial Aid Appeal Committee. The decision of the Financial Aid Appeal Committee is final and is determined on a case by case basis. Any student may submit a request to reinstate federal financial aid at LBWCC one time. However, a second appeal may be allowed with extenuating circumstances.

Students re-instated on Financial Aid Appeal will be required to follow an Academic Plan and if eligible, must apply with the Student Support Services program within the first ten days of class. Students must comply with all requirements and recommendations. Documentation will be provided by Student Support Services personnel to the Financial Aid Office before the Financial Aid Probation will be removed.

### **Enrollment Status for Federal Pell Grant Recipients**

**Degree Programs** – A student must register for an appropriate number of credit hours in order to qualify as outlined:

<u>Enrollment Status</u>	<u>Required Credit Hours</u>
Full-Time	12
Three Quarter Time	9-11
Half-Time	6-8
Less than Half-Time	1-5

**Certificate Programs** – A student must register for an appropriate number of credit hours and contact hours in order to qualify as outlined:

<u>Enrollment Status</u>	<u>Required Title IV Hours</u>
Full-time	12
Three Quarter Time	9-11
Half-Time	6-8
Less than Half-Time	1-5

**Financial Aid Eligibility** – The amount of money a student may receive through the Federal Pell Grant and other financial assistance programs is determined by the enrollment status or number of credit hours or contact hours for which a student registers each term. Only classes that are required for the student’s program of study will count toward the enrollment status. Credit hours are used to measure the enrollment status of a student who is enrolled in a program of study which is at least two years in length and offers an associate degree, or each course within the program is acceptable for full credit toward an associate degree. Contact hours are used to measure those programs which do not meet these requirements.

**Pell Grant Percentage of Award based on Enrollment Status:**

Full- Time	Three Quarter-Time	Half- Time	Less than Half-Time
100 % Pell	75% Pell	50 % Pell	25 % or less Pell

## Institutional Scholarships

Each year Lurleen B. Wallace Community College offers scholarships to qualified students in the various areas including (but not limited to) academics, athletics, leadership, performing arts, and service. In addition to the traditional scholarships offered by the College, scholarships through the Lurleen B. Wallace Community College Foundation are available. A brief description of each scholarship, the award amount, and the criteria for selection and retention of the scholarship are listed below. Students may apply for multiple scholarships, but can be awarded only one. Scholarships are awarded for one year and must be used beginning the fall semester of the year awarded. Students may be eligible for renewal of their scholarship for the second year based on the continuation policy for their scholarship. Students will not be eligible to receive an institutional scholarship for more than two consecutive years. Additional information regarding scholarship application and deadlines can be found at [www.lbwcc.edu/financial-aid/scholarships](http://www.lbwcc.edu/financial-aid/scholarships)

## Academic Scholarships

### Honors Program Scholarships

*Description:* Up to 15 students will be admitted each year to LBWCC's Honors Program, which is located on the Andalusia Campus for students pursuing an Associate in Arts or Associate in Science degree.

*Minimum GPA Requirement:* Incoming freshman must have a 90 average to be considered.

*Automatic Admission Requirements:* Current Valedictorians and Salutatorians receive automatic admission into the program.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$3500 (\$1750 fall semester and \$1750 spring semester).

*Continuation Policy:* This scholarship is renewable for a second year for students who successfully complete 24 credit hours, which includes honors courses, with a cumulative GPA of 3.25.

*Additional Requirements:* The Honors Program Scholarship selection has two phases.

#### Phase One: Application Packet and Essay

*Application Packet:* Applicants must submit the LBWCC Institutional Scholarship Application, current high school transcript, FAFSA Confirmation, the essay component, and two (2) letters of recommendation by the scholarship deadline. Letters of recommendation can be written by teachers, counselors, principal, community leaders, or employers. Applicants must have taken the ACT and scored 18 or higher in English, 20 or higher in Reading, and 20 or higher in Mathematics. Those applicants who have not previously taken the placement exam or who are not exempt from the placement exam will need to take the placement exam prior to the scholarship deadline. Students who place into developmental courses will not be considered as candidates for the Honors Program.

*Essay Component:* Choose one of the following topics and write an answer using correct form (introduction, body, and conclusion). Remember to use specific examples in the body and correct grammar throughout. Do not consult the internet or another person for information. Any hint of plagiarism detected will make a student ineligible for the Honors Program. The answer should be no less than 350 words.

1. As a young adult preparing to enter the college environment, you will bring with you specific talents and abilities. Using specific examples for clarification, describe the talents and abilities that you believe will help you be successful at LBWCC. How will you use those abilities to positively impact the lives of others while a student on our campus?
2. Character is defined as “who we are when no one is looking.” At the core of character is a set of beliefs that define our view of life, relationships and morality. Describe your “character” using examples from your experiences to clarify.
3. According to “Born to be Wired: The Role of New Media for Digital Generation,” on a typical day, a teenager selects from 200+ cable television networks, 5500 consumer magazine titles, 10,500 radio stations, 30 million blogs, and over 2 billion websites. There are currently 240 million television sets in the U.S., 2 million of which are in bathrooms. We have more information available to us, instantly, than any previous generation. What positive and innovative ways can our society use this technology?
4. Sometimes, getting along with family members can be the hardest thing to do. Describe some things you can do or have done to improve your family relationships.
5. What habits of mind or personal characteristics are essential for college success? (Examples: intellectual curiosity, persistence, open-mindedness, questioning/critical thinking, reflection/meta-cognition, confidence, time management, inventiveness, pride in work.)

### Phase Two: On-Campus Interview

After reviewing the information provided in Phase One, the Honors Program Committee will select students to be interviewed for the Honors Program Scholarships.

For further information, contact Anthony Sanders at 334-881-2287 or [asanders@lbwcc.edu](mailto:asanders@lbwcc.edu).

### **Presidential Academic Scholarships**

*Description:* Students who have demonstrated high academic abilities.

*Minimum GPA Requirement:* Incoming freshman must have a minimum 90 average. All others must have a minimum 3.5 GPA to be considered.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$3000 (\$1500 fall semester and \$1500 spring semester)

*Additional Requirement:* Counselor must verify GPA.

For further information contact Heather Owen at 334-881-2282 or [howen@lbwcc.edu](mailto:howen@lbwcc.edu).

### **Presidential Technical Scholarships**

*Description:* Students who plan to enroll in an LBWCC technical program of study.

*Minimum GPA and Enrollment Requirement:* Incoming freshman must have a minimum 70 average. All others must have a minimum 2.5 GPA. To be considered, student must also indicate desire to enroll in a technical program.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$4500 (\$1500 fall, \$1500 spring, and \$1500 summer semesters).

*Continuation Policy:* Scholarship renewal will be based on a minimum 2.0 GPA and successful

completion of 24 credit hours.

*Additional Requirements:* Student must plan to pursue a program of study in a technical-based field and must indicate this on the Scholarship Application and Admission Application.

Recipients MUST enroll in one of the following Certificate or Associate in Applied Science Degree Programs:

Air Conditioning and Refrigeration  
Child Development  
Cosmetology  
Diesel & Heavy Equipment  
Esthetics Technology  
Industrial Electronics  
Nail Technology  
Surgical Technology

Automotive Mechanics  
Computer Science  
Diagnostic Medical Sonography  
Emergency Medical Services  
Forest Technology  
Medical Office Administration  
Nursing  
Welding

For further information, contact Heather Owen at 334-881-2282 or email [howen@lbwcc.edu](mailto:howen@lbwcc.edu).

### **Valedictorian and Salutatorian Scholarships**

*Description:* Incoming freshmen who were named by their high schools as valedictorian or salutatorian for the 2020 graduating class.

*Length and Value:* One-year scholarship that will cover tuition and fees up to \$3,500 (\$1,750 fall semester and \$1,750 spring semester)

*Additional Information:* Valedictorians and salutatorians receive automatic admission into the LBWCC Honors Program.

For further information, contact Heather Owen at [howen@lbwcc.edu](mailto:howen@lbwcc.edu) or 334.881.2282.

### **Ambassador Scholarships**

*Description:* Ambassadors serve as official hosts for LBW Community College activities and public events held in the College's service area.

*Minimum GPA and Enrollment Requirement:* Incoming freshman must have a minimum 90 average. All others must have a minimum 3.5 GPA to be considered.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$1500 fall semester and \$1500 spring semester. A partial scholarship may be available to take summer courses.

*Continuation Policy:* This scholarship is renewable for a second year for students who successfully complete 24 credit hours with a 2.5 GPA and who faithfully complete all duties assigned to Ambassadors.

*Additional Requirements:* The applicant must submit a completed application form and two letters of reference. A high school senior must submit at least one of the two reference letters written by his or her high school principal or guidance counselor. The letter from the school official should indicate the student's GPA and ACT scores, if available. On a separate sheet of paper, type a brief essay of no fewer than 250 words answering the question, "As an LBWCC Ambassador, how will you promote LBWCC?" Qualified applicants may be invited to participate in an interview with the selection committee.

For further information, contact one of the following:

Andalusia Campus Sponsor, Diaon Cook, 334-881-2256 or [dcook@lbwcc.edu](mailto:dcook@lbwcc.edu)

Greenville Campus Sponsor, Shanna Burke, 334-382-2133, ext. 2103 or [sburke@lbwcc.edu](mailto:sburke@lbwcc.edu)

MacArthur Campus Sponsor, Kelly Weeks 334-493-5326 or [kweeks@lbwcc.edu](mailto:kweeks@lbwcc.edu)

## **Athletic Scholarships**

*Description:* The College awards Athletic Scholarships in baseball, men's and women's basketball and softball.

*Length and Value:* Tuition and fees for a maximum of 15 credit hours fall and spring semesters and the loan of scholarship books (excluding student workbooks, electronic codes and remedial textbooks).

*Continuation Policy:* Scholarship renewal is at the discretion of the athletic coach. The student must also successfully complete 24 semester hours and maintain a cumulative grade point average of 2.0 by the end of 12 months to be considered for the second year.

*Additional Requirement:* Interested applicants should contact the appropriate coach for specific information and/or tryouts.

For further information, contact one of the following:

Baseball Coach, Steve Helms at 334-881-2203 or [shelms@lbwcc.edu](mailto:shelms@lbwcc.edu)

Basketball Coach, Ricky Knight at 334-881-2202 or [rknight@lbwcc.edu](mailto:rknight@lbwcc.edu)

Softball Coach, Tiffany Taylor at 334-881-2204 or [ttaylor@lbwcc.edu](mailto:ttaylor@lbwcc.edu)

## **Dual Enrollment Scholarships**

*Description:* Provided by the Lurleen B. Wallace Community College Foundation, these scholarships are for those students who plan to enroll in dual enrollment courses at LBWCC during fall or spring. Students must list on the application all dual enrollment courses for which they request scholarship funds.

*Minimum GPA Requirement:* Minimum 80 average

*Length and Value:* The scholarship is tuition and fees only for one course. The student is responsible for any books or supplies that may be required.

*Continuation Policy:* The student may reapply each year as long as he/she remains in high school.

*Additional Requirement:* Students must take the placement exam unless he or she has ACT scores which exempt the student.

For further information, contact Christy Hawkins at 3340881-2248 or [chawkins@lbwcc.edu](mailto:chawkins@lbwcc.edu).

## **Foundation Scholarships**

*Description:* The Lurleen B. Wallace Community College Foundation is a 501(c)(3) nonprofit organization with the mission of providing student scholarships and supporting college programs. LBWCC Foundation scholarships are available to students on all campuses

*Minimum GPA and Enrollment Requirements:* Incoming freshman must have a minimum 75 average. All others must have a minimum 2.5 GPA. This GPA must be verified by the high school principal, counselor, or a valid transcript.

*Length and Value:* One year scholarships (in various amounts) for tuition and fees.

*Continuation Policy:* Students must reapply each year.

*Additional Requirements:* Scholarship recipients will be required to write thank you letters to foundation donors.

For further information, contact Christy Hawkins at 334-881-2248 or [chawkins@lbwcc.edu](mailto:chawkins@lbwcc.edu).

## **General Educational Development Test (GED) Tuition Waivers**

To qualify, an applicant must meet all admission requirements and have successfully completed the Alabama GED Test. For further information, interested applicants should contact the Director of Financial Aid: Donna Bass, Andalusia and Greenville Campuses 334-881-2272 [dbass@lbwcc.edu](mailto:dbass@lbwcc.edu), and Randi Bozeman, MacArthur Campus 334-493-5338 [rbozeman@lbwcc.edu](mailto:rbozeman@lbwcc.edu).

## **Leadership Scholarships**

*Description:* Incoming freshmen who have demonstrated high academic and leadership abilities.

*Minimum GPA and Enrollment Requirements:* Incoming freshman must have a minimum 80 average. All others must have minimum of 3.0 GPA. Recipients are required to become active members of the LBWCC Student Government Association and attend the Fall Leadership Development Seminar on the Andalusia Campus.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$1000 (\$500 fall semester and \$500 spring semester).

*Additional Requirements:* Applicants should list any leadership accomplishments, extracurricular activities, as well as any club/church/organization affiliations. Students must submit one letter of recommendation from someone who can verify high school leadership activities.

For further information, contact Heather Owen at 334-881-2282 or email [howen@lbwcc.edu](mailto:howen@lbwcc.edu).

## **Non-Traditional Student Scholarship**

*Description:* This scholarship is for non-traditional students. (This term applies to students who are 21 years of age or older and/or those students who have been out of high school for one or more years or have passed all sections of the GED.)

*Minimum GPA Requirement:* Current or previously enrolled students must have a cumulative 2.5 GPA or higher.

*Length and Value:* Two-semester scholarship (Fall and Spring Semesters) that will cover tuition and fees up to \$3,000 (\$1,500 fall semester and \$1,500 spring semester).

Two-semester scholarship (Spring and Summer Semesters) that will cover tuition and fees up to \$3,000 (\$1,500 spring semester and \$1,500 summer semester).

One-semester scholarship (Summer Scholarship) that will cover tuition and fees up to \$1,500.

*Additional Information:* Students must have 20 or more credit hours to complete at LBWCC. If a student has previously completed a certificate or degree, he or she will not be considered.

Students are ineligible if they have been awarded any other LBWCC scholarship/waiver for the current academic year or previously received an LBWCC scholarship/waiver for two consecutive years.

For further information, contact Heather Owen at 334-881-2282 or email [howen@lbwcc.edu](mailto:howen@lbwcc.edu).

## Performing Arts Scholarships

### Performing Arts – Art Scholarships

*Description:* Performing Arts – Art Scholarships are awarded to students who perform over and above those requirements normally expected for art students.

*Minimum GPA and Enrollment Requirements:* Incoming freshman must have a minimum 75 average. All others must have a minimum 2.5 GPA. An art studio class on the Andalusia Campus is required during both semesters while on this scholarship. Students must exhibit finished artwork in the annual LBW Student Art Exhibition.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$3000 (\$1500 fall semester and \$1500 spring semester).

*Continuation Policy:* For scholarships to be renewed, the student must successfully complete 24 semester hours and maintain a cumulative grade point average of 2.5 by the end of 12 months to be considered for the second year. Scholarship recipients must also successfully complete and submit for review a portfolio of artworks completed during the first year to the art instructor.

*Additional Requirements:* A portfolio review is required along with official Portfolio Submission Form and two (2) letters of recommendation. Please refer to the LBWCC Financial Aid webpage for the Portfolio Submission Form. The portfolio should include a brief artist's statement describing what the student hopes to accomplish through his/her artwork. Portfolio must contain a minimum of six pieces and a maximum of eight pieces of art work.

For further information, contact Misti Purvis at 334-881-2250 or email [mpurvis@lbwcc.edu](mailto:mpurvis@lbwcc.edu)

### Performing Arts – Drama Scholarships

*Description:* Performing Arts – Drama Scholarships are awarded to students who have an interest in Drama/Performing Arts.

*Minimum GPA and Enrollment Requirements:* Incoming freshman must have a minimum 75 average. All others must have a minimum 2.5 GPA. An Acting class on the Andalusia Campus is required each semester while on this scholarship. Students who are accepted into the drama program must participate in all drama performance activities which will include hours beyond the classroom experience.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$3000 (\$1500 fall semester and \$1500 spring semester).

*Continuation Policy:* Scholarship renewal is at the discretion of the faculty sponsor. The student must also successfully complete 24 semester hours and maintain a cumulative grade point average of 2.5 by the end of 12 months to be considered for the second year.

*Additional Requirement:* Student must arrange an interview with faculty sponsor.

For further information, contact Eric Lidh at 334-881-2252 or email [elidh@lbwcc.edu](mailto:elidh@lbwcc.edu).

### Performing Arts – Music Scholarships

*Description:* Performing Arts – Music Scholarships are awarded annually on the basis of musical ability, integrity, and leadership to students who perform over and above those requirements normally expected for an Ensemble student. Interested students must audition. Only in extreme circumstances will an audition be granted on another date.

*Minimum GPA and Enrollment Requirements:* Incoming freshman must have a minimum 75

average. All others must have a 2.5 GPA. Scholarship students must enroll in an Ensemble class each semester while on scholarship.

*Length and Value:* One year scholarship that will cover tuition and fees up to \$3000 (\$1500 fall semester and \$1500 spring semester).

*Continuation Policy:* Scholarship renewal is at the discretion of the director. First year members must successfully complete 24 semester hours excluding MUS credit courses and have a cumulative grade point average of 2.5 by the end of the spring semester to be considered for the second year.

*Additional Requirements:* Vocal and Instrumental Auditions will be held in March each year. Please refer to the LBWCC Financial Aid webpage for Ensemble Audition Requirements.

For further information, contact Johnny Brewer at 334-881-2238 or email [jbrewer@lbwcc.edu](mailto:jbrewer@lbwcc.edu).

### **Senior Adult Scholarships**

*Description:* Senior Adult Scholarships are for individuals who are 60 years of age or older who meet the LBWCC admission requirements. Students must enroll for credit and may receive a scholarship only one time per course. For further information, contact Donna Bass at 334-881-2272 for Andalusia Campus, Shana Burke at 334-382-2133, ext. 3102 for Greenville Camp and Randi Bozeman at 334-493-5338 for MacArthur Campus.

# **ACADEMIC POLICIES AND INFORMATION**

## **Academic Honors**

The College recognizes academic achievement by publishing the President's List and the Dean's List at the end of each term. Requirements for the President's List include a semester grade point average of 4.00 and completion of a minimum semester course load of twelve (12) semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

The Dean's List requirements include a semester grade point average of 3.50 or above but below 4.00 and completion of a minimum semester course load of twelve (12) semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

Distinguished Honor Students selection is completed during the spring semester of each academic year. The top freshmen and top sophomores are recognized during the annual awards program.

## **Academic Complaint/Appeal**

An academic complaint is defined as a concern about a strictly academic matter such as grades, work assignments, quality of instruction, and fairness of instructor and/or examinations. Academic appeals, with the exception of grades, must be initiated within ten (10) business days of their occurrence. Grade appeals must be initiated prior to the last day of classes of the following term.

The following procedure should be followed in filing an academic complaint/appeal:

1. The student should first contact the instructor and discuss the problem.
2. If the student does not receive satisfaction from the instructor, he/she should contact the Chair of the Division who will confer with the student and the faculty member to reach closure.
3. If closure is not reached by using this approach, the student may file a formal academic appeal to the Dean of Instruction. This must be done in writing and dated prior to the time limit stated above. The appeal must state the problem, the name of the instructor who is involved and previous attempts at resolving the situation.
4. The Dean of Instruction will review the information, prepare a written recommendation, and notify the student, instructor, and the division chair of the decision within two (2) weeks, after the written appeal is received.
5. The decision of the Dean of Instruction is final.
6. If, after exhausting all available institutional processes a student's complaint remains unresolved, the student may appeal to the Alabama Community College System. Information regarding student complaints to the Alabama Community College System can be found at <https://www.accs.cc/index.cfm/contact/>.

## **Academic Bankruptcy**

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a

student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions and Records.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested a grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of **"ACADEMIC BANKRUPTCY"** will be reflected on the transcript for the semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

## Academic Year

The academic year is divided into three terms: fall semester, spring semester, and summer semester.

## Attendance Policy

Class attendance is considered an essential part of the educational process at Lurleen B. Wallace Community College. The College subscribes to the philosophy that academic success derived by students is dependent on class participation. Students are expected to punctually attend all classes in which they are registered. **Attendance will be verified as required by federal and state regulations.** According to Alabama Community College System policy guidelines, class attendance may not be used as a factor in determining a student's course grade. However, instructors may require student participation in specific activities in the classroom or laboratory. Failure to participate in these activities may result in a "0" grade for those particular activities.

1. Each instructor should discuss attendance policies during the first class meeting, and each course syllabus **must** include information pertaining to each of the following items
  - a. through e. viii.
    - a. If administrative withdrawal is to be used, the number of absences allowed for the class.
    - b. Handling of late arrivals and early departures.
      - i. Instructors may not prevent students from entering the classroom after class has started. However, the instructor may implement a policy that requires tardy students to enter the classroom quietly to prevent interruption of any lecture or activity in progress. In such occasions, the instructor is not obligated to repeat information already provided to the class.
      - ii. If a test is in progress, it is the instructor's discretion whether to allow that student to participate in the test. If any student has already completed the test and left the classroom, it is recommended that the instructor not allow the tardy student to take the test.
    - c. Policy for course makeup work, if allowed.
      - i. Each instructor documents the policy for makeup work in the syllabus for each class.
      - ii. If the examination schedule for any course contains a minimal number of exams (e.g. three or less), it is recommended that the instructor consider a makeup opportunity since failure to attend a class may have a significant impact on the final grade.
    - d. Students on financial aid programs are responsible for knowing attendance requirements of their programs. Those students must contact the Financial Aid Office to receive information regarding attendance requirements.
    - e. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of the class.
      - i. Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
      - ii. Faculty will verify attendance as required by federal and state regulations.
      - iii. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.
      - iv. In such cases, the student should withdraw from the class before the last day to withdraw with a grade of "W." Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.
      - v. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.
      - vi. The instructor is not required to review with the student any material missed as a result of the student being absent, nor is the instructor

- required to notify a student if the student is in danger of a lowered grade due to any graded work missed.
- vii. The instructor is not required to provide an opportunity for makeup work. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be available on the first day of class.
  - viii. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.
2. Before the published withdrawal date (last day to withdraw with a "W"), a student **may be administratively withdrawn** from any course for excessive absences when the student has missed more than 20% of the total number of hours that the class meets, as a result of excused and/or unexcused absences. No student may be administratively withdrawn after the last day to withdraw with a "W" as published in the college calendar, except for extenuating circumstances. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification but must be clearly stated in the course syllabus. The form and the letter to be used to request a student be withdrawn from a class may be obtained from the Director of Admissions and Records. Instructors who plan to administratively withdraw students due to excessive absences must include that policy in their syllabus.
  3. Federal regulations require each instructor to submit to the Financial Aid Office by the designated deadline the names of students who have never attended a class session.
  4. Instructors **must** verify attendance as required by federal and state regulations. Faculty must maintain student attendance verification and grade records for a period of at least **two years**. Adjunct instructors **must** provide their student attendance verification and grade records to their respective division chairs at the end of each semester.
    - a. Instructors' absences or administrative class dismissals will not be counted as student absences.
    - b. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging non-attendance at classes or college activities without prior consent of proper college officials or by any action that might cause disruption to a student, instructor, or college activity. Sponsors of college activities must provide a list of students at least two days in advance of the activity.
    - c. Grades must be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content. However, instructors are not required to provide make-up opportunities for scheduled assessment activities and instructors may assign class participation grades, provided that these do not penalize students with excused absences.
    - d. An absence **shall be** excused due to college sponsored activities or **extenuating circumstances**. College sponsored activities include approved schedules for

college teams, performing arts groups, field trips, and ambassadors. Excused absences are subject to verification and may include but may not be limited to the following:

- i. Active military duty
  - ii. Jury duty/court appearance
  - iii. Illness of student or illness/death in the immediate family- This includes husband, wife, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to a student having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; grandson; granddaughter; grandfather; grandmother; uncle; aunt.
- e. Absences that occur because of emergencies may be excused with proper notification to the instructor. Proper notification requires documentation as determined by the instructor. Recommended examples include copy of accident report, hospital admittance form, doctor's excuse, death announcement, or notification to the instructor by the student prior to the class that is missed where the circumstances discussed during that notification are deemed acceptable by the instructor. Such notifications may be by the student or appropriate representative of the student considering the circumstances involved (doctor, lawyer, hospital official, parent, spouse, etc.).
- f. When excused absences make it impossible to reasonably make up class work, the instructor may assign an "I" grade in accordance with the College's Grading System Policy in the college catalog, or the student may withdraw according to the College's withdrawal policy.

**Attendance requirements in programs that lead to board licensure or certification may differ from this policy.**

5. Appeal Process:

- Students, who have been administratively withdrawn for failure to attend and wish to be readmitted into the class, must submit, in writing, an appeal to the course faculty member.
- The faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal. Once a written appeal is received by the faculty member, the student is allowed to return to class until the faculty member has decided on the appeal.
- If a student is to be allowed to return to class, the faculty member must submit a request to the Director of Admissions and Records for the student to be re-enrolled.
- If a student's appeal is denied, the instructor must inform the student of the Academic Appeal Policy in the college catalog.

6. Hybrid and On-line course syllabi are required to contain the same attendance guidelines as other courses.

### **Attendance – Nursing Students**

The Alabama Board of Nursing requires strict attendance of Nursing students enrolled in the Practical Nursing and Associate Degree Nursing Mobility Programs. Arrangements for make-up assignments must be made with the Nursing Division Chair for all hours absent beyond the allowed absences during the length of the program. Students in the Practical Nursing Program are only allowed to miss 35 hours throughout the duration of the program. Students in the Associate Degree Nursing Mobility Program are only allowed to miss 25 hours during the course of the program. It is not the instructor's responsibility to let students know about missed work or missed assignments. Students are responsible for preparing all assignments for the next day's class and for completing missed work. Clinical courses have individual attendance policies, but any hours missed are part of the cumulative total.

### **Course Forgiveness**

If a student repeats a course, the last grade awarded (excluding grade 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. Official records at the institution will list each course in which a student has enrolled. It is the student's responsibility to request the forgiveness policy be implemented. Students should check with the Director of Admissions and Records.

Exception: Students receiving Veteran's benefits will have all courses attempted used in determining the overall grade point average. Students receiving Veteran's benefits may not retake a course in which they have received a grade of C or better.

### **Course Loads**

The student course load for a full-time student is twelve (12) to nineteen (19) credit hours per semester. Credit hours above nineteen (19) will constitute a student overload. Course overload must be authorized by the Dean of Instruction or the Dean of Student Affairs. No student will be approved for more than twenty-four (24) credit hours for any reason.

### **Class Schedule Changes**

A student may drop or add a course during the official Drop/Add period. Students must obtain a Drop/ Add form from the Office of Student Services or their advisor. Appropriate signatures are required before the Drop/Add form can be processed. The official date for Drop/Add will be published in the class schedule.

## Course and Program Placement

Lurleen B. Wallace Community College uses a multi-level screening process to determine placement in English and mathematics. All first-time students who enroll in associate degree or certificate programs that enroll for more than four credit hours per semester will be screened in the areas of English, and mathematics using ACT and SAT scores as well as high school grades in English and mathematics. Students who do not meet placement criteria by these methods will be assessed through the administration of ACCUPLACER. The assessments are designed to assist advisors and counselors in placing students into appropriate college credit courses or developmental courses.

Students **must** present picture identification and have an application for admission on file with the Office of Admissions and Records in order to take the test. Admission to testing will **not** be granted without proper identification. Placement exam scores are valid for a period of **five years**. After five years, scores become invalid, and students must retest.

### Exemptions

Students are exempt from assessment requirements in a specific subject area if they meet **one** of the following criteria:

- Score 17 or above on the ACT English, 17 or above on the ACT and mathematics. (Scores are good for **five** years.)
- Score 510 or above on the new SAT evidence based reading and writing; or 510 or above on the new SAT math. (Scores are good for **five** years.)
- High school gpa of at least 2.75 with minimum grade of “C” in English 12; high school GPA of at least 2.75 with minimum grade of “C” in Algebra II, and enroll within **five** years of high school graduation.
- Possess an Associate degree or higher.
- Transfer degree-creditable, college-level English or mathematics courses with a grade of C or better.
- Be a student who is enrolling in a particular short certificate program having no English or mathematics requirements.
- Be a student who is enrolling for personal enrichment purposes only.
- Have completed require developmental coursework at another Alabama Community College System institution within the last three years.
- Be an audit or transient student.
- Scored a 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED

To be eligible for these exemptions, assessment scores and/or college transcripts **must** be on file in the Admissions Office. If student does not meet the exemption requirements listed above, then all first-time college students are required to take the college placement assessment. The placement assessment measures college entry-level skills in writing and mathematics. Scores are used to determine appropriate courses. After the college placement assessment is complete, students will receive a detailed explanation of course placement based on their scores.

## Retesting

Students not satisfied with their placement scores and/or placement in developmental courses may challenge their placement results. Students may retest as many times as they choose. However, the student should complete test preparation activities. Additional preparation may include but is not limited to academic boot camps, online pre-tests, and placement test applications. Students are required to pay \$8 to retest whether they take one or two portions of the test. Students must retake the placement test before enrolling in a developmental course. Once students enroll in a developmental course, they must complete the developmental sequence. Students will not be allowed to retest once remediation in the program has started.

For assistance in preparing for the ACCUPLACER:

<https://accuplacer.collegeboard.org/students>

## Final Examinations

Final examinations are given at the end of each semester. A final examination schedule is issued each semester and also published in the class schedule.

## Grade Reports

Grade Reports are available at the end of each semester. Students must log on to the LBWCC website at [www.lbwcc.edu](http://www.lbwcc.edu). Enter user ID and PIN and click on **Student Information Center** to access student academic records.

## Grading System

Academic Credit – Letter grades are assigned according to the following system for all courses: (**Note:** Allied Health and Nursing courses have a different grading scale.)

A	–	Excellent	(90-100)
B	–	Good	(80-89)
C	–	Average	(70-79)
D	–	Poor	(60-69)
F	–	Failure	(below 60)
W	–	Withdrawal	
I	–	Incomplete	
AU	–	Audit	

Satisfactory grades are **A, B, C**. Senior colleges and universities may or may not grant credit for a course in which a student has made a grade of **D**.

A grade of **W (Withdrawal)** is assigned to a student who officially withdraws from a class or from

the College. For more information, refer to the section on Withdrawals in this catalog.

A grade of **(I) Incomplete** may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

Students must submit to the instructor a "Request for Incomplete Grade" form with documentation of the absences. If approved by the instructor and division chair, the student may receive an "I" for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the "I" grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an "F".

### **Grading Scale for Allied Health and Nursing**

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

A = 90–100
B = 80– 89
C = 75– 79
D = 60– 74
F = 59 and below

### **Academic Probation and Suspension Standards of Progress Policy**

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

1. Students who have attempted **12-21** semester credit hours must maintain a **1.50** Cumulative Grade Point Average.
2. Students who have attempted **22-32** semester credit hours must maintain a **1.75** Cumulative Grade Point Average.
3. Students who have attempted **33** or more semester credit hours must maintain a **2.00** Cumulative Grade Point Average.

### **Intervention for Student Success**

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

## **Application of Standards of Progress**

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted, the student's status is clear.
2. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted the student is placed on Academic Probation. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted but the semester GPA is 2.0 or above, the student remains on Academic Probation.
3. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted and the semester GPA is below 2.0, the student is suspended for one semester.
4. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted the student's status is clear. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL**. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves a one semester academic suspension re-enters the institution on Academic Probation.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

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

6. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read **SUSPENDED—ONE YEAR/READMITTED UPON APPEAL**. The student who is readmitted upon appeal re-enters on Academic Probation. The student who serves the calendar year suspension re-enters on Academic Probation.

## **Process for Appeal for Readmission**

If a student declares no contest of the facts leading to suspension but simply wishes to request

consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the **Admissions Appeals Committee**, which shall not be considered a due process hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Appeals Committee, together with the materials presented by the student, shall be placed in the College’s official records. Additionally, a copy of the written decision shall be provided to the student.

The Admission Appeals Committee shall be appointed by the Dean of Student Affairs and include three members, one of whom shall be a full-time faculty member. The Director of Admissions and Records shall chair this committee.

### **Standards of Academic Progress for Transfer Students**

1. A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the institution. If, at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the institution, the Cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read **SUSPENDED — ONE SEMESTER**.
3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student’s status is Clear.

### **Quality Points**

To evaluate the academic standing of students, quality points are assigned to grades according to the following system:

- A – 4 quality points per hour
- B – 3 quality points per hour
- C – 2 quality points per hour
- D – 1 quality points per hour
- F – 0 quality points per hour

The student’s academic standing (quality point average) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of A, B, C, D, and F were assigned.

### **Withdrawals**

A student may withdraw from a course or all courses without a grade penalty until 14 days prior to the first day of final exams for the fall and spring terms. For the fall and spring mini-terms, students may withdraw from classes until 7 days prior to the first day of final exams. For the summer full term, a student may withdraw from classes until **9 days** prior to the first day of full-session final

exams. For the summer mini-terms, a student may withdraw from classes until **4 days** prior to the first day of mini-session final exams. The final date for official withdrawal is printed in the college calendar and published in each class schedule. To officially withdraw, a **Withdrawal Form** must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form and returned to the Office of Student Services.

**NOTE: All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. It is the student's responsibility to follow these withdrawal procedures.**

Students may be administratively withdrawn from all courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid, and may result in the need to repay financial aid already received. Any exceptions to the administrative withdrawal policy must be authorized by the Dean of Instruction or the Dean of Student Affairs.

## PROGRAMS OF STUDY

### General Education/University Transfer Programs for the Associate in Arts or Associate in Science

The following pages outline certain program guides for a student planning to transfer to a four-year college or university. A student planning to transfer should obtain a catalog from the appropriate college in order to determine the entrance and degree requirements of the institution in which the four-year degree will be completed. While a student may follow a program outlined in this catalog, the student should select courses that will best meet each individual need. An Associate in Arts Degree is recommended for those persons who have not yet selected a major program of study and who desire to transfer to a senior institution.

An **Associate in Arts Degree (A.A.)** or an **Associate in Science Degree (A.S.)** is awarded after successfully completing all degree requirements. An **Associate in Applied Science Degree (A.A.S.)**, **Certificates**, or **Short-Term Certificates** can be earned for completing certain requirements in career technical programs.

In addition to the course requirements outlined in this section of the catalog, the College requires each degree-seeking student to demonstrate more than minimal competency in the use of the computer and competency in oral and written communication. **All degree-seeking students must successfully complete English Composition I (ENG101), Microcomputer Applications (CIS 146), Fundamentals of Oral Communication (SPH 106), and Orientation (ORI 101).**

**Students planning to transfer to a public university in Alabama should print a STARS guide which can be accessed at <https://www.lbwcc.edu/student-services/transfer-guides> and click on “here” under the STARS section.**

### STARS (Alabama Articulation Program)

The Alabama Articulation and General Studies Committee (AGSC) was created in March 1994 by the State Legislature through ACT 94-202. The AGSC was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a statewide general studies and articulation program that facilitates the transferability of coursework among all Alabama public colleges and universities.

The AGSC transfer guide (*STARS Guide*) for each public transfer institution in the State of Alabama should be used and is readily available on the internet by going to [www.lbwcc.edu](http://www.lbwcc.edu) and clicking on Student Services, Transfer Guide, and “click here” for STARS Guide or at <http://stars.troy.edu>. From *STARS*, students can print a transfer guide for their major and enter into a binding contract with the transfer institution in their program of study. The contract is not binding on the student but is binding on the transfer institution, provided that the student does not change majors and takes the courses listed on the transfer guide.

**Lurleen B. Wallace Community College**  
**Alabama General Studies Committee (AGSC) Approved Common Core Courses**

**AREA I:**

**WRITTEN COMPOSITION**

ENG	101	English Composition I
ENG	102	English Composition II

**AREA II:**

**HUMANITIES AND FINE ARTS**

**\*Literature**

ENG	251	American Literature I
ENG	252	American Literature II <b>OR</b>
ENG	261	English Literature I
ENG	262	English Literature II <b>OR</b>
ENG	271	World Literature I
ENG	272	World Literature II

**Fine Arts**

ART	100	Art Appreciation
MUS	101	Music Appreciation
THR	120	Theatre Appreciation

**Speech**

SPH	106	Fundamentals of Oral Communication
SPH	107	Fundamentals of Public Speaking

**Humanities**

HUM	101	Introduction to Humanities I
IDS	102	Ethics
REL	100	History of World Religions

**AREA III:**

**NATURAL SCIENCES AND MATHEMATICS**

**Natural Sciences**

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
PHY	201	General Physics I
PHY	202	General Physics II
PHY	213	General Physics with Calculus I
PHY	214	General Physics with Calculus II

**AREA III:**

**Mathematics**

MTH	110	Finite Math
MTH	112	Precalculus Algebra
MTH	113	Precalculus Trigonometry
MTH	125	Calculus I
MTH	126	Calculus II
MTH	227	Calculus III
MTH	238	Applied Differential Equations

**AREA IV:**

**HISTORY, SOCIAL AND BEHAVIORAL SCIENCES**

**\*History**

HIS	101	Western Civilization I
HIS	102	Western Civilization II <b>OR</b>
HIS	201	United States History I
HIS	202	United States History II

**\*\*Social and Behavioral Sciences**

ECO	231	Principles of Macroeconomics
ECO	232	Principles of Microeconomics
GEO	100	World Regional Geography
POL	211	American National Government
PSY	200	General Psychology
PSY	210	Human Growth and Development
SOC	200	Introduction to Sociology
SPH	116	Introduction to Interpersonal Communications

\*As a part of the General Studies Core Curriculum, students must complete a six-hour sequence either in Literature or History.

\*\*No more than 6 hours of History may be taken for AREA IV

## 2 to 4 Transfer Program

The Alabama Community College System's **2 to 4 Transfer Program** allows for the seamless transfer from the community college to selected independent colleges in Alabama. The transfer agreement will guide the student through the first two years of coursework and will prevent the loss of credit hours upon transfer to the selected independent four year colleges and universities in Alabama. Students who are interested in receiving a 2 to 4 Transfer Program Guide should visit the Alabama Community College System website at <http://www.accs.cc> and click on Higher Ed Transfer.

## Suggested Programs of Study for the Associate in Arts and the Associate in Science Degrees

Students pursuing an **Associate in Arts** or an **Associate in Science** degree may choose from the possible majors listed below. This list is not inclusive and should be used only for purposes of choosing a major field of study that many students have chosen. Choosing a major field of study is extremely important and helps guarantee easy transfer to a four-year college or university without the loss of credits.

**Academic Options** include, but are not limited to, the following majors:

Liberal Arts or General Education	
Accounting	Office Administration
Agriculture	Physical Education
Architecture	Physics
Art	Political Science
Biological Science	Pre-Dentistry
Business Administration	Pre-Engineering
Chemistry	Pre-Law
Communications	Pre-Medicine
Computer Science	Pre-Nursing
Early Childhood Education	Pre-Pharmacy
Economics	Psychology
Elementary Education	Public Relations
English	Secondary Education
Fine Arts	Social Science
Forestry	Sociology
History	Social Work
Management	Speech Pathology
Management Information System	Special Education
Marketing	Theatre
Mathematics	
Music	

# ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The General Education Core for Associate in Arts Degree and Associate in Science Degree:

**Area I: Written Composition I and II**.....6 Credit Hours

- ENG 101 English Composition I
- ENG 102 English Composition II

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

Must complete at least three semester hours in Literature\*\* and at least three semester hours in the Arts.

- \*Literature ..... 3-6  
Choose from ENG 251, ENG 252; ENG 261, ENG 262; or ENG 271, ENG 272
- Fine Arts ..... 3  
Choose from ART 100, MUS 101, THR 120
- Speech..... 3

The remaining semester hours are to be selected from Humanities and/or Fine Arts. *Disciplines include, but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.*

- Additional Humanities and Fine Arts ..... 0-3  
Choose from HUM 101, IDS 102, REL 100, or ART, MUS, or THR courses not taken

**Area III: Natural Science and Mathematics**.....11 Credit Hours

- Mathematics ..... 3-4  
Choose from MTH 110, MTH 112 or more advanced course (MTH 113, MTH 125, MTH 126, MTH 227)
- Natural Sciences..... 8  
Choose from BIO 103, BIO 104; CHM 111, CHM 112; PHS 111, 112, PHY 201, PHY 202, PHY 213, PHY 214

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

- \*\*History ..... 3-6  
Choose from HIS 101, HIS 102, HIS 201, HIS 202
- Social and Behavioral Sciences ..... 6-9  
Choose from ECO 231, ECO 232; GEO 100; POL 211; PSY 200, PSY 210; SOC 200; SPH 116

**Area I-IV: Minimum General Education Requirements .....41 Credit Hours**

**Area V: Pre-Professional, Pre-Major, and Elective Courses ..... \*\*19-23 Credit Hours**

- Must complete 3 semester hours in Computer Science (CIS 146 Microcomputer Applications).
- Must complete 1 semester hour in Orientation (ORI 101).
- General Electives (courses appropriate to the degree requirements and major of the individual student) ..... 15-19

*Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.*

**Area I-V: General Studies Curricula ..... \*\*\*60-64 Credit Hours**

Maximum Program Semester Credit Hours ..... 64 Credit Hours

Semester Credit Hour Range by Award ..... \*\*\*60-64 Credit Hours

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

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

*\*\*\*Respective programs of study for baccalaureate degrees at Alabama public and private universities range from 120 to 128 semester credit hours in length. Colleges are only authorized to provide 50 percent of that total (60-64, depending on the total hours allocated for the bachelor's degree).*

# ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

## The General Education Core for Associate in Applied Science Degree:

### Area I: Written Composition I and II..... 3– 6 Credit Hours

- Must complete ENG 101.

### Area II: Humanities and Fine Arts..... 3 – 6 Credit Hours

- LBWCC required completion of 3 semester hours in Speech (SPH 106) unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- Must complete 3 hours in humanities and fine arts.  
Choose from ART 100, HUM 101, IDS 102, MUS 101, REL 100, REL 152 THR 120

### Area III: Natural Science and Mathematics..... 6 – 11 Credit Hours

- Must complete a minimum of 3 semester hours in mathematics.  
Choose from MTH course prescribed by program ..... 3-4
- Choose one course from BIO, CHM, CIS, PHS, PHY, or additional mathematics course.

### Area IV: History, Social, and Behavioral Sciences..... 3 – 6 Credit Hours

- Choose from HIS 101, HIS 102, HIS 201, HIS 202; ECO 231, ECO 232; GEO 100; POL 211; PSY 200, PSY 210; SOC 200, SPH 116

### Areas I – IV General Education Requirements ..... 15–29 Credit Hours

### Area V: Technical Core, Technical Concentration, and Electives ..... ..... 31–61 Credit Hours

- Must complete 1 semester hour in Orientation (ORI 101)
- Must complete CIS 146 Microcomputer Applications
- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

*Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the **General Studies** transfer courses whenever possible.*

### Areas I – V Total Hours Required..... 60 - 76 Credit Hours

The following programs offer the **Associate in Applied Science Degree**:

Associate Degree Nursing (RN)  
Child Development  
Computer Science  
Diagnostic Medical Sonography  
Diesel and Heavy Equipment Mechanics  
Emergency Medical Services-Paramedic

Forest Technology  
Industrial Electronics:  
    Electromechanical Option  
    Industrial Systems Option  
Medical Office Administration

# CERTIFICATE AWARD REQUIREMENTS

## The General Education Core for the Certificate:

### Area I: Written Composition I and II..... 3 – 6 Credit Hours

- ENG101 should be selected for students in degree eligible programs. COM 100 may be selected only in non-degree eligible programs.

### Area II: Humanities and Fine Arts..... 0 – 6 Credit Hours

- SPH 106 should be selected for students in degree eligible programs. SPC 103 may be selected only in non-degree eligible programs.

### Area III: Natural Science and Mathematics .....3 - 7 Credit Hours

- Choose MTH course prescribed by program.  
MAH 101 may be selected only in non-degree eligible programs.

### Area IV: History, Social, and Behavioral Sciences.....0 Credit Hours

### Areas I – IV General Education Requirements ..... 6 – 19 Credit Hours

### Area V: Technical Core, Technical Concentration, and Electives..... 11 – 54 Credit Hours

- Must complete 1 semester hour in Orientation (ORT 111 or ORI 101).
- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.
- LBWCC requires one computer science course. CIS 146 should be selected for students in degree eligible programs. DPT 103 may be selected only in non-degree eligible programs.

### Areas I – V Total Hours Required ..... 30– 60 Credit Hours

## The following programs offer a Certificate:

Air Conditioning and Refrigeration	Diesel and Heavy Equipment Mechanics
Automotive Mechanics	Cosmetology
Welding	
Practical Nursing (after successful completion of first three semesters in Associate Degree Nursing Program)	

# SHORT-TERM CERTIFICATE AWARD REQUIREMENTS

The General Education Core for the Short-Term Certificate (<=29 Semester Hours):

**Area I: Written Composition I and II.....0–3 Credit Hours**

*One technical writing course is recommended in the Short-Term Certificate.*

**Area II: Humanities and Fine Arts .....0 Credit Hours**

**Area III: Natural Science, Mathematics, and Computer Science ..... 0 – 3 Credit Hours**

**Area IV: History, Social, and Behavioral Sciences .....0 Credit Hours**

**Areas I – V General Education Requirements .....0– 6 Credit Hours**

**Area V: Technical Core, Technical Concentration, and Electives .....9–29 Credit Hours**

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

**Areas I – V Total Hours Required.....9–29 Credit Hours**

**The following programs offer Short-Term Certificates:**

Automotive Mechanics  
Basic SMAW and Cutting  
Consumable Arc Welding Processes  
Child Development  
Diagnostic Medical Sonography with  
Emphasis in Vascular Technology  
Diagnostic Medical Sonography with  
Emphasis in Echocardiography  
Diesel and Heavy Equipment

Emergency Medical Basic (EMT)  
Emergency Medical Advanced (AEMT)  
Esthetics Technology  
Forestry Worker/Aide  
Industrial Electronics  
Microcomputer Application Specialist  
MSSC Certified Production Technician  
Nail Technology  
Surgical Technology

# GRADUATION REQUIREMENTS

## Degrees

The **Associate in Arts and Associate in Science Degree** programs are designed for students who plan to transfer to a senior institution in order to pursue a course of study in the liberal arts, sciences, or a specialized professional field.

The **Associate in Applied Science Degree** program is designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may do so.

1. Fulfill degree requirements for Associate in Arts, Associate in Science, and Associate in Applied Science as listed under degree requirements in this catalog.
2. Satisfactorily complete a minimum of 60 semester hours of college credit work in an approved program of study, including prescribed general education courses.
3. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements. In the transfer program, the student should have a 2.00 grade (C) in each course taken for transfer credit.
4. Complete at least 25 percent of semester credit hours at Lurleen B. Wallace Community College.
5. Coursework transferred or accepted for credit toward an undergraduate degree must represent college 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. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation of credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs
6. Fulfill all financial obligations to the College.
7. Comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:
  - Complete all graduation requirements by the end of fall semester or spring semester or complete all graduation requirements except for successful completion of those classes that will be taken during the succeeding summer term.
  - **Submit an application for graduation**
  - Pay the appropriate non-refundable graduation fee. Graduation fee can be found on the College website.

## Formal Awards other than Degrees

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the College granting the award in accordance with policies of the Alabama Community College System.

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours at Lurleen B. Wallace Community College.
4. Transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or an Alabama College System institution with a minimum grade of a C in the courses transferred, must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institutions own undergraduate formal award programs.
5. A student must fulfill all financial obligations to the College
6. Comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:
  - **Submit an application for graduation**
  - Pay the appropriate non-refundable graduation fee. Graduation fee can be found on the College website.

## Certificates

Certificate programs below the degree level are designed for students who plan to seek employment based upon the competencies and skills attained through these programs of study.

1. Certificate programs shall be comprised of at least 30 semester credit hours, but no more than 60 semester credit hours.
2. Certificate programs equal to or less than 26 semester hours shall be comprised of at least 9 semester credit hours, but no more than 26 semester credit hours.
3. Guidelines for distribution requirements for courses and area of study within certificate programs, including general education components, will be established by the Chancellor.
4. Comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:
  - Submit an application for graduation
  - Pay the appropriate non-refundable graduation fee. Graduation fee can be found on the College website.

## Graduation Honors for Degrees

Superior academic achievement by graduating students is recognized by the following designations on transcripts:

	<u>Cumulative GPA</u>	
Graduation with Honors	(Cum Laude)	3.500 to 3.690
Graduation with High Honors	(Magna Cum Laude)	3.700 to 3.890
Graduation with Highest Honors	(Summa Cum Laude)	3.900 to 4.000

## Graduation Honors for Certificates

### Cumulative GPA

Graduation with Distinction      3.500 to 4.000

**NOTE:** In order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at Lurleen B. Wallace Community College.

# PROGRAMS OF STUDY FOR DEGREES OR CERTIFICATES

## ASSOCIATE IN ARTS DEGREE

### Transfer AA (CIP Code 24.0101)

**Program Description:** The AA Program is designed for students who intend to transfer to an Alabama public four-year institution and pursue a bachelor of arts degree. Students are encouraged to select a major and identify their transfer institution early in their college experience. Please refer to the STARS Transfer Guide at <http://stars.troy.edu> for specific course requirements for Alabama public colleges and universities or refer to the 2 to 4 Transfer Program Guide for private and independent colleges and universities at <http://www.accs.cc> and click on “Higher Ed Transfer”.

**Admission Requirements:** High School Diploma or GED.

**Program-level Student Learning Outcomes:** Upon completion of the AA Program,

1. Students will demonstrate proficiency in the use of computer software.
2. Students will be able to identify philosophical paradigms in a social and historical context.
3. Students will be able to use data to engage in effective decision making.
4. Students will be able to explain and apply key principles and foundational concepts in the social sciences.
5. Students will write effectively.
6. Students will analyze and synthesize a variety of texts.
7. Students will demonstrate competence in oral communication.
8. Students will identify major artists and works and explain their significance within a particular medium or period.
9. Students will be able to explain mathematical concepts.
10. Students will be able to apply mathematical concepts.
11. Students will be able to explain scientific principles.
12. Students will be able to apply scientific principles.

### Sample Course Sequence

**Note:** This is a sample course sequence for the AA degree and may vary according to your placement test scores for math and English, your selection of a required six-hour sequence of either literature **OR** history, as well as your selection of electives. The following example includes a six-hour sequence in history. See the degree requirements on the following page for required courses in written composition, Humanities and Fine Arts, Natural Science and Mathematics, History, Social, and Behavioral Sciences, and a list of elective courses. Always check your STARS guide along with the four-year institution’s Area V courses to select elective courses appropriate to your proposed university major.

**Course Number/Course Name**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>First Semester</b>			
ORI 101 Orientation	1	0	1
ENG 101 English Composition I	3	0	3
CIS 146 Microcomputer Applications	3	0	3
Humanities course	3	0	3
Science course	3	2	4
<b>Total</b>	<b>13</b>	<b>2</b>	<b>14</b>

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>Second Semester</b>			
ENG 102 English Composition II	3	0	3
Science Course	3	2-3	4
HIS 101 *Western Civilization I	3	0	3
Fine Arts Course	3	0	3
Elective	3	0	3
<b>Total</b>	<b>15</b>	<b>2-3</b>	<b>16</b>

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>Third Semester</b>			
MTH 112 Precalculus Algebra	3	0	3
SPH 106 Fundamentals of Oral Communication	3	0	3
Elective	3	0	3
HIS 102 *Western Civilization II	3	0	3
Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>15</b>	<b>0</b>	<b>15</b>

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>Fourth Semester</b>			
Literature course	3	0	3
Social/Behavioral Science	3	0	3
Elective	3	0	3
Elective	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Total Credit Hours** **60**

\*A six-hour history sequence is included in this example.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**  
**Transfer AA (CIP Code 24.0101)**

The mission of the **Associate in Arts Degree Program** is to prepare a student to transfer to a senior institution for the successful completion of a prescribed program of study in a liberal arts area. The program mission supports the College Mission by providing academic instruction and workforce development.

The maximum number of semester credit hours that can be awarded for the AA degree is 64. Associate in Arts degrees in university parallel programs of study include Elementary Education, English/Language Arts, Health, Physical Education & Recreation, History, Liberal Arts, and Secondary Education.

<b>AREA I: Written Composition (6 hours total)</b>	<b>Course</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
ENG101 – English Composition I	_____	_____	_____	<b>3</b>
ENG102 – English Composition II	_____	_____	_____	<b>3</b>
<b>AREA II: Humanities and Fine Arts (12 hours total)</b>	<b>Course</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				
Choose 3 semester hours in Literature from ENG251, ENG252; ENG261, ENG 262; or ENG271, ENG 272	_____	_____	_____	<b>3</b>
SPH106 – Fundamentals of Oral Communication	_____	_____	_____	<b>3</b>
Must complete 3 semester hours in Fine Arts: ART100, MUS101, or THR120	_____	_____	_____	<b>3</b>
Remaining semester hours to be selected from Humanities: HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions, or Literature course to complete sequence	_____	_____	_____	<b>3</b>
<b>AREA III: Natural Science and Mathematics (11 total hours)</b>	<b>Course</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
MTH110 – Finite Math, MTH112 Precalculus Algebra, MTH113 Precalculus Trigonometry, MTH125 Calculus I or higher	_____	_____	_____	<b>3</b>
Must complete 8 semester hours in the Natural Sciences which must include laboratory experience:	_____	_____	_____	<b>4</b>
BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214	_____	_____	_____	<b>4</b>
<b>AREA IV: History, Social, and Behavioral Sciences (12 hours total)</b>	<b>Course</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				
Choose 3 semester hours in History: HIS101, HIS102, HIS201, HIS202	_____	_____	_____	<b>3</b>
Choose 6 semester hours in Social or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	_____	<b>3</b>
	_____	_____	_____	<b>3</b>

Remaining semester hours to be selected from History, Social, or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116 or History course to complete a History sequence	_____	_____	_____	3
<b>AREA V: Pre-Professional, Major, and Elective Courses (19-23 hours total)</b>	<b>Course</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
CIS146 – Microcomputer Applications	_____	_____	_____	3
ORI101 – Orientation	_____	_____	_____	1
Check your STARS Guide and see list of electives following this chart.				
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
	<b>Total Hours Required for Degree</b>			<b>60-64</b>
<i>Students may transfer 60 to 64 hours to a senior institution. Electives should be from the AGSC approved course listing. See <a href="http://stars.troy.edu">http://stars.troy.edu</a> for more information.</i>				

Area V: Elective courses - Courses not taken in Areas II, III, and IV above may be used as an elective if not already taken. Other courses listed below will also meet elective requirements of the LBWCC Associate in Arts Degree; however, you must check your STARS guide in order to choose electives that meet university Area V requirements for transfer. Courses with an asterisk require a prerequisite. Courses may not be offered every term.

ART 101, ART113, \*Art 114, ART 121, \*ART122, \*ART127, ART 222, \*ART233; BIO 120, BIO201, \*BIO202, \*BIO220; BUS 241, BUS 242, BUS 263, BUS 271, BUS 298; \*CHM111, \*CHM112, \*CHM221, \*CHM222; CIS 146, CIS147, CIS251; DNC111, \*DNC112, \*DNC121; \*DNC 122; DNC 144; \*DNC 144, DNC 160, \*DNC 161, \*DNC 234, \*DNC 243, \*DNC 244; ECO 231, ECO232; \*ENG251; \*ENG252; \*ENG261; \*ENG262, \*ENG 271; \*ENG272; GEO 100; HED 224; HIS 101, HIS 102, HIS 201, HIS 202, HIS 256; HUM 101; HUM 299-01 PTK Honors; HUM 299-02, PTK Honors; IDS102; MTH 100, \*MTH110; \*MTH 112, \*MTH113, \*MTH125, \*MTH126, \*MTH227, \*MTH238; MUS 101, \*MUS111, \*MUS112, \*MUS211, \*MUS212; MUL 111-112; Class Voice I, II, III, IV; MUL 170 (vocal); MUL171 (Instruments), MUL \*172-173, \*272-273 (musical theatre workshop), \*MUL Music Ensembles, MUL 182-83, (Vocal Ensemble; MUL 184-185, 284-285 (Jazz Show Choir), MUL196-197, 296-297 Jazz/Show Band, MUP Individual Performance Instruction: \*MUP 101, \*MUP102; \*MUP201, \*MUP 202; \*MUP111, \*MUP112; \*MUP211, \*MUP212; ORI101, PED103, PED104, PED 118, \*PED119; PED 171, PED 188, \*PED248, \*PED249; \*PED252, \*PED254, \*PED261, PED 265 \*PED266, \*PED267, \*PED271; PHS111, \*PHS112; \*PHY 201, \*PHY 202, \*PHY 213, \*PHY 214; POL211; PSY 200, PSY 210; REL100, REL152; SOC200; SPH106, SPH107, SPH116, THR120.

## ASSOCIATE IN SCIENCE DEGREE

### Transfer AS (CIP Code 24.0102)

**Program Description:** The AS Program is designed for students who intend to transfer to an Alabama public four-year institution and pursue a bachelor of arts degree. Students are encouraged to select a major and identify their transfer institution early in their college experience. Please refer to the STARS Transfer Guide at <http://stars.troy.edu> for specific course requirements for Alabama public colleges and universities or refer to the 2 to 4 Transfer Program Guide for private and independent colleges and universities at <http://www.accs.cc> and click on “Higher Ed Transfer.”

**Admission Requirements:** High School Diploma or GED.

**Program-level Student Learning Outcomes:** Upon completion of the AA Program,

1. Students will demonstrate proficiency in the use of computer software.
2. Students will be able to identify philosophical paradigms in a social and historical context.
3. Students will be able to use data to engage in effective decision making.
4. Students will be able to explain and apply key principles and foundational concepts in the social sciences.
5. Students will write effectively.
6. Students will analyze and synthesize a variety of texts.
7. Students will demonstrate competence in oral communication.
8. Students will identify major artists and works and explain their significance within a particular medium or period.
9. Students will be able to explain mathematical concepts.
10. Students will be able to apply mathematical concepts.
11. Students will be able to explain scientific principles.
12. Students will be able to apply scientific principles

### Sample Course Sequence

**Note:** This is a sample course sequence for the AA degree and may vary according to your placement test scores for math and English, your selection of a required six-hour sequence of either literature **OR** history, as well as your selection of electives. The following example includes a six-hour sequence in history. See the degree requirements on the following page for required courses in written composition, Humanities and Fine Arts, Natural Science and Mathematics, History, Social, and Behavioral Sciences, and a list of elective courses. Always check your STARS guide along with the four-year institution’s Area V courses to select elective courses appropriate to your proposed university major.

**Course Number/Course Name**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>First Semester</b>			
ORI 101 Orientation	1	0	1
ENG 101 English Composition I	3	0	3
CIS 146 Microcomputer Applications	3	0	3
Humanities course	3	0	3
Science course	3	2	4
<b>Total</b>	<b>13</b>	<b>2</b>	<b>14</b>

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>Second Semester</b>			
ENG 102 English Composition II	3	0	3
Science Course	3	2-3	4
HIS 101 *Western Civilization I	3	0	3
Fine Arts Course	3	0	3
Elective	3	0	3
<b>Total</b>	<b>15</b>	<b>2-3</b>	<b>16</b>

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>Third Semester</b>			
MTH 112 Precalculus Algebra	3	0	3
SPH 106 Fundamentals of Oral Communication	3	0	3
Elective	3	0	3
HIS 102 *Western Civilization II	3	0	3
Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>15</b>	<b>0</b>	<b>15</b>

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>Fourth Semester</b>			
Literature course	3	0	3
Social/Behavioral Science	3	0	3
Elective	3	0	3
Elective	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Total Credit Hours** **60**

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

### Transfer AS (CIP Code 24.0102)

The mission of the **Associate in Science Degree Program** is to prepare a student to transfer to a senior institution for the successful completion of a prescribed program of study in a general field or in a specialized pre-professional field. The program mission supports the College Mission by providing academic instruction and workforce development.

The maximum number of semester credit hours that can be awarded for the AS degree is 64. Associate in Science degrees in university parallel programs of study include Biological Sciences, Business Administration (Accounting, Economics, Management, Management Information Systems, Marketing), Chemistry, Computer Science, Criminal Justice, Education, Forestry, General Studies, Mathematics, Music, Physics, Pre-Nursing, Pre-professional (including Dentistry/Medicine/Optomety/Pharmacy/Veterinary Medicine), and Psychology.

AREA I: Written Composition (6 hours total)	Course	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	_____	3
ENG102 – English Composition II	_____	_____	_____	3
AREA II: Humanities and Fine Arts (12 hours total)	Course	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				
Choose 3 semester hours in Literature from ENG251, ENG252; ENG261, ENG 262; or ENG271, ENG 272	_____	_____	_____	3
SPH106 – Fundamentals of Oral Communication	_____	_____	_____	3
Must complete 3 semester hours in Fine Arts: ART100, MUS101, or THR120	_____	_____	_____	3
Remaining semester hours to be selected from Humanities: HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions, or Literature course to complete sequence	_____	_____	_____	3*
<i>*All engineering majors may reduce Area II credit hours from 12 to 9 and reduce Area IV credit hours from 12 to 9 to allow 6 credit hours to be added to Area V for required math and science courses taken prior to transfer. Check STARS guide for university requirements.</i>				
AREA III: Natural Science and Mathematics (11 total hours)	Course	Term	Grade	Hours
MTH110 – Finite Math, MTH112 Precalculus Algebra, MTH113 Precalculus Trigonometry, MTH125 Calculus I or higher	_____	_____	_____	3
Must complete 8 semester hours in the Natural Sciences which must include laboratory experience:	_____	_____	_____	4
BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214	_____	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (12 hours total)	Course	Term	Grade	Hours

<p><b>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</b></p> <p>Choose 3 semester hours in History: HIS101, HIS102, HIS201, HIS202</p> <p>Choose 6 semester hours in Social or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116</p> <p>Remaining semester hours to be selected from History, Social, or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116 or History course to complete a History sequence</p> <p><b>*All engineering majors may reduce Area II credit hours from 12 to 9 and reduce Area IV credit hours from 12 to 9 to allow 6 credit hours to be added to Area V for required math and science courses taken prior to transfer. Check STARS guide for university requirements.</b></p>	_____	_____	_____	3
	_____	_____	_____	3
	_____	_____	_____	3
	_____	_____	_____	3*
<b>AREA V: Pre-Professional, Major, and Elective Courses (19-23 hours total). Engineering majors may take up to 29 hours in Area V.</b>	<b>Course</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
CIS146 – Microcomputer Applications	_____	_____	_____	3
ORI101 – Orientation	_____	_____	_____	1
Check your STARS Guide and see list of electives following this chart.	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
	<b>Total Hours Required for Degree</b>			<b>60-64</b>
<p><b>Students may transfer 60 to 64 hours to a senior institution. Electives should be from the AGSC approved course listing. See <a href="http://stars.troy.edu">http://stars.troy.edu</a> for more information. Engineering Majors should check with advisor from Math/Science Division regarding required credit hours in Area II, Area IV or Area V.</b></p>				

Area V: Elective courses - Courses not taken in Areas II, III, and IV above may be used as an elective if not already taken. Other courses listed below will also meet elective requirements of the LBWCC Associate in Science Degree; however, you must check your STARS guide in order to choose electives that meet university Area V requirements for transfer. Courses with an asterisk require a prerequisite. Courses may not be offered every term.

ART 101, ART113, \*Art 114, ART 121, \*ART122, \*ART127, ART 222, \*ART233; BIO 120, BIO201, \*BIO202, \*BIO220; BUS 241, BUS 242, BUS 263, BUS 271, BUS 298; \*CHM111, \*CHM112, \*CHM221, \*CHM222; CIS 146, CIS147, CIS251; DNC111, \*DNC112, \*DNC121; \*DNC 122; DNC 144; \*DNC 144, DNC 160, \*DNC 161, \*DNC 234, \*DNC 243, \*DNC 244; ECO 231, ECO232; \*ENG251; \*ENG252; \*ENG261; \*ENG262, \*ENG 271; \*ENG272; GEO 100; HED 224; HIS 101, HIS 102, HIS 201, HIS 202, HIS 256; HUM 101; HUM 299-01 PTK Honors; HUM 299-02, PTK Honors; IDS102; MTH 100, \*MTH110; \*MTH 112, \*MTH113, \*MTH125, \*MTH126, \*MTH227, \*MTH238; MUS 101, \*MUS111, \*MUS112, \*MUS211, \*MUS212; MUL 111-112; Class Voice I, II, III, IV; MUL 170 (vocal); MUL171 (Instruments), MUL \*172-173, \*272-273 (musical theatre workshop), \*MUL Music Ensembles, MUL 182-83, (Vocal Ensemble; MUL 184-185, 284-285 (Jazz Show Choir), MUL196-197, 296-297 Jazz/Show Band, MUP Individual Performance Instruction: \*MUP 101, \*MUP102; \*MUP201, \*MUP 202; \*MUP111, \*MUP112; \*MUP211, \*MUP212; ORI101, PED103, PED104, PED 118, \*PED119; PED 171, PED 188, \*PED248, \*PED249; \*PED252, \*PED254, \*PED261, PED 265 \*PED266, \*PED267, \*PED271; PHS111, \*PHS112; \*PHY 201, \*PHY 202, \*PHY 213, \*PHY 214; POL211; PSY 200, PSY 210; REL100, REL152;

SOC200; SPH106, SPH107, SPH116, THR120.

## AIR CONDITIONING AND REFRIGERATION

ACR 15.0501

(Certificate)

**Program Description:** This program teaches the student the basic theory fundamentals, and application of domestic and commercial air conditioning and refrigeration. It includes disassembly and reassembly, major components, controls and accessories, equipment selection and installation, including special systems. Air conditioning classroom instruction is followed by practical exercises where the student develops skills in the use of test equipment in troubleshooting and diagnosing malfunctions within the systems and the use of tools and equipment in repairing actual equipment. Upon completion of the course, the student is qualified to do installation and service work.

**Job Opportunities:** Employment opportunities in this field are available throughout the United States.

**Admission Requirements:** High School diploma or GED

**Program-level Student Learning Outcomes:** Upon completion of the Air Conditioning and Refrigeration Program, students will be able to:

1. Students will be able to understand and troubleshoot electrical circuits.
2. Students will be able to perform service procedures on all HVAC systems.
3. Students will be able to use diagnostic instruments in order to troubleshoot HVAC systems.

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

#### Course Number/Course Name

##### First Semester

		Theory Hrs.	Lab Hrs.	Credit Hrs.
ACR	111 Principles of Refrigeration	1	4	3
ACR	112 HVACR Service Procedures	1	4	3
ACR	113 Refrigeration Piping Practices	1	4	3
ACR	121 Principles of Electricity for HVACR	1	4	3
MTH	116 Mathematical Applications	3	0	3
ORI	101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
	<b>Total</b>	<b>8</b>	<b>16</b>	<b>16</b>

<b>Second Semester</b>				<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ACR	122	HVACR Electrical Circuits		1	4	3
ACR	123	HVACR Electrical Components		1	4	3
ACR	132	Residential Air Conditioning		1	4	3
ACR	186	Special Topics in Air Conditioning and Refrigeration		0	6	2
CIS	146	Microcomputer Applications		<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>				<b>6</b>	<b>18</b>	<b>14</b>

<b>Third Semester</b>				<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ACR	119	Fundamentals of Gas Heating Systems		1	4	3
ACR	120	Fundamentals of Electric Heating		1	4	3
ACR	148	Heat Pump Systems I		1	4	3
ACR	149	Heat Pump Systems II		1	4	3
ENG	101	English Composition I		<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>				<b>7</b>	<b>16</b>	<b>15</b>

<b>Fourth Semester</b>				<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ACR	203	Commercial Refrigeration		1	4	3
ACR	209	Commercial Air Conditioning		1	4	3
ACR	126	Commercial Heating Systems		1	4	3
ACR	147	Refrigerant Transition and Recovery		3	0	3
SPH	106	Fundamentals of Oral Communication		<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>				<b>9</b>	<b>12</b>	<b>15</b>
<b>Total Credit Hours</b>						<b>60</b>
<b>Total Contact Hours</b>						<b>1380</b>

**AIR CONDITIONING AND REFRIGERATION (CIP CODE 15.0501)  
CERTIFICATE REQUIREMENTS**

The mission of the Air Conditioning and Refrigeration Program is to prepare students for employment in the field of air conditioning and refrigeration. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that general education courses listed below are eligible for transfer to other colleges and universities, with the exception of MTH 116. Students scoring into MTH100 or MTH112 on placement exams may select these courses instead of MTH 116. MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.			
ENG101 – English Composition I	_____	_____	3
SPH 106 Fundamentals of Oral Communication	_____	_____	3
CIS146 Microcomputer Applications	_____	_____	3
MTH 116 Mathematical Applications	_____	_____	3
ORI 101 Orientation	_____	_____	1
Air Conditioning Courses (47 hours)	Term	Grade	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 186 Special Topics in Air Conditioning and Refrigeration	_____	_____	2
ACR 119 Fundamentals of Gas Heating Systems	_____	_____	3
ACR 120 Fundamentals of Electric Heating	_____	_____	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
ACR 126 Commercial Heating Systems	_____	_____	3
ACR 147 Refrigerant Transition and Recovery	_____	_____	3
Total Hours Required for Degree			60

## **AUTOMOTIVE MECHANICS**

**AUM 47.0604**

**(Certificate)**

**Program Description:** Automotive technicians should be able to diagnose problems, repair and/or replace defective components including electrical systems and other electrical units, perform preventative maintenance, and complete safety inspection to factory specifications.

**Accreditation:** The instruction, course of study, facilities, and equipment of Lurleen B. Wallace Community College Automotive Program have been evaluated by the ASE Education Foundation and meets the standards of quality for the training of automotive technicians in the following areas: Brakes, Electrical/Electronic Systems, Engine Performance, Suspension and Steering, Automotive Transmission & Transaxle, Engine Repair, Heating & Air Conditioning, and Manual Drive train and Axels.

ASE Education Foundation  
1503 Edwards Ferry Rd, NE, Suite 401  
Leesburg, VA 20176  
[www.aseeducation.org](http://www.aseeducation.org)

**Job Opportunities:** Jobs in the automotive industry are unlimited. Technicians may work in new car dealerships, independent garages, chain store repair shops, automotive machine shops; parts supply companies, service stations and other jobs that require mechanical knowledge.

**Admission Requirements:** High School diploma, GED, or demonstrated ability to benefit.

**Program-level Student Learning Outcomes:** Upon completion of the Automotive Mechanics Program, students will be able to:

1. Students will apply safe and effective practices in a shop environment.
2. Students will apply electrical principles to the diagnosis and repair of automobiles.
3. Students will diagnose common automobile problems.
4. Students will repair common automobile problems.

### **Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**\*Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the placement exam may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

**Course Number/Course Name****First Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
AUM 101 Fundamental of Automotive	1	4	3
AUM 112 Electrical Fundamentals	1	4	3
AUM 239 Engine Performance	1	4	3
AUM 182 Special Topics	0	6	2
*COM 100 Introductory Technical English I	3	0	3
*ORT 111 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>	<b>7</b>	<b>18</b>	<b>15</b>

**Second Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
AUM 121 Braking Systems	1	4	3
AUM 122 Steering and Suspension	1	4	3
AUM 230 Auto Transmission and Transaxle	1	4	3
AUM 224 Manual Transmission and Transaxle	1	4	3
*MAH 101 Introductory Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>7</b>	<b>16</b>	<b>15</b>

**Third Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
AUM 133 Motor Vehicle Air Conditioning	1	4	3
AUM 124 Automotive Engines	1	4	3
AUM 281 Special Topics	0	6	3
AUM 130 Drive Train and Axles	1	4	3
*SPC 103 Oral Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>6</b>	<b>18</b>	<b>15</b>

**Fourth Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
AUM 162 Electrical and Electronic Systems	1	4	3
AUM 244 Engine Performance and Diagnostics	1	4	3
AUM 220 Advanced Automotive Engines	1	4	3
AUM 246 Automotive Emissions	1	4	3
*DPT 103 Introductory Computer Skills II	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>7</b>	<b>16</b>	<b>15</b>

**Total Credit Hours****60****Total Contact Hours****1425**

**AUTOMOTIVE MECHANICS (CIP CODE 47.0604)  
CERTIFICATE REQUIREMENTS**

The mission of the Automotive Mechanics Program is to prepare students for employment as an automotive mechanics technician. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Microcomputer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Automotive Courses ( 47 hours total)	Term	Grade	Hours
AUM 101 Fundamentals of Automotive Technology	_____	_____	3
AUM 112 Electrical Fundamentals	_____	_____	3
AUM 239 Engine Performance	_____	_____	3
AUM 182 Special Topics	_____	_____	2
AUM 121 Braking Systems	_____	_____	3
AUM 122 Steering and Suspension	_____	_____	3
AUM 230 Auto Transmission and Transaxle	_____	_____	3
AUM 224 Manual Transmission and Transaxle	_____	_____	3
AUM 133 Motor Vehicle Air Conditioning	_____	_____	3
AUM 124 Automotive Engines	_____	_____	3
AUM 281 Special Topics	_____	_____	3
AUM 130 Drive Train and Axles	_____	_____	3
AUM 162 Electrical and Electronic Systems	_____	_____	3
AUM 244 Engine Performance and Diagnostics	_____	_____	3
AUM 220 Advanced Automotive Engines	_____	_____	3
AUM 246 Automotive Emissions	_____	_____	3
Total Hours Required for Degree			60

\*High School graduates (including students with a GED) are eligible to take these courses.

\*\*MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

## AUTOMOTIVE MECHANICS SHORT-TERM CERTIFICATE

AUM 47.0604

(Short-Term Certificate)

**Program Description:** The short certificate Automotive Mechanics Program is designed to provide basic knowledge for students in automotive and electrical fundamentals, braking systems, steering and suspension, automotive engines, and engine performance.

**Accreditation:** The instruction, course of study, facilities, and equipment of Lurleen B. Wallace Community College Automotive Program have been evaluated by the ASE Education Foundation and meets the standards of quality for the training of automotive technicians in the following areas: Brakes, Electrical/Electronic Systems, Engine Performance, Suspension and Steering, Automotive Transmission & Transaxle, Engine Repair, Heating & Air Conditioning, and Manual Drive train and Axels.

ASE Education Foundation  
1503 Edwards Ferry Rd, NE, Suite 401  
Leesburg, VA 20176  
www.aseeducation.org

**Job Opportunities:** Entry level job opportunities may include employment with independent garages, part supply companies, service stations and other jobs that require basic mechanical knowledge.

**Admission Requirements:** High School diploma, GED, or demonstrated ability to benefit.

### Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
AUM 101 Fundamental of Automotive	1	4	3
AUM 112 Electrical Fundamentals	1	4	3
AUM 121 Braking Systems	1	4	3
AUM 122 Steering and Suspension	1	4	3
AUM 124 Automotive Engines	1	4	3
AUM 239 Engine Performance	1	4	3
<b>Total</b>	<b>7</b>	<b>16</b>	<b>15</b>
<b>Total Credit Hours</b>			<b>18</b>
<b>Total Contact Hours</b>			<b>450</b>

**AUTOMOTIVE MECHANICS (CIP CODE 47.0604)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Automotive Mechanics Short Certificate Program is to prepare students for employment in entry-level automotive mechanics positions which require a basic knowledge of automotive and electrical fundamentals, braking systems, steering and suspension, automotive engines, and engine performance. The program supports the College mission by providing academic and technical instruction and workforce development.

Automotive Courses ( 18 hours total)	Term	Grade	Hours
AUM 101 Fundamentals of Automotive Technology	_____	_____	3
AUM 112 Electrical Fundamentals	_____	_____	3
AUM 121 Braking Systems	_____	_____	3
AUM 122 Steering and Suspension	_____	_____	3
AUM 124 Automotive Engines	_____	_____	3
AUM 239 Engine Performance	_____	_____	3
<b>Total Hours</b>			<b>18</b>

**CHILD DEVELOPMENT**  
**CHD 19.0708**  
**(Degree)**

**Program Description:** The Child Development program is offered to prepare students for employment in the field of early care and education. The program is designed to provide students with skills and knowledge to work effectively with young children and families. Graduates may be employed as administrators in private preschool programs; as teachers in state pre-kindergarten programs, preschool programs, Head Start and Early Head Start programs; or aides in public school systems.

Students may pursue the Associate in Applied Science Degree in Child Development or a Child Development Certificate. Child Development courses focus on developing competencies involved in the direct care of young children. Both programs allow students to develop a broad base of competencies that will prepare them to guide experiences of children from birth through early childhood. The Child Development Certificate is designed to prepare students to enter the field of early care and education and may be an intermediate step for those working toward a degree. Child Development courses may also be used to fulfill the educational requirements of individuals who wish to obtain a Child Development Associate (CDA) Credential from the Council for Early Childhood Professional Recognition in Washington, D.C.

**Job Opportunities:** Graduates may be employed in private preschool programs or childcare facilities; as teachers in pre-kindergarten programs, private preschool programs, Head Start and Early Head Start programs; or aides in public school systems or private child care facilities.

**Minimum Admission Requirements:**

1. Unconditional admission to the College
2. A minimum of 2.00 high school GPA for students without prior college (GED acceptable in lieu of high school transcript)
3. Eligibility for English 101 and Math 116 as determined by college policy
4. Good standing with the College

**Program-level Student Learning Outcomes:** Upon completion of the Child Development Program:

1. Students will be able to describe the roles of the administrator in a childcare facility.
2. Students will be able to describe major elements in operating a childcare facility to include basic management concepts, budgeting, and personnel policies and procedures.
3. Students will be able to develop activities that support pre-reading development in young children.
4. Students will be able to describe safe and healthy management practices in a childcare setting.
5. Students will be able to describe appropriate techniques for reading to children and model reading to young children in an engaging manner.

## Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

### Course Number/Course Name

	Theory Hrs.	Lab Hrs.	Credit Hrs.
<b>First Semester</b>			
CHD 100 Introduction of Early Care and Education of Children (CDA)	3	0	3
CHD 202 Children's Creative Experiences (CDA)	3	0	3
ENG 101 English Composition I	3	0	3
CIS 146 Microcomputer Applications	3	0	3
PSY 200 General Psychology	3	0	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>	<b>16</b>	<b>0</b>	<b>16</b>

	Theory Hrs.	Lab Hrs.	Credit Hrs.
<b>Second Semester</b>			
CHD 201 Child Growth and Development ( <b>or</b> ) PSY210 Human Growth and Development	3	0	3
CHD 203 Children's Literature and Language	3	0	3
CHD 204 Methods and Materials for Teaching Children	3	0	3
ENG 102 English Composition II	3	0	3
MTH 100 Intermediate College Algebra ( <b>or</b> )	3	0	3
MTH 116 Mathematical Applications Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>18</b>	<b>0</b>	<b>18</b>

	Theory Hrs.	Lab Hrs.	Credit Hrs.
<b>Third Semester</b>			
CHD 205 Program Planning for Educating Young Children	3	0	3
CHD 206 Children's Health and Safety	3	0	3
CHD 208 Administration of Child Development Programs	3	0	3
SPH 106 Fundamentals of Oral Communication	3	0	3
BIO 103 Principles of Biology	<u>3</u>	<u>2</u>	<u>4</u>
<b>Total</b>	<b>15</b>	<b>2</b>	<b>16</b>

<b>Fourth Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CHD 209 Infant and Toddler Education Programs	3	0	3
CHD 214 Families and Communities in Early Care and Education Programs	3	0	3
CHD 210 Educating Exceptional Children	3	0	3
CHD 224 School Age Childcare	3	0	3
CHD 215 Supervised Practical Experience in Child	<u>0</u>	<u>6</u>	<u>3</u>
<b>Total</b>	<b>12</b>	<b>6</b>	<b>15</b>
<b>Total Credit Hours</b>			<b>65</b>
<b>Total Contact Hours</b>			<b>1035</b>

**CHILD DEVELOPMENT  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Child Development Program is to prepare students for employment in the field of early care and education including positions such as administrators in private preschool programs, as teachers in state pre-kindergarten programs, preschool programs, Head Start and Early Head Start programs; or aides in public school systems. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (6 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
ENG102 – English Composition II	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (7 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose MTH100 or MTH116 Mathematical Applications	_____	_____	3
Must complete 4 additional semester hours in science, or computer science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, CIS199; MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (43 hours total)	Term	Code	Hours
ORI 101 Orientation	_____	_____	1
CHD 100 Introduction of Early Care and Education of Children	_____	_____	3
CHD 202 Children’s Creative Experiences	_____	_____	3
CHD 201 Child Growth and Development (or) PSY210 Human Growth and Development	_____	_____	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 214 Families and Communities in Early Care and Education Programs	_____	_____	3
CHD210 Educating Exceptional Children	_____	_____	3
CHD 224 School Age Childcare	_____	_____	3
CHD 215 Supervised Practical Experience in Child Development	_____	_____	3
CIS 146 Microcomputer Applications	_____	_____	3
Total Hours Required for Degree			65

**CHILD DEVELOPMENT CERTIFICATE**  
**CHD 19.0708**  
**(Short-Term Certificate)**

**Admission Requirements:** High School diploma or GED

**Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**Course Number/Course Name**

<b>First Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CHD 100	Introduction of Early Care and Education of Children (CDA)	3	0	3
CHD 202	Children's Creative Experiences (CDA)	3	0	3
CHD 203	Children's Literature and Language Development	3	0	3
CHD 201	Child Growth and Development <b>(or)</b>			
PSY 210	Human Growth and Development	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Second Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CHD 204	Methods and Materials for Teaching Children	3	0	3
CHD 206	Children's Health and Safety	3	0	3
CHD 209	Infant and Toddler Education Programs	3	0	3
CHD 210	Educating Exceptional Children	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Third Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CHD 215	Supervised Practical Experience in Child	<u>0</u>	<u>6</u>	<u>3</u>
<b>Total</b>		<b>0</b>	<b>6</b>	<b>3</b>
<b>Total Credit Hours</b>				<b>27</b>
<b>Total Contact Hours</b>				<b>450</b>

(CDA)Courses designed to prepare students for Child Development Association Certification.

**CHILD DEVELOPMENT (CIP CODE 19.0708)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Child Development Short Certificate Program is to prepare students for employment as a childcare provider/educator of young children. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Child Development Courses ( 27 credit hours)	Term	Code	Hours
CHD 100 Introduction of Early Care and Education of Children	_____	_____	3
CHD 202 Children’s Creative Experiences	_____	_____	3
CHD 203 Children’s Literature and Language Development	_____	_____	3
CHD 201 Child Growth and Development or PSY 210 Human Growth and Development	_____	_____	3
CHD 204 Methods and Materials for Teaching Children	_____	_____	3
CHD 206 Children’s Health and Safety	_____	_____	3
CHD 209 Infant and Toddler Education Programs	_____	_____	3
CHD 210 Educating Exceptional Children	_____	_____	3
CHD 215 Supervised Practical Experience in Child Development	_____	_____	3
Total Hours Required for Short Certificate			27

## COMPUTER SCIENCE

CIS 11.0101

(Degree)

**Program Description:** The Computer Science curriculum is composed of a series of comprehensive courses designed to prepare students for employment in the field of computer science. Emphasis is placed on fundamental principles, procedures, coding, peripheral equipment, computer center operations, networking, and programming techniques. The programming languages studied include Apple Swift, JAVA, Visual Basic and C++. Laboratory training is similar to that which is found in industry.

**Job Opportunities:** The use of computer science equipment will continue to increase very rapidly as the economy grows. Computers are being adapted to new uses almost daily, and as they perform more varied tasks, many more business firms will be utilizing them. The need for well-trained equipment operators, programmers, and support technicians is increasing at a high rate.

**Admission Requirements:** High School diploma or GED.

**Program-level Student Learning Outcomes:** Upon completion of the Computer Science Program:

1. Students will be able to develop web applications.
2. Students will be able to explain, install, and upgrade basic operating systems.
3. Students will be able to explain and apply programming principles.
4. Students will be able to design and maintain computer networks.
5. Students will be able to explain and utilize common software applications.

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name				Theory Hrs.	Lab Hrs.	Credit Hrs.
<b>First Semester</b>						
ORI	101	Orientation	1	0	1	
ENG	101	English Composition I	3	0	3	
MTH	116	Mathematical Applications	3	0	3	
CIS	146	Microcomputer Applications	3	0	3	
CIS	113	Spreadsheet Software Applications	3	0	3	
CIS	249	Microcomputer Operating Systems	<u>3</u>	<u>0</u>	<u>3</u>	
<b>Total</b>			<b>16</b>	<b>0</b>	<b>16</b>	

<b>Second Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
MTH	246 Mathematics of Finance	3	0	3
CIS	147 Advanced Microcomputer Applications	3	0	3
CIS	157 Introduction to APP Development with Swift	1	4	3
CIS	117 Database Management Software Applications	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>10</b>	<b>4</b>	<b>12</b>

<b>Third Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CIS	268 Software Support	3	0	3
CIS	269 Hardware Support	3	0	3
CIS	251 C++ Programming	3	0	3
SPH	106 Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>

<b>Fourth Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CIS	199 Network Communications	3	0	3
CIS	212 Visual Basic Programming	3	0	3
CIS	227 APP Development with Swift II	1	4	3
History, Social Science, Behavioral Science		<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>10</b>	<b>4</b>	<b>12</b>

<b>Fifth Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CIS	280 Network Security	3	0	3
CIS	220 APP Development with Swift I	1	4	3
CIS	255 JAVA Programming	3	0	3
Humanities and Fine Arts Elective		<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>10</b>	<b>4</b>	<b>12</b>

<b>Total Credit Hours</b>	<b>64</b>
<b>Total Contact Hours</b>	<b>1,050</b>

**COMPUTER SCIENCE**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Computer Science Program is to prepare students for employment in the field of computer science. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
MTH 116 Mathematical Applications	_____	_____	3
MTH 246 Mathematics of Finance	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (43 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS 113 Spreadsheet Software Applications	_____	_____	3
CIS 249 Microcomputer Operating Systems	_____	_____	3
CIS 147 Advanced Microcomputer Applications	_____	_____	3
CIS 157 Introduction to APP Development with Swift	_____	_____	3
CIS 117 Database Management Software Applications	_____	_____	3
CIS 268 Software Support	_____	_____	3
CIS 269 Hardware Support	_____	_____	3
CIS 251 C++ Programming	_____	_____	3
CIS 199 Network Communications	_____	_____	3
CIS 212 Visual Basic Programming	_____	_____	3
CIS 227 APP Development with Swift II	_____	_____	3
CIS 280 Network Security	_____	_____	3
CIS 220 APP Development with Swift I	_____	_____	3
CIS 255 JAVA Programming	_____	_____	3
CIS146 Microcomputer Applications	_____	_____	3
<b>Total Hours Required for Degree</b>			<b>64</b>

## MICROCOMPUTER APPLICATION SPECIALIST

CIS 11.0101

(Short-Term Certificate)

**Program Description:** The program includes courses designed to prepare students for entry level positions requiring skills in a variety of software applications including word processing, spreadsheets, and database management.

**Job Opportunities:** The outlook for graduates of the Microcomputer Application Specialist short certificate program may be similar to that for general office clerk. Employment is expected to grow about as fast as average for all occupations.

**Admission Requirements:** High School diploma or GED

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name	Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS 146 Microcomputer Applications	3	0	3
CIS 113 Spreadsheet Software Applications	3	0	3
CIS 117 Database Management Software Applications	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>9</b>	<b>0</b>	<b>9</b>

Second Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS 147 Advanced Microcomputer Applications	3	0	3
CIS 249 Microcomputer Operating Systems	3	0	3
ENG 101 English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>9</b>	<b>0</b>	<b>9</b>

<b>Total Credit Hours</b>	<b>18</b>
<b>Total Contact Hours</b>	<b>270</b>

**MICROCOMPUTER APPLICATION SPECIALIST (CIP CODE 11.0101)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Computer Science Short Certificate Program is to prepare students for employment in entry level positions requiring skills in word processing, spreadsheets, and data base management. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Computer Science Courses ( 18 credit hours)	Term	Grade	Hours
CIS 146 Microcomputer Applications	_____	_____	3
CIS 113 Spreadsheet Software Applications	_____	_____	3
CIS 117 Database Management Software Applications	_____	_____	3
CIS 147 Advanced Microcomputer Applications	_____	_____	3
CIS 249 Microcomputer Operating Systems	_____	_____	3
ENG 101 English Composition I	_____	_____	3
Total Hours Required for Microcomputer Application Specialist Short Certificate			18

## **COSMETOLOGY**

**COS 12.0401**

**(Certificate)**

**Program Description:** Cosmetology is the scientific study and practice of beauty culture. A major part of cosmetology education is devoted to learning and mastering essential knowledge and basic skills for treating the scalp, hair, and nails. In performing these operations, the student should learn the importance of clean, orderly, and systematic habits of workmanship.

**Job Opportunities:** A high percentage of operators become licensed as managers and open their own shops. A position as technician or demonstrator of cosmetics and hair coloring offers an additional opportunity. For a well-qualified cosmetologist, the teaching field in private and state-accredited schools provides further areas for occupational advancement.

**Admission Requirements:** High School diploma, GED or completion of 10th grade and demonstrated ability to benefit.

**State Legal Requirements for Eligibility for Licensure:** Cosmetologists are required to be licensed by the Alabama Board of Cosmetology to work in Alabama. Upon completion of the program, graduates should obtain an application for the State Cosmetology Examination from an instructor and mail the completed application to:

Alabama Board of Cosmetology  
State Employees Credit Union Building  
1000-A Interstate Park Drive  
Montgomery, Alabama 36130-1750

Graduates should note that the Alabama Board of Cosmetology requires applicants to apply for the State Board Exam within three months of completion of the program of study.

**Program-level Student Learning Outcomes:** Upon completion of the Cosmetology Program:

1. Students will be able to demonstrate safe and sanitary procedures while working in a salon environment.
2. Students will be able to apply the business and communication principles necessary for working in a salon environment.
3. Students will be able to explain and perform a variety of hair services.
4. Students will be able to explain and perform a variety of nail procedures.
5. Students will be able to identify and demonstrate various procedures used in facial treatments.

### **Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**\*Important Note for students and advisors:** High school graduates (including students

with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the placement exam may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

**Course Number/Course Name**

<b>First Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 111 Introduction to Cosmetology	3	0	3
COS 112 Introduction to Cosmetology Lab	0	9	3
COS 119 Business of Cosmetology	3	0	3
COS 123 Cosmetology Salon Practices	0	9	3
DPT 103 Introduction to Computer Skills	3	0	3
*ORT 111 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>	<b>10</b>	<b>18</b>	<b>16</b>

<b>Second Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 113 Theory of Chemical Services	3	0	3
COS 114 Chemical Services Lab	0	9	3
COS 115 Hair Coloring Theory	3	0	3
COS 116 Hair Coloring Lab	0	9	3
*SPC 103 Oral Communication Skills	3	0	3
MAH 101 Introductory Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>12</b>	<b>18</b>	<b>18</b>

<b>Third Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 117 Basic Spa Techniques	3	0	3
COS 118 Basic Spa Techniques Lab	0	9	3
COS 148 Nail Care Theory	3	0	3
COS 162 Special Topics in Cosmetology	0	9	3
COS 125 Career and Professional Development	3	0	3
or			
COS 181 Special Topics			
COM 100 Introductory Technical English	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>12</b>	<b>18</b>	<b>18</b>

<b>Total Credit Hours</b>	<b>52</b>
<b>Total Contact Hours</b>	<b>1320</b>

**COSMETOLOGY (CIP CODE 12.0401)  
CERTIFICATE REQUIREMENTS**

The mission of the Cosmetology Program is to prepare students for employment as cosmetologists. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 credit hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Microcomputer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Cosmetology Courses ( 39 credit hours)	Term	Grade	Hours
COS 111 Introduction to Cosmetology	_____	_____	3
COS 112 Introduction to Cosmetology Lab	_____	_____	3
COS 119 Business of Cosmetology	_____	_____	3
COS 123 Cosmetology Salon Practices	_____	_____	3
COS 113 Theory of Chemical Services	_____	_____	3
COS 114 Chemical Services Lab	_____	_____	3
COS 115 Hair Coloring Theory	_____	_____	3
COS 116 Hair Coloring Lab	_____	_____	3
COS 117 Basic Spa Techniques	_____	_____	3
COS 118 Basic Spa Techniques Lab	_____	_____	3
COS 148 Nail Care Theory	_____	_____	3
COS 162 Special Topics in Cosmetology	_____	_____	3
COS 125 Career and Professional Development OR COS 181 Special Topics	_____	_____	3
Total Hours Required for Degree			52

\*High School graduates (including students with a GED) are eligible to take these courses.

\*\*MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

**ESTHETICS TECHNOLOGY**  
**COS 12.0409**  
**(Short-Term Certificate)**

**Program Description:** Esthetics Technology includes the specialization of skin care. Students learn how to provide preventative and maintenance care for the skin.

**Job Opportunities:** The Esthetics Technology program is designed to provide students with basic knowledge and skills for employment as an esthetician in a salon, spa or as a cosmetic consultant. They may also manufacture, sell, and apply cosmetics. With specialized training, they may choose to work for a dermatologist and provide various treatments for problematic skin under supervision.

**Admission Requirements:** High School diploma, GED, or completion of 10<sup>th</sup> grade and demonstrated ability to benefit.

**State Legal Requirements for Licensure:** Cosmetologist/estheticians are required to be licensed by the Alabama Board of Cosmetology to work in Alabama.

**Program-level Student Learning Outcomes:** Upon completion of the Esthetics Program:

1. Students will be able to demonstrate safe and sanitary procedures while working in a salon environment.
2. Students will be able to apply the business and communication principles necessary for working in a salon environment.
3. Students will be able to explain and perform various procedures used in facial treatments.

**Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**Course Number/Course Name**

<b>First Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 134 Advanced Esthetics	1	4	3
COS 135 Advanced Esthetics Applications	0	9	3
COS 181 Special Topics	3	0	3
COS 165 Related Subjects Estheticians	<u>0</u>	<u>9</u>	<u>3</u>
<b>Total</b>	<b>4</b>	<b>22</b>	<b>12</b>

<b>Second Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
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COS 163 Facial Treatments	1	4	3
COS 164 Facial Machines	0	9	3
COS 169 Skin Functions	0	6	3
COS 168 Bacteriology and Sanitation	<u>1</u>	<u>4</u>	<u>3</u>
<b>Total</b>	<b>2</b>	<b>23</b>	<b>12</b>

<b>Third Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 161 Special Topics in Cosmetology	1	0	1
COS 190 Internship in Cosmetology	<u>0</u>	<u>15</u>	<u>3</u>
<b>Total</b>	<b>1</b>	<b>15</b>	<b>4</b>
<b>Total Credit Hours</b>			<b>28</b>
<b>Total Contact Hours</b>			<b>1005</b>

**ESTHETICS TECHNOLOGY (CIP CODE 12.0409)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Esthetics Technology Program is to prepare students for employment as estheticians in a salon, spa, or as a cosmetic consultant. They may also manufacture, sell, and apply cosmetics. With specialized training, they may choose to work for a dermatologist and provide various treatments for problematic skin under supervision. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Esthetics Courses ( 28 credit hours)	Term	Grade	Hours
COS 134 Advanced Esthetics	_____	_____	3
COS 135 Advanced Esthetics Applications	_____	_____	3
COS 181 Special Topics	_____	_____	3
COS 165 Related Subjects Estheticians	_____	_____	3
COS 163 Facial Treatments	_____	_____	3
COS 164 Facial Machines	_____	_____	3
COS 169 Skin Functions	_____	_____	3
COS 168 Bacteriology and Sanitation	_____	_____	3
COS 161 Special Topics in Cosmetology	_____	_____	3
COS 190 Internship in Cosmetology	_____	_____	1
<b>Total Hours Required</b>			<b>28</b>

**NAIL TECHNOLOGY**  
**COS 12.0410**  
**(Short-Term Certificate)**

**Program Description:** Nail Technology includes the care of the hands, nails, and feet. Students learn how to give manicures, pedicures, how to apply sculptured nails, acrylic, overlays, fiberglass wraps, gel nails, and nail art.

**Job Opportunities:** This program is designed to provide for beginners or existing professionals with knowledge and skills for employment as a Nail Technician in a salon setting, including working in department stores, beauty shops, day spas, and owning their own business.

**Admission Requirements:** High School diploma, GED, or completion of 10<sup>th</sup> grade and demonstrated ability to benefit.

**State Legal Requirements for Eligibility for Licensure:** Nail Technicians/Manicurists are required to be licensed by the Alabama Board of Cosmetology to work in Alabama.

**Program-level Student Learning Outcomes:** Upon completion of the Nail Technology Program:

1. Students will be able to demonstrate safe and sanitary procedures while working in a salon environment.
2. Students will be able to apply the business and communication principles necessary for working in a salon environment.
3. Students will be able to explain and perform a variety of nail procedures.

**Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**Course Number/Course Name**

<b>First Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 150 Manicuring	1	4	3
COS 151 Nail Care	1	4	3
COS 152 Nail Care Applications	0	9	3
COS 125 Career and Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>5</b>	<b>17</b>	<b>12</b>

**Course Number/Course Name**

<b>Second Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
COS 153 Nail Art	1	4	3
COS 154 Nail Art Applications	0	6	3
COS 181 Special Topics	3	0	3
COS 182 Special Topics	<u>0</u>	<u>9</u>	<u>3</u>
<b>Total</b>	<b>4</b>	<b>19</b>	<b>12</b>
<b>Total Credit Hours</b>			<b>24</b>
<b>Total Contact Hours</b>			<b>675</b>

**NAIL TECHNOLOGY (CIP CODE 12.0410)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Nail Technology Program is to prepare students for employment as nail technicians in a salon setting, including working in department stores, beauty shops, day spas, and their own businesses. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

<b>NAIL TECHNOLOGY COURSES ( 18 credit hours)</b>	<b>Term</b>	<b>Grade</b>	<b>Hours</b>
COS 150 Manicuring	_____	_____	3
COS 151 Nail Care	_____	_____	3
COS 152 Nail Care Applications	_____	_____	3
COS 125 Career and Professional Development	_____	_____	3
COS 153 Nail Art	_____	_____	3
COS 154 Nail Art Applications	_____	_____	3
COS 181 Special Topics	_____	_____	3
COS 182 Special Topics	_____	_____	3
<b>Total Hours</b>			<b>24</b>

## DIAGNOSTIC MEDICAL SONOGRAPHY\*\*

DMS 51.0910

(Degree)

**Program Description:** This program of study is designed to provide didactic and clinical training in the field of general diagnostic medical sonography (ultrasound). Sonographers, also known as Ultrasound Technologists, or Diagnostic Medical Sonographers, use advanced imaging procedures. The student will receive training in the fields of acoustic principles and safety, abdominal, obstetrical, gynecologic, and small parts sonography.

**Accreditation:** The Diagnostic Medical Sonography Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRS-DMS).

Commission on Accreditation of Allied Health Education Programs  
25400 US Hwy 19 N, Suite 158  
Clearwater, FL 33763  
[www.caahep.org](http://www.caahep.org)

**Job Opportunities:** Sonographers (ultrasound technologists) assist physicians in gathering data necessary to reach diagnostic decisions. Students will prepare to work in hospitals, physicians' offices, diagnostic imaging centers, ambulatory care facilities, and mobile units by performing high frequency sound wave patient examinations to image internal structures.

**Starting Salary:** The average annual wage (nationally) of a Diagnostic Medical Sonographer is \$52,570 - \$73,680. \*Data obtained from the U.S. Department of Labor Occupational Outlook Handbook, 2010-2011 edition.

### Admission Requirements:

(The deadline for program applications is June 1.)

1. Unconditional admission to the College
2. All pre-sonography courses must be complete prior to application deadline of June 1. The only exception is the physics course. It can be completed in the summer prior to admission to the program. Those who have completed the course by the application deadline will receive 1 point added to their ranking score.
3. Submit Diagnostic Medical Sonography program application packet by **June 1<sup>st</sup>**
  - ✓ Diagnostic Medical Sonography Program Application
  - ✓ Documentation of four (4) quality hours of observation signed by ARDMS/RT(S) registered sonographer
  - ✓ **Unofficial** copy of transcripts from **all** colleges previously attended including LBWCC
    - Pre-Sonography courses, with the exception of physics, must be completed by the end of the spring term of the year applying.

- ✓ Proof of ACT score of 19 or higher\*
  - ✓ Handbook Verification Form
  - ✓ Three (3) letters of reference
  - ✓ Essay – (one page minimum) “Why I want to be a Sonographer”
4. Receive a composite score of 19 on the ACT exam.\*
  5. Complete all pre-sonography courses with a minimum of a “C” (Cumulative GPA of 2.5)\*\*
  6. Meet the essential functions or technical standards required for sonography.

Admission to the Diagnostic Medical Sonography Program is competitive and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance.

\*Applicants that have successfully completed an AAS or AS Degree in a related healthcare field such as Nursing, Radiological Technology, etc. or applicants that possess a Bachelor or Master’s Degree in any career field will be considered for admittance on a case by case basis and may be exempt from the ACT requirement.

\*\*If the student has a Radiographic Physics (3 or 4 credit) that has been taken, this may possibly substitute for PHY 112 with staff approval.

**Progression: A minimum grade of 75 is required for progression to the next Diagnostic Medical Sonography courses in the program’s required course sequence. Failure to do so will result in dismissal from the program.**

**Program-level Student Learning Outcomes:** Upon completion of the Diagnostic Medical Sonography Program:

1. Students will be able to perform a variety of sonographic procedures.
2. Students will be able to explain important concepts related to the sonographic profession.
3. Students will be able to function effectively in a complex medical environment.
4. Students will be able to produce and analyze sonographic images.

#### **Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

### **Pre-Sonography Course Requirements**

<b>Course Number/Course Name</b>	<b>Theory Hrs.</b>	<b>Lab/Clinical Hrs.</b>	<b>Credit Hrs.</b>
ORI 101 Orientation	1	0	1
MTH 100 Intermediate College Algebra	3	0	3
BIO 201 Human Anatomy and Physiology I	3	2	4
ENG 101 English Composition I	3	0	3

IDS 102	Ethics or other Humanities/Fine Arts	3	0	3
PHY 112	Principles of Physics	2	0	2
PSY 200	General Psychology	3	0	<u>3</u>
<b>Total</b>				<b>19</b>

### Program Course Requirements

<b>Fall Semester</b>			<b>Theory Hrs.</b>	<b>Lab/Clinical Hrs.</b>	<b>Credit Hrs.</b>
DMS 202	Foundations of Sonography	2	2	3	
DMS 204	Sectional Anatomy	2	0	2	
DMS 205	Abdominal Sonography	3	3	4	
DMS 216	Sonographic Principles & Instrumentation	<u>1</u>	<u>0</u>	<u>3</u>	
<b>Total</b>		<b>10</b>	<b>5</b>	<b>12</b>	
<b>Spring Semester</b>					
DMS 206	Gynecological Sonography	3	3	4	
DMS 207	Abdominal Pathology	3	0	3	
DMS 220	Obstetrical Sonography I	3	0	3	
DMS 229	Sonography Preceptorship I	<u>0</u>	<u>6</u>	<u>2</u>	
<b>Total</b>		<b>9</b>	<b>9</b>	<b>12</b>	
<b>Summer Semester</b>					
DMS 221	Obstetrical Sonography II	3	0	3	
DMS 230	Sonography Preceptorship II	0	9	3	
DMS 240	Sonography Principles and Instrumentation Seminar	<u>2</u>	<u>0</u>	<u>2</u>	
<b>Total</b>		<b>5</b>	<b>9</b>	<b>8</b>	
<b>Fall Semester</b>					
DMS 225	Superficial Sonography	1	0	1	
DMS 231	Sonography Preceptorship III	0	20	4	
DMS 233	Sonography Lab I	0	3	1	
DMS 250	Introduction to Advanced Sonography	3	0	3	
DMS 260	Intro to Vascular Sonography	<u>3</u>	<u>0</u>	<u>3</u>	
<b>Total</b>		<b>7</b>	<b>23</b>	<b>12</b>	
<b>Spring Semester</b>					
DMS 232	Sonography Preceptorship IV	0	25	5	
DMS 234	Sonography Lab II	0	3	1	
DMS 241	Abdominal and OB/GYN Sonography Seminar	3	0	3	
DMS 270	Intro to Cardiac Sonography	<u>3</u>	<u>0</u>	<u>3</u>	
<b>Total</b>		<b>6</b>	<b>28</b>	<b>12</b>	
 <b>Total Credit Hours</b>				<b>75</b>	
<b>Total Contact Hours</b>				<b>1965</b>	

**DIAGNOSTIC MEDICAL SONOGRAPHY  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Diagnostic Medical Sonography Program is to prepare students as diagnostic medical sonographers, also known as ultrasound technologists. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
*ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (3 hours total)	Term	Grade	Hours
Must complete 3 semester hours in Humanities/Fine Arts: *Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (7 hours total)	Term	Grade	Hours
*MTH 100 Intermediate College Algebra	_____	_____	3
*BIO 201 Human Anatomy and Physiology I	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
*Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (59 hours total)	Term	Grade	Hours
*ORI 101 Orientation	_____	_____	1
DMS 202 Foundations of Sonography	_____	_____	3
DMS 204 Sectional Anatomy	_____	_____	2
DMS 205 Abdominal Sonography	_____	_____	4
DMS 216 Sonographic Principles and Instrumentation I	_____	_____	3
DMS 229 Sonography Preceptorship I	_____	_____	2
DMS 206 Gynecological Sonography	_____	_____	4
DMS 207 Abdominal Pathology	_____	_____	3
DMS 220 Obstetrical Sonography I	_____	_____	3
DMS 230 Sonography Preceptorship II	_____	_____	3
DMS 221 Obstetrical Sonography II	_____	_____	3
DMS 225 Superficial Sonography	_____	_____	1
DMS 231 Sonography Preceptorship III	_____	_____	4
DMS 240 Sonography Principles and Instrumentation Seminar	_____	_____	2
DMS 232 Sonography Preceptorship IV	_____	_____	5
DMS 241 Abdominal and OB/GYN Sonography Seminar	_____	_____	3
DMS 250 Introduction to Advanced Sonography	_____	_____	3
* PHY 112 Principles of Physics	_____	_____	2
DMS 233 Sonography Lab I	_____	_____	1
DMS 260 Intro to Vascular Sonography	_____	_____	3
DMS 234 Sonography Lab II	_____	_____	1
DMS 270 Intro to Cardiac Sonography	_____	_____	3
Total Hours Required for Degree			75

\*Admission requirements of the Diagnostic Medical Sonography Program require completion of this course prior to the end of summer term of the application year.

**DIAGNOSTIC MEDICAL SONOGRAPHY WITH EMPHASIS IN VASCULAR  
TECHNOLOGY  
DMS 51.0910  
(Short-term Certificate)**

This short certificate program is designed for sonographers who are interested in acquiring specialized skills in Vascular Technology. Completion of a CAAHEP accredited Diagnostic Medical Sonography Program and/or valid registration through ARDMS and ARRT is required to register for these courses.

**Program-level Student Learning Outcomes:** Upon completion of the Diagnostic Medical Sonography with emphasis in Vascular Technology Program:

1. Students will be able to perform vascular sonograms.
2. Students will be able to identify common abnormalities of the vascular system on sonograms.
3. Students will be able to demonstrate practical application of sonographic procedures.

Course Number/Course Name	Theory Hrs.	Lab/Clinical Hrs.	Credit Hrs.
DMS 261 Vascular Sonography Techniques	2	2	3
DMS 263 Pathology of Vascular Systems	3	0	3
DMS 264 Vascular Sonographic Clinical	<u>0</u>	<u>15</u>	<u>5</u>
	<b>5</b>	<b>17</b>	<b>11</b>
<b>Total Credit Hours</b>			<b>11</b>
<b>Total Contact Hours</b>			<b>330</b>

**DIAGNOSTIC MEDICAL SONOGRAPHY WITH EMPHASIS IN VASCULAR TECHNOLOGY  
(CIP CODE 51.0910)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Diagnostic Medical Sonography Vascular Program is to prepare sonographers who have completed a CAAHEP accredited Diagnostic Medical Sonography Program or who are registered through the ARDMS or ARRT(S) for positions requiring vascular sonographic skills.

Vascular Courses ( 18 credit hours)	Term	Grade	Hours
DMS 261 Vascular Sonography Techniques	_____	_____	3
DMS 263 Pathology of Vascular Systems	_____	_____	3
DMS 264 Vascular Sonographic Clinical	_____	_____	5
Total Hours			11

**DIAGNOSTIC MEDICAL SONOGRAPHY WITH EMPHASIS IN ECHOCARDIOGRAPHY**  
**DMS 51.0910**  
**(Short-Term Certificate)**

This short certificate program is designed for sonographers who are interested in acquiring specialized skills in Echocardiography. Completion of a CAAHEP accredited Diagnostic Medical Sonography Program and/or valid registration through ARDMS and ARRT is required to register for these courses.

**Program-level Student Learning Outcomes:** Upon completion of the Diagnostic Medical Sonography with emphasis in Echocardiography Program:

1. Students will be able to perform echocardiograms.
2. Students will be able to identify common cardiac abnormalities on echocardiograms.
3. Students will demonstrate competency in cardiovascular studies.

<b>Course Number / Course Name</b>	<b>Theory Hours</b>	<b>Lab/Clinical Hrs.</b>	<b>Credit Hrs.</b>
DMS 271 Echocardiographic Technology	2	2	3
DMS 273 Pathology of the Cardiovascular System	3	0	3
DMS 274 Echo Clinical	<u>0</u> 5	<u>15</u> 17	<u>5</u> 11
<b>Total Credit Hours</b>			<b>11</b>
<b>Total Contact Hours</b>			<b>330</b>

**DIAGNOSTIC MEDICAL SONOGRAPHY WITH EMPHASIS IN ECHOCARDIOGRAPHY**  
**(CIP CODE 51.0910)**  
**SHORT CERTIFICATE REQUIREMENTS**

The mission of the Diagnostic Medical Sonography Echocardiography Program is to prepare sonographers who have completed a CAAHEP accredited Diagnostic Medical Sonography Program or who are registered through the ARDMS or ARRT(S) for positions requiring echocardiography sonographic skills.

Echocardiography Courses ( 11 credit hours)	Term	Grade	Hours
DMS 271 Echocardiographic Technology	_____	_____	3
DMS 273 Pathology of the Cardiovascular System	_____	_____	3
DMS 274 Echo Clinical	_____	_____	5
Total Hours			11

# DIESEL AND HEAVY EQUIPMENT MECHANICS

DEM 47.0605

(Degree)

**Program Description:** The Diesel and Heavy Equipment Mechanics Program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment as well as stationary diesel engines in electrical generators and related equipment. The Program also includes a natural gas component which will prepare technicians to perform maintenance of alternative fuel vehicles and perform conversion of standard vehicles to utilize alternative fuels.

**Job Opportunities:** Diesel mechanics may work for tractor dealers, trucking dealers, construction companies, private contractors, or manage their own business.

**Admission Requirements:** High School diploma or GED.

**Program-level Student Learning Outcomes:** Upon completion of the Diesel Mechanics Associate in Applied Science Program:

1. Students will be able to perform preventative maintenance on medium- and heavy-duty vehicles.
2. Students will be able to diagnose common problems with medium- and heavy-duty vehicles.
3. Students will be able to repair common problems with medium- and heavy-duty vehicles.

## Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

## AAS Degree in Diesel and Heavy Equipment Mechanics

### Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 111 Equipment Safety/Mechanical Fundamentals	1	4	3
DEM 104 Basic Engines	1	6	3
DEM 105 Preventive Maintenance	1	6	3
DEM 156 CDL License Test Preparation	3	0	3
CIS 146 Microcomputer Applications	3	0	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>	<b>10</b>	<b>16</b>	<b>16</b>

<b>Second Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 137	Heating, Air Conditioning, and Refrigeration Systems	1	6	3
DEM 117	Diesel and Gas Tune-up	1	4	3
DEM 135	Heavy Vehicle Steering & Suspension Systems	1	4	3
ENG 101	English Composition	3	0	3
	Natural Science/Math Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>9</b>	<b>14</b>	<b>15</b>

<b>Third Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 122	Heavy Vehicle Brakes	1	6	3
DEM 123	Pneumatics and Hydraulics	1	4	3
DEM 124	Electronic Engine Systems	1	6	3
MTH 116	Mathematical Applications	3	0	3
	Humanities and Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>9</b>	<b>16</b>	<b>15</b>

<b>Fourth Semester</b>				
DEM 126	Advanced Engines	1	4	3
DEM 127	Fuel Systems	1	6	3
DEM 125	Heavy Vehicle Drive Trains	1	4	3
SPH 106	Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>6</b>	<b>14</b>	<b>12</b>

<b>Fifth Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 130	Electrical/Electronic Fundamentals	1	4	3
DEM 270	CNG/LPG/LNG Safety	1	0	1
DEM 271	CNG/LPG/LNG Ignition Systems	1	6	3
DEM 272	CNG/LPG/LNG Fuel Systems	1	6	3
	History, Social or Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>7</b>	<b>16</b>	<b>13</b>

<b>Total Credit Hours</b>	<b>71</b>
<b>Total Contact Hours</b>	<b>1485</b>

**DIESEL AND HEAVY EQUIPMENT MECHANICS (CIP CODE 47.0605)  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS**

The mission of the Diesel and Heavy Equipment Mechanics Program is to prepare students for employment as diesel and natural gas engine technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; REL 152 Survey of the New Testament, ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete MTH 116 Mathematical Applications	_____	_____	3
Must complete 3 additional semester hours in math or science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, MTH100, MTH110 , MTH112, MTH113, MTH125 or higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3

AREA V: Pre-Professional, Major, and Elective Courses ( 49 credit hours)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
DEM 111 Equipment Safety/Mechanical Fundamentals	_____	_____	3
DEM 104 Basic Engines	_____	_____	3
DEM 105 Preventive Maintenance	_____	_____	3
DEM 156 CDL License Test Preparation	_____	_____	3
DEM 137 Heating, Air Conditioning, and Refrigeration Systems	_____	_____	3
DEM 117 Diesel and Gas Tune-up	_____	_____	3
DEM 135 Heavy Vehicle Steering & Suspension Systems	_____	_____	3
DEM 122 Heavy Vehicle Brakes	_____	_____	3
DEM 123 Pneumatics and Hydraulics	_____	_____	3
DEM 124 Electronic Engine Systems	_____	_____	3
DEM 126 Advanced Engines	_____	_____	3
DEM 127 Fuel Systems	_____	_____	3
DEM 125 Heavy Vehicle Drive Trains	_____	_____	3
DEM 130 Electrical/Electronics Fundamentals	_____	_____	3
DEM 270 CNG/LPG/LNG Safety	_____	_____	1
DEM 271 CNG/LPG/LNG Ignition Systems	_____	_____	3
DEM 272 CNG/LPG/LNG Fuel Systems	_____	_____	3
CIS146 Microcomputer Applications	_____	_____	3
<b>Total Hours Required for Degree</b>			<b>71</b>

## DIESEL AND HEAVY EQUIPMENT MECHANICS CERTIFICATE

DEM 47.0605

(Certificate)

**Program Description:** Diesel and Heavy Equipment Mechanics consist of a study of the principles of diesel engines as well as laboratory experiences with actual diesel equipment. While there is an emphasis on diesel engines, all other components of diesel and gasoline equipment are studied to the extent that an individual completing this program should require nothing but additional experience to be able to perform at the level expected of a diesel mechanic.

**Job Opportunities:** Diesel mechanics may work for tractor dealers, trucking dealers, construction companies, private contractors, or manage their own business.

**Admission Requirements:** High School diploma or GED, or demonstrated ability to benefit.

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**\*Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the ACCUPLACER assessment may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

### Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 111 Equipment Safety/Mechanical Fundamentals	1	4	3
DEM 104 Basic Engines	1	6	3
DEM 105 Preventive Maintenance	1	6	3
DEM 156 CDL License Test Preparation	3	0	3
DPT 103 Introductory Computer Skills II	3	0	3
ORI 111 *Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>	<b>10</b>	<b>16</b>	<b>16</b>

<b>Second Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 137	Heating, Air Conditioning, and Refrigeration Systems	1	6	3
DEM 117	Diesel and Gas Tune-up	1	4	3
DEM 135	Heavy Vehicle Steering & Suspension Systems	1	4	3
DEM 122	Heavy Vehicle Brakes	1	6	3
COM 100	*Introductory Technical English I	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>7</b>	<b>20</b>	<b>15</b>

<b>Third Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 123	Pneumatics and Hydraulics	1	4	3
DEM 124	Electronic Engine Systems	1	6	3
DEM 270	CNG/LPG/LNG Safety	1	0	1
DEM 272	CNG/LPG/LNG Fuel Systems	1	6	3
MAH 101	*Introductory Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>7</b>	<b>16</b>	<b>13</b>

<b>Fourth Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 126	Advanced Engines	1	4	3
DEM 127	Fuel Systems	1	6	3
DEM 125	Heavy Vehicle Drive Trains	1	4	3
DEM 130	Electrical/Electronic Fundamentals	1	4	3
SPH 103	*Oral Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>7</b>	<b>18</b>	<b>15</b>

<b>Total Credit Hours</b>	<b>59</b>
<b>Total Contact Hours</b>	<b>1515</b>

**DIESEL AND HEAVY EQUIPMENT MECHANICS (CIP CODE 47.0605)  
CERTIFICATE REQUIREMENTS**

The mission of the Diesel and Heavy Equipment Mechanics Program is to prepare students for employment as diesel mechanics technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 credit hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Microcomputer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Diesel Courses ( 46 credit hours)	Term	Grade	Hours
DEM 111 Equipment Safety/Mechanical Fundamentals	_____	_____	3
DEM 104 Basic Engines	_____	_____	3
DEM 105 Preventive Maintenance	_____	_____	3
DEM 156 CDL License Test Preparation	_____	_____	3
DEM 137 Heating, Air Conditioning, and Refrigeration Systems	_____	_____	3
DEM 117 Diesel and Gas Tune-up	_____	_____	3
DEM 135 Heavy Vehicle Steering & Suspension Systems	_____	_____	3
DEM 122 Heavy Vehicle Brakes	_____	_____	3
DEM 123 Pneumatics and Hydraulics	_____	_____	3
DEM 124 Electronic Engine Systems	_____	_____	3
DEM 126 Advanced Engines	_____	_____	3
DEM 127 Fuel Systems	_____	_____	3
DEM 125 Heavy Vehicle Drive Trains	_____	_____	3
DEM 130 Electrical/Electronics Fundamentals	_____	_____	3
DEM 270 CNG/LPG/LNG Safety	_____	_____	1
DEM 272 CNG/LPG/LNG Fuel Systems	_____	_____	3
Total Hours Required for Degree			59

\*High School graduates (including students with a GED) are eligible to take these courses.

\*\*MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

**DIESEL AND HEAVY EQUIPMENT MECHANICS SHORT-TERM CERTIFICATE**  
**DEM 47.0605**  
**(Short-Term Certificate)**

**Program Description:** The short certificate Diesel Program is designed to provide basic knowledge for students in equipment safety and mechanical fundamentals, basic engines, preventive maintenance, and CDL License Preparation.

**Job Opportunities:** Entry level job opportunities may include employment with construction companies and private contractors.

**Admission Requirements:** High school diploma, GED, or demonstrated ability to benefit

Typical course Load and Courses by Semester

Note: this is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**Course Number/Course Name**

<b>First Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DEM 111 Equipment Safety/Mechanical Fundamentals	1	4	3
DEM 104 Basic Engines	1	6	3
DEM 105 Preventive Maintenance	1	6	3
DEM 156 CDL License Test Preparation	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>6</b>	<b>16</b>	<b>12</b>

**DIESEL AND HEAVY EQUIPMENT (CIP CODE 47.0605)**  
**SHORT CERTIFICATE REQUIREMENTS**

The mission of the Diesel and Heavy Equipment Short certificate is to prepare students for employment in entry-level mechanics positions which require a knowledge of equipment safety, mechanical fundamentals, basic engines, preventative maintenance. The program supports the College mission by providing academic and technical instruction and workforce development.

Diesel Courses ( 12 credit hours)	Term	Grade	Hours
DEM 111 Equipment Safety/Mechanical Fundamentals	_____	_____	3
DEM 104 Basic Engines	_____	_____	3
DEM 105 Preventive Maintenance	_____	_____	3
DEM 156 CDL License Test Preparation	_____	_____	3
Total Hours Required for Degree			12

**EMERGENCY MEDICAL SERVICES**  
**EMS 51.0904**  
**(Degree)**

**Program Description:** Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on their quick reaction and competent care. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

The Emergency Medical Services (EMS) program is designed to provide the student with theory, practical demonstration, lab practice, and clinical experiences to prepare students for careers as paramedics. Upon successful completion of each licensure level of EMS, a student is eligible to take the applicable National Registry of Emergency Medical Technician Examination. Upon successful completion of the first semester, students will be awarded an Emergency Medical Basic (EMT) Short Certificate and will be eligible to sit for EMT licensure; upon successful completion of the second semester, students will be awarded an Emergency Medical Advanced (AEMT) Short Certificate and be eligible to sit for AEMT licensure; upon successful completion of the program, students awarded an Associate in Applied Science Degree in Emergency Medical Services – Paramedic and will be eligible to sit for Paramedic licensure.

**Accreditation:** The Emergency Medical Services – Paramedic Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
25400 US Hwy 19N, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

The EMT certificate programs (EMT and AEMT) are approved by the Alabama Department of Public Health, Office of EMS and Trauma.

**Admission Requirements:** Applicants must apply and be accepted to the College prior to applying to the EMS program. Once accepted into the College, the applicant must complete the Allied Health Application and be accepted into the EMS program before they are eligible for EMS courses. In addition, entrance into the program depends on the applicant's ability to perform the essential functions identified by the Alabama Department of Public Health, Office of EMS and Trauma as documented by the physical exam.

- Unconditional admission to the College

- Age of 18 years within 90 days of completion of the program
- Minimum of a 2.0 grade point average (GPA) at LBWCC
- Submission of approved health forms (physical exam and vaccinations)
- Must complete background check and drug screen
- Eligibility for English 101 and Math 100
- Completion of Biology 201 (Human Anatomy and Physiology I)
- Math 100, English 101, Speech 106, Psychology 200, and Biology 202 must be completed prior to entering the last semester

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening.

**PROGRESSION:** A minimum grade of 75 is required for the progression to the next Emergency Medical Services (EMS) courses in the program's required course sequence.

All students must have a current Alabama EMT licensure prior to midterm exams of their second semester or they must withdraw from the program. Students will not be allowed to participate in second semester clinical activities without a current Alabama EMT licensure.

All students must have a current Alabama AEMT licensure prior to midterm exams of their third semester or they must withdraw from the program. Paramedic students will not be allowed to participate in third semester clinical activities without a current Alabama AEMT licensure.

**READMISSION:** Students who do not continue in the program for consecutive terms are subject to the most current college catalog and State of Alabama Department of Public Health – Office of EMS and Trauma policies for the latest term of admission. No more than 15 months may lapse between attempts at courses in the 200 level paramedic sequence without a repeat of the entire field of concentration curriculum sequence. Students who have been removed from the program due to violations may not be readmitted.

**Program-level Student Learning Outcomes:** Upon completion of the Emergency Medical Services Program:

1. Students will be able to describe the structure and functioning of the prehospital care system.
2. Students will be able to guide patient assessment and management.
3. Students will be able to provide care for diverse populations experiencing medical emergencies.
4. Students will be able to apply safe work practices and care for trauma emergencies.

## AAS Degree in Emergency Medical Services – PARAMEDIC

### First Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 118	Emergency Medical Technician	6	6	0	9
EMS 119	Emergency Medical Technician Clinical	0	0	3	1
ORI 101	Orientation	1	0	0	1
MTH 100	Intermediate College Algebra	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<b>Total</b>		<b>10</b>	<b>6</b>	<b>3</b>	<b>14</b>

### Second Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 155	Advanced Emergency Medical Technician	4	9	0	7
EMS 156	Advanced Emergency Medical Technician Clinical (90 Clinical Hrs.)	0	0	6	2
BIO 201	Human Anatomy & Physiology I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
<b>Total</b>		<b>7</b>	<b>11</b>	<b>6</b>	<b>13</b>

### Third Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 241	Paramedic Cardiology	2	2	0	3
EMS 242	Paramedic Patient Assessment	1	3	0	2
EMS 243	Paramedic Pharmacology	0	2	0	1
EMS 244	Paramedic Clinical I (45 Clinical Hrs.)	0	0	3	1
ENG 101	English Composition I	3	0	0	3
BIO 202	Human Anatomy & Physiology II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
<b>Total</b>		<b>9</b>	<b>9</b>	<b>3</b>	<b>14</b>

**Fourth Semester**

<b>Course Number</b>	<b>Course Name</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Clinical Hrs.</b>	<b>Credit Hrs.</b>
EMS 245	Paramedic Medical Emergencies	2	3	0	3
EMS 246	Paramedic Trauma Management	2	2	0	3
EMS 247	Paramedic Special Populations	1	2	0	2
EMS 248	Paramedic Clinical II	0	0	9	3
SPH 106	Fundamentals of Oral Communication	3	0	0	3
PSY 200	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>17</b>

**Fifth Semester**

<b>Course Number</b>	<b>Course Name</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Clinical Hrs.</b>	<b>Credit Hrs.</b>
EMS 253	Paramedic Transition to the Workforce	1	2	0	2
EMS 254	Advanced Competencies for the Paramedic	1	2	0	2
EMS 255	Paramedic Field Preceptorship	0	0	15	5
EMS 256	Paramedic Team Leadership (45 Clinical Hrs.)	0	0	3	1
HUM	Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>5</b>	<b>4</b>	<b>18</b>	<b>13</b>

**Total Credit Hours** 71  
**Total Contact Hours** 1,770

**EMERGENCY MEDICAL SERVICES  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Emergency Medical Services Program is to prepare students for employment as paramedics. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (11 hours total)	Term	Grade	Hours
MTH 100 Intermediate College Algebra	_____	_____	3
BIO 201 Human Anatomy and Physiology I	_____	_____	4
BIO 202 Human Anatomy and Physiology II	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
PSY 200 General Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses ( 48 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
EMS 118 Emergency Medical Technician	_____	_____	9
EMS 119 Emergency Medical Technician Clinical	_____	_____	1
EMS 155 Advanced Emergency Medical Technician	_____	_____	7
EMS 156 Advanced Emergency Medical Technician Clinical (90 clinical hours)	_____	_____	2
EMS 241 Paramedic Cardiology	_____	_____	3
EMS 242 Paramedic Patient Assessment	_____	_____	2
EMS 243 Paramedic Pharmacology	_____	_____	1
EMS 244 Paramedic Clinical (45 clinical hours)	_____	_____	1
EMS 245 Paramedic Medical Emergencies	_____	_____	3
EMS 246 Paramedic Trauma Emergencies	_____	_____	3
EMS 247 Paramedic Special Populations	_____	_____	2
EMS 248 Paramedic Clinical II	_____	_____	3
EMS 253 Paramedic Transition to the Workforce	_____	_____	2
EMS 254 Advanced Competencies for the Paramedic	_____	_____	2
EMS 255 Paramedic Field Preceptorship	_____	_____	5
EMS 256 Paramedic Team Leadership (45 clinical hours)	_____	_____	1
Total Hours Required for Degree			71

## Short Certificate – Emergency Medical Basic Certificate (EMT)

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 118	Emergency Medical Technician	6	6	0	9
EMS 119	Emergency Medical Technician Clinical	0	0	3	1
<b>Total Credit Hours</b>					<b>10</b>
<b>Total Contact Hours</b>					<b>225</b>

### EMERGENCY MEDICAL BASIC CERTIFICATE – EMT (CIP CODE 51.0904) SHORT CERTIFICATE REQUIREMENTS

The mission of the Emergency Medical Basic Certificate (EMT) Program is to prepare students for employment as entry-level Emergency Medical Technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

EMERGENCY MEDICAL BASIC CERTIFICATE (EMT) Courses ( 10 credit hours)	Term	Grade	Hours
EMS 118 Emergency Medical Technician	_____	_____	9
EMS 119 Emergency Medical Technician Clinical	_____	_____	1
Total Hours			10

## Short Certificate – Advanced EMT (AEMT)

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 155	Advanced Emergency Medical Technician	4	9	0	7
EMS 156	Advanced Emergency Medical Technician Clinical (90 Clinical Hrs.)	0	0	6	2
<b>Total Credit Hours</b>					<b>9</b>
<b>Total Contact Hours</b>					<b>285</b>

### ADVANCED EMT (AEMT) (CIP CODE 51.0904) SHORT CERTIFICATE REQUIREMENTS

The mission of the Advanced EMT (AEMT) Program is to prepare students for employment as Advanced Emergency Medical Technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Advanced EMT (AEMT) Courses ( 9 credit hours)	Term	Grade	Hours
EMS 155 Advanced Emergency Medical Technician	_____	_____	7
EMS 156 Advanced Emergency Medical Technician Clinical	_____	_____	2
Total Hours			9

## **FOREST TECHNOLOGY**

**FOR 03.0511**

**(Degree)**

**Program Description:** The Forest Technology Program leading to the Associate in Applied Science degree trains students for the position of forest technicians. The technician is an employee who works under the direction of a professional (BS degree) forester. The technician will undertake the field work that is necessary to manage the forest. A career as a forest technician involves a variety of challenging jobs including timber inventory, procurement, maintenance of forest roads, forest management, forest stand improvement, fire and pest control, soil and water conservation, wildlife management, harvest planning, logging, cartography, and surveying.

The forest technology student will receive a practical education consisting of both classroom and field experiences. Students will spend much of their time in field training situations where emphasis is placed on outdoor learning and practical hands-on-experience. Students often have the opportunity to participate in forestry field operations such as control burning, stand description, running land lines, and development of forest management plans. This curriculum emphasizes forestry practices which are common and accepted in the Southeast.

**Job Opportunities:** Employment opportunities are available throughout the United States. This degree qualifies students for a wide-range of jobs in the out-of-doors, principally at the middle-management level.

**Admission Requirements:** High School diploma or GED; current American Red Cross first aid training and CPR certification. If not certified, course will be available.

**Program-level Student Learning Outcomes:** Upon completion of the Forest Technology Program:

1. Students will be able to collect, analyze, and interpret data.
2. Students will be able to explain and apply the basic principles of forest management.
3. Students will be able to identify and respond to a variety of forest threats.
4. Students will be able to describe best practices in forest regeneration and sustainability.

### **Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

<b>Course Number/Course Name</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>First Semester</b>				
ENG 101	English Composition I	3	0	3
FOR 100	Introduction to Forestry	3	3	4
FOR 210	Dendrology	3	3	4
ORI 101	Orientation	1	0	1
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>13</b>	<b>6</b>	<b>15</b>
<b>Second Semester</b>				
FOR 101	Cartography	2	3	3
FOR 120	Timber Harvesting	2	3	3
FOR 130	Forestry Mathematics	3	0	3
SPH 106	Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>10</b>	<b>6</b>	<b>12</b>
<b>Third Semester</b>				
CIS 146	Microcomputer Applications	3	0	3
FOR 240	Silviculture	3	3	4
FOR 285	Forest Entomology/Pathology	3	3	4
	Natural Science Elective	<u>3</u>	<u>1</u>	<u>4</u>
	<b>Total</b>	<b>12</b>	<b>7</b>	<b>15</b>
<b>Fourth Semester</b>				
FOR 270	Forest Fire Control/Use	3	3	4
FOR 281	Forest Mensuration	3	3	4
MTH 100	Intermediate Algebra	3	0	3
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>12</b>	<b>6</b>	<b>14</b>
<b>Fifth Semester</b>				
FOR 256	Forestry Research/Management	3	3	4
FOR 266	Forest Management Practices	3	3	4
FOR 282	Advanced Forest Mensuration	<u>3</u>	<u>3</u>	<u>4</u>
	<b>Total</b>	<b>9</b>	<b>9</b>	<b>12</b>
 <b>Total Credit Hours</b>				<b>68</b>
<b>Total Contact Hours</b>				<b>1350</b>

**FORESTRY TECHNOLOGY REQUIREMENTS  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Forestry Program is to prepare students for employment as forest technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (7 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose from MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
Must complete 4 semester hours in natural science: Choose from BIO103, CHM111, CHM112, PHS111, PHS112,	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (49 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
FOR 100 Introduction to Forestry	_____	_____	4
FOR 210 Dendrology	_____	_____	4
FOR 101 Cartography	_____	_____	3
FOR 120 Timber Harvesting	_____	_____	3
FOR 130 Forestry Mathematics	_____	_____	3
FOR 240 Silviculture	_____	_____	4
FOR 285 Forest Entomology/Pathology	_____	_____	4
FOR270 Forest Fire Control/Use	_____	_____	4
FOR 281 Forest Mensuration	_____	_____	4
FOR 256 Forestry Research/Management	_____	_____	4
FOR 266 Forest Management Practices	_____	_____	4
FOR 282 Advanced Forest Mensuration	_____	_____	4
CIS146 Microcomputer Applications	_____	_____	3
<b>Total Hours Required for Degree</b>			<b>68</b>

**FOREST WORKER/AIDE  
FOR 03.0511  
(Short-Term Certificate)**

**Program Description:** The short-certificate program provides instruction in cartography, timber harvesting, forestry mathematics, and dendrology.

**Job Opportunities:** Graduates of the short-certificate program may work as tree planters, assistants to prescribe burn managers, compass persons, cruise tally persons, and tree pruners.

**Admission Requirements:** High School diploma or GED

**Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**Course Number/Course Name**

<b>First Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
FOR 100	Introduction to Forestry	3	3	4
FOR 210	Dendrology	<u>3</u>	<u>3</u>	<u>4</u>
	<b>Total</b>	<b>6</b>	<b>6</b>	<b>8</b>

<b>Second Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
FOR 101	Cartography	2	3	3
FOR 120	Timber Harvesting	2	3	3
FOR130	Forestry Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>7</b>	<b>6</b>	<b>9</b>

<b>Total Credit Hours</b>	<b>17</b>
<b>Total Contact Hours</b>	<b>375</b>

**FOREST WORKER/AIDE (CIP CODE 03.0511)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Forest Worker/Aide Short Certificate Program is to prepare students for employment as tree planters, assistants to prescribe burn managers, compass persons, cruise tally persons, and tree pruners. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Forest Technology Courses ( 17 credit hours)	Term	Grade	Hours
FOR 100 Introduction to Forestry	_____	_____	4
FOR 210 Dendrology	_____	_____	4
FOR 101 Cartography	_____	_____	3
FOR 120 Timber Harvesting	_____	_____	3
FOR 130 Forestry Mathematics	_____	_____	3
Total Hours			17

# INDUSTRIAL ELECTRONICS

ILT 47.0105

(Degree)

**Program Description:** The Industrial Electronics curriculum is designed to teach a wide spectrum of electronics disciplines. Major topics covered include basic electricity, basic electronics, solid-state devices and circuits, digital electronics, electronic communications, industrial control systems, basic hydraulics/pneumatics, test equipment, mathematics, and communicative skills. The degree program provides two employment pathways for students including the Industrial Systems Option and Electromechanical option. Both options include a common core of 25 credit hours.

**Job Opportunities:** The demand for electronics personnel is excellent because of the continuing rapid expansion of technology and its role in our overall economy. Job opportunities exist in manufacturing, medical, and various other segments of the economy including national defense.

**Admission Requirements:** High School diploma or GED. Due to high demand and enrollment in the Industrial Electronics program, interested applicants must submit placement scores in person to the Industrial Electronics instructors at least two weeks prior to the first day of class for advisement and course placement.

**Program-level Student Learning Outcomes:** Upon completion of the Industrial Electronics Program:

1. Students will be able to read and interpret blueprints and diagrams.
2. Students will be able to explain robotic systems.
3. Students will be able apply concepts and safe work habits related to electrical theory.
4. Students will be able solve problems related to electrical circuits and devices.
5. Students will be able solve problems related to mechanical systems.

## Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes. Many students are required to take one or more developmental courses during the first two semesters. This would cause the total student credit load to increase during each semester for a probable average load of 15 credit hours per semester. Courses scheduled each semester may vary due to availability of classes and student progress.

## Industrial Electronics Core Courses

### Course Number/Course Name

			Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 109	Electrical Blueprint Reading		3	0	3
ILT 160	DC Fundamentals		1	4	3
ILT 161	AC Fundamentals		1	4	3
ILT 162	Solid State Fundamentals		1	4	3
ILT 163	Digital Fundamentals		1	4	3
ILT 164	Circuit Fabrication		0	2	1
ILT 170	Components of Material Handling		2	2	3
ILT 209	Motor Controls		1	4	3
ILT 262	Certification Preparation		<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>		<b>13</b>	<b>24</b>	<b>25</b>

## Industrial Systems Option

### Course Number/Course Name

#### First Semester

			Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 109	Electrical Blueprint Reading		3	0	3
ILT 160	DC Fundamentals		1	4	3
ILT 161	AC Fundamentals		1	4	3
ILT 164	Circuit Fabrication		0	2	1
ILT 170	Components of Material Handling		2	2	3
ORI 101	Orientation		<u>1</u>	<u>0</u>	<u>1</u>
	<b>Total</b>		<b>8</b>	<b>12</b>	<b>14</b>

#### Second Semester

			Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 162	Solid State Fundamentals		1	4	3
ILT 163	Digital Fundamentals		1	4	3
ILT 209	Motor Controls		1	4	3
MTH 100	Intermediate College Algebra		<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>		<b>6</b>	<b>12</b>	<b>12</b>

<b>Third Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ILT	117	Principles of Construction Wiring	1	4	3
ILT	118	Construction Wiring NEC	1	4	3
ILT	194	Introduction to Programmable Logic Controllers	2	2	3
SPH	106	Fundamentals of Oral Communication	3	0	3
		Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
		<b>Total</b>	<b>10</b>	<b>10</b>	<b>15</b>

<b>Fourth Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ILT	166	Motors and Transformers	2	2	3
ILT	196	Advanced Programmable Logic Controllers	2	2	3
ILT	240	Sensors Technology & Applications	2	2	3
CIS	146	Microcomputer Applications	3	0	3
		History/Social Science/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
		<b>Total</b>	<b>12</b>	<b>6</b>	<b>15</b>

<b>Fifth Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ILT	216	Industrial Robotics	3	0	3
ILT	217	Industrial Robotics Lab	0	4	2
ILT	262	Certification Preparation	3	0	3
ENG	101	English Composition I	3	0	3
		Natural Science/Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		<b>Total</b>	<b>12</b>	<b>4</b>	<b>14</b>

<b>Total Credit Hours</b>	<b>70</b>
<b>Total Contact Hour</b>	<b>1380</b>

**INDUSTRIAL ELECTRONICS**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**  
**Industrial Systems Option**

The mission of the Industrial Electronics Program is to prepare students for employment as technicians in wide range of industries including manufacturing, medical, and national defense. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions, REL152 Survey of the New Testament ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose from MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
Must complete 3 additional semester hours in math, science, or computer science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, CIS199; MTH100, MTH110 , MTH112, MTH113, MTH125 or higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (53 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS146 Microcomputer Applications	_____	_____	3
ILT 109 Electrical Blueprint Reading	_____	_____	3
ILT 160 DC Fundamentals	_____	_____	3
ILT 161 AC Fundamentals	_____	_____	3
ILT 164 Circuit Fabrication	_____	_____	1
ILT 170 Components of Material Handling	_____	_____	3
ILT 162 Solid State Fundamentals	_____	_____	3
ILT 163 Digital Fundamentals	_____	_____	3
ILT 209 Motor Controls	_____	_____	3
ILT 117 Principles of Wiring Construction	_____	_____	3
ILT 118 Construction Wiring	_____	_____	3
ILT 194 Introduction to Programmable Logic Controllers	_____	_____	3
ILT 166 Motors and Transformers	_____	_____	3
ILT 196 Advanced Programmable Logic Controllers	_____	_____	3
ILT 240 Sensors Technology and Applications	_____	_____	3
ILT 216 Industrial Robotics	_____	_____	3
ILT 217 Industrial Robotics Lab	_____	_____	3
ILT 262 Certification Preparation	_____	_____	3
<b>Total Hours Required for Degree</b>			<b>70</b>

# Electromechanical Option

## Course Number/Course Name

### First Semester

			Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT	109	Electrical Blueprint Reading	3	0	3
ILT	160	DC Fundamentals	1	4	3
ILT	161	AC Fundamentals	1	4	3
ILT	164	Circuit Fabrication	0	2	1
ILT	170	Components of Material Handling	2	2	3
ORI	101	Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>			<b>8</b>	<b>12</b>	<b>14</b>

### Second Semester

			Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT	162	Solid State Fundamentals	1	4	3
ILT	163	Digital Fundamentals	1	4	3
ILT	209	Motor Controls	1	4	3
MTH	100	Intermediate College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>6</b>	<b>12</b>	<b>12</b>

### Third Semester

			Theory Hrs.	Lab Hrs.	Credit Hrs.
INT	112	Industrial Maintenance Safety Procedures	3	0	3
INT	127	Principles of Industrial Pumps and Piping Systems	2	2	3
ELT	213	Industrial Equipment	2	2	3
SPH	106	Fundamentals of Oral Communication	3	0	3
		Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>13</b>	<b>4</b>	<b>15</b>

### Fourth Semester

			Theory Hrs.	Lab Hrs.	Credit Hrs.
INT	128	Principles of Industrial Environmental Controls	2	2	3
ILT	169	Hydraulics/Pneumatics	2	2	3
ILT	216	Industrial Robotics	3	0	3
ILT	217	Industrial Robotics Lab	0	4	2
		History/Social Science/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>10</b>	<b>8</b>	<b>14</b>

<b>Fifth Semester</b>		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
CIS	146 Microcomputer Applications	3	0	3
ILT	262 Certification Preparation	3	0	3
ENG	101 English Composition I	3	0	3
	Natural Science/Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	<b>12</b>	<b>0</b>	<b>12</b>
<b>Total Credit Hours</b>				<b>67</b>
<b>Total Contact Hours</b>				<b>1275*</b>

**INDUSTRIAL ELECTRONICS**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**  
**Electromechanical Option**

The mission of the Industrial Electronics Program is to prepare students for employment as technicians in wide range of industries including manufacturing, medical, and national defense. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions, REL152 Survey of the New Testament ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose from MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
Must complete 3 additional semester hours in math, science, or computer science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, CIS199; MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (49 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS146 Microcomputer Applications	_____	_____	3
ILT 109 Electrical Blueprint Reading	_____	_____	3
ILT 160 DC Fundamentals	_____	_____	3
ILT 161 AC Fundamentals	_____	_____	3
ILT 164 Circuit Fabrication	_____	_____	1
ILT 170 Components of Material Handling	_____	_____	3
ILT 162 Solid State Fundamentals	_____	_____	3
ILT 163 Digital Fundamentals	_____	_____	3
ILT 209 Motor Controls	_____	_____	3
INT 112 Industrial Maintenance Safety Procedures	_____	_____	3
INT 127 Principles of Industrial Pumps and Piping Systems	_____	_____	3
ELT 213 Industrial Equipment	_____	_____	3
INT 128 Principles of Industrial Environmental Controls	_____	_____	3
ILT 169 Hydraulics/Pneumatics	_____	_____	3
ILT 216 Industrial Robotics	_____	_____	2
ILT217 Industrial Robotics Lab	_____	_____	3
ILT 262 Certification Preparation	_____	_____	3
<b>Total Hours Required for Degree</b>			<b>67</b>

## INDUSTRIAL ELECTRONICS SHORT-TERM CERTIFICATE

ILT 47.0105

(Short-Term Certificate)

**Program Description:** The Industrial Electronics curriculum is designed to teach a wide spectrum of electronics disciplines. Major topics covered include basic electricity, basic electronics, solid-state devices and circuits, digital electronics, electronic communications, industrial control systems, test equipment, mathematics, and communicative skills.

**Job Opportunities:** The demand for electronics personnel is excellent because of the continuing rapid expansion of technology and its role in our overall economy. Job opportunities exist in manufacturing, medical, and various other segments of the economy including national defense.

**Admission Requirements:** High School diploma or GED.

### Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

#### Course Number/Course Name

##### First Semester

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ILT 109 Electrical Blueprint Reading	3	0	3
ILT 160 DC Fundamentals	1	4	3
ILT 161 AC Fundamentals	1	4	3
ILT 164 Circuit Fabrication	0	2	1
ILT 170 Components of Material Handling	<u>2</u>	<u>2</u>	<u>3</u>
<b>Total</b>	<b>7</b>	<b>12</b>	<b>13</b>

##### Second Semester

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
ILT 162 Solid State Fundamentals	1	4	3
ILT 163 Digital Fundamentals	1	4	3
ILT 209 Motor Controls	<u>1</u>	<u>4</u>	<u>3</u>
<b>Total</b>	<b>3</b>	<b>12</b>	<b>9</b>

<b>Total Credit Hours</b>	<b>22</b>
<b>Total Contact Hours</b>	<b>510</b>

**INDUSTRIAL ELECTRONICS**  
**ILT 47.0105**  
**(Short-term Certificate)**

The mission of the Industrial Electronics Short Certificate Program is to prepare students for employment as entry-level industrial electronics technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Industrial Electronics Courses (22 hours total)	Term	Grade	Hours
ILT 109 Electrical Blueprint Reading	_____	_____	3
ILT 160 DC Fundamentals	_____	_____	3
ILT 161 AC Fundamentals	_____	_____	3
ILT 164 Circuit Fabrication	_____	_____	1
ILT 170 Components of Material Handling	_____	_____	3
ILT 162 Solid State Fundamentals	_____	_____	3
ILT 163 Digital Fundamentals	_____	_____	3
ILT 209 Motor Controls	_____	_____	3
<b>Total Hours Required for Short Certificate</b>			<b>22</b>

## MEDICAL OFFICE ADMINISTRATION

AD 52.0401

(Degree)

**Program Description:** The program is designed for the purpose of preparing students to keep the offices of physicians, hospitals, and other health practitioners running smoothly. Students learn to update and file patients' medical records, fill out insurance forms, arrange for hospital admissions and laboratory services, answer telephones, greet patients, handle correspondence, schedule appointments, and handle billing and bookkeeping. Work habits and attitude, as well as the ability to communicate effectively, are an integral part of the program. To validate skills and receive an industry-recognized credential, students are required to complete the Microsoft Office Specialist (MOS) certification exam in Microsoft Word. Additional MOS exams for credentials are available to students such as Microsoft Excel, PowerPoint and Access.

**Job Opportunities:** The demand is strong for medical office assistants to seek employment in offices of physicians, public and private hospitals, including inpatient and outpatient facilities; office of other health practitioners such as chiropractors and optometrists. Students may also seek employment in other healthcare industries such as outpatient care centers, nursing and residential care facilities.

**Admission Requirements:** High School diploma or GED

**Program-level Student Learning Outcomes:** Upon completion of the Medical Office Administration Program:

1. Students will generate appropriately formatted, accurate, and attractive business documents with efficiency.
2. Students will model effective written, oral, and nonverbal communication skills.
3. Students will demonstrate basic accounting procedures used in business and industry.
4. Students will perform office tasks required for employment in a medical environment.

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**Prerequisite:** OAD 101 Beginning Keyboarding or equivalent skill level.

**Course Number/Course Name**

<b>First Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
OAD 103	Intermediate	Keyboarding	3	0	3
MTH 116	Mathematical	Applications	3	0	3
CIS 146	Microcomputer	Applications	3	0	3
ENG 101	English	Composition I	3	0	3
ORI 101	Orientation		<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>			<b>13</b>	<b>0</b>	<b>13</b>

<b>Second Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
OAD 125	Word	Processing	3	0	3
CIS 249	Microcomputer	Operating System	3	0	3
MTH 246	Mathematics	of Finance	3	0	3
OAD 135	Financial	Record Keeping	3	0	3
	Humanities/Fine Arts	Elective	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>15</b>	<b>0</b>	<b>15</b>

<b>Third Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
OAD 138	Records/	Information Management	3	0	3
OAD 215	Health	Information Management	3	0	3
OAD 133	Business	Communication	3	0	3
BIO 120	Medical	Terminology	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>12</b>	<b>0</b>	<b>12</b>

<b>Fourth Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
OAD 216	Advanced	Health Information Management	3	0	3
CIS 113	Spreadsheet	Software Applications	3	0	3
BIO 211	Human	Anatomy and Physiology	3	2	4
SPH 1061	Fundamentals	of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>12</b>	<b>2</b>	<b>13</b>

<b>Fifth Semester</b>			<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
OAD 104	Advanced	Keyboarding	3	0	3
OAD 134	Career and	Professional Development	3	0	3
OAD 214	Medical	Office Procedures	3	0	3
OAD 242	Office	Internship	0	15	3
	History, Social and	Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>			<b>12</b>	<b>15</b>	<b>15</b>

**Total Credit Hours** **68**

**Total Contact Hours** **1215**

**MEDICAL OFFICE ADMINISTRATION  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Medical Office Administration Program is to prepare students for employment in the medical office field and other workforce sectors. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
MTH 116 Mathematical Applications	_____	_____	3
MTH 246 Mathematics of Finance	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (50 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
*OAD 103 Intermediate Keyboarding	_____	_____	3
OAD 125 Word Processing	_____	_____	3
CIS 249 Microcomputer Operating Systems	_____	_____	3
OAD 135 Financial Record Keeping	_____	_____	3
OAD 138 Records/Information Management	_____	_____	3
OAD 215 Health Information Management	_____	_____	3
OAD 133 Business Communication	_____	_____	3
BIO 120 Medical Terminology	_____	_____	3
OAD 216 Advanced Health Information Management	_____	_____	3
CIS 113 Spreadsheet Software Applications	_____	_____	3
BIO 211 Human Anatomy and Physiology	_____	_____	4
OAD 104 Advanced Keyboarding	_____	_____	3
OAD 134 Career & Professional Development	_____	_____	3
OAD 214 Medical Office Procedures	_____	_____	3
OAD 242 Office Internship	_____	_____	3
CIS146 Microcomputer Applications	_____	_____	3
<b>Total Hours Required for Degree</b>			<b>68</b>

\*Requires OAD101 Beginning Keyboarding or equivalent skill level as prerequisite

**MSSC CERTIFIED PRODUCTION TECHNICIAN**  
**(Short-Term Certificate)**  
**CIP Code 32.0199**

**Program Description:** The MSSC Certified Production Technician Program is designed to prepare students for employment in manufacturing and production industries. The CPT award is aligned with the Certified Production Technician certification offered by the Manufacturing Skills Standards Council (MSSC), an industry-led training assessment and certification system for front-line production and material handling workers. Students will receive an MSSC certificate for each course completed successfully. The Certified Production Technician credential will be awarded to students successfully completing courses WKO 131, 132, 133, and 134 and passing MSSC certification exams.

**Job Opportunities:** Employers of graduates include manufacturing and production companies.

**Admission Requirements:** High School diploma, GED, or demonstrated ability to benefit.

**Program-level Student Learning Outcomes:** Upon completion of the MSSC Certified Production Technician Program:

1. The student will be able to explain and apply safety principles in a manufacturing environment.
2. The student will be able to demonstrate basic skills related to quality practices and measurement in a manufacturing environment.
3. The student will be able to explain and apply process-related principles related to manufacturing and production.
4. The student will be able to apply maintenance awareness principles in a manufacturing environment.

**Course Number/Course Name**

<b>First Semester</b>	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
WKO131 MSSC Safety	3	0	3
WKO132 MSSC Quality Practices and Measurement	3	0	3
WKO133 MSSC Manufacturing Processes and Production	3	0	3
WKO134 Maintenance Awareness	3	0	3
<b>Total</b>	<b>4</b>	<b>0</b>	<b>12</b>
<b>Total Credit Hours</b>			<b>12</b>
<b>Total Contact Hours</b>			<b>180</b>

**MSSC CERTIFIED PRODUCTION TECHNICIAN (CIP CODE 32.0199)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the MSSC Certified Production Technician Program is to prepare students for employment in entry-level manufacturing and production. The program supports the College mission by providing academic and technical instruction and workforce development.

MSSC Certified Production Technician (12 credit hours)	Term	Grade	Hours
WKO 131 MSSC Safety	_____	_____	3
WKO 132 MSSC Quality Practices and Measurement	_____	_____	3
WKO 133 MSSC Manufacturing Processes and Production	_____	_____	3
WKO 134 Maintenance Awareness	_____	_____	3
<b>Total Hours</b>			<b>12</b>

## ASSOCIATE DEGREE NURSING

RN 51.3801

(Degree)

### Program Description:

#### Track 1 Admission

Upon completion of the Associate Degree Nursing Program (ADN), the student will be awarded the Associate in Applied Science Degree. Graduates will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse. The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing; 3343 Peachtree Road NE, Suite 850; Atlanta, GA 30326, [www.acenursing.org](http://www.acenursing.org)

Upon successful completion of the first three semesters of the program, students will be awarded a certificate in Practical Nursing and will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Following successful completion of the examination, the graduate will be eligible to practice as a Licensed Practical Nurse. The student may work as an LPN while completing the last two semesters of the ADN Program.

**Program-level Student Learning Outcomes:** Upon completion of the Associate Degree Nursing Program:

1. Students will be able to make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care, and promote the health of patients within a family and community.
2. Students will be able to minimize risk of harm to patients and providers through by system effectiveness and individual performance.
3. Students will be able to integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care.

#### First Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
ORI 101	Orientation to College	1	0	0	1	1
MTH 100	Intermediate College Algebra	3	0	0	3	3
BIO 201	Human Anatomy and Physiology I	3	1	0	4	5
NUR 112	Fundamental Concepts of Nursing	4	2	1	7	13
	<b>Total</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>15</b>	<b>22</b>

## Second Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
ENG 101	English Composition I	3	0	0	3	3
PSY 210	Human Growth and Development	3	0	0	3	3
BIO 202	Human Anatomy and Physiology II	3	1	0	4	5
NUR 113	Nursing Concepts I	4	1	3	8	16
<b>Total</b>		<b>13</b>	<b>2</b>	<b>3</b>	<b>18</b>	<b>27</b>

## Third Semester\*

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
SPH 106	Fundamentals of Oral Communication	3	0	0	3	3
NUR 114	Nursing Concepts II**	5	0	3	8	14
NUR 115	Evidence Based Clinical Reasoning**	1	0	1	2	4
<b>Total</b>		<b>9</b>	<b>0</b>	<b>4</b>	<b>13</b>	<b>21</b>

## Fourth Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
BIO 220	General Microbiology	2	2	0	4	6
NUR 211	Advanced Nursing Concepts	4	0	3	7	13
<b>Total</b>		<b>6</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>19</b>

## Fifth Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
IDS 102	Ethics	3	0	0	3	3
NUR 221	Advanced Based Clinical Reasoning	3	0	4	7	15
<b>Total</b>		<b>6</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>18</b>
<b>Program Totals</b>		<b>45</b>	<b>7</b>	<b>15</b>	<b>67</b>	<b>107</b>

<b>Academic and Nursing Theory Contact Hours</b>	<b>675</b>
<b>Academic and Nursing Lab Contact Hours</b>	<b>255</b>
<b>Nursing Clinical Contact Hours</b>	<b>675</b>
<b>Total Program Contact Hours</b>	<b>1605</b>

\*Students are eligible to take NCLEX-PN after successful completion of the 3<sup>rd</sup> Semester.

\*\*Students are permitted to split NUR 114 and NUR 115 over two semesters. NUR 114 must be taken prior to NUR 115. This option will require six semesters to complete the program requirements.

## Track 2 Admission

The Nursing Mobility Track enables the Licensed Practical Nurse (LPN) or the Licensed Paramedic to complete the Associate Degree Nursing Program (ADN). The student will be awarded the Associate in Applied Science Degree. Graduates will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful

completion of the examination, the graduate will be eligible to practice as a Registered Nurse. The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the Accreditation Commission for Education in Nursing; 3343 Peachtree Road NE, Suite 850; Atlanta, GA 30326, [www.acenursing.org](http://www.acenursing.org)

### Prerequisites

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
ORI 101	Orientation to College	1	0	0	1	1
MTH 100	Intermediate College Algebra	3	0	0	3	3
BIO 201	Human Anatomy and Physiology I	3	1	0	4	5
BIO 202	Human Anatomy and Physiology II	3	1	0	4	5
ENG 101	English Composition I	3	0	0	3	3
PSY 210	Human Growth and Development	3	0	0	3	3
SPH 106	Fundamentals of Oral Communication	3	0	0	3	3
<b>Total</b>		<b>19</b>	<b>2</b>	<b>0</b>	<b>21</b>	<b>23</b>

### First Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
NUR 209	Concepts for Healthcare Transition Students***	6	1	3	10	18
<b>Total</b>		<b>6</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>18</b>

### Second Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
BIO 220	General Microbiology	2	2	0	4	6
NUR 211	Advanced Nursing Concepts	4	0	3	7	13
<b>Total</b>		<b>6</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>19</b>

### Third Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
IDS 102	Ethics	3	0	0	3	3
NUR 221	Advanced Based Clinical Reasoning	3	0	4	7	15
<b>Total</b>		<b>6</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>18</b>
<b>Program Totals</b>		<b>37</b>	<b>5</b>	<b>10</b>	<b>52</b>	<b>78</b>

<b>Academic and Nursing Theory Contact Hours</b>	<b>555</b>
<b>Academic and Nursing Lab Contact Hours</b>	<b>165</b>
<b>Nursing Clinical Contact Hours</b>	<b>450</b>
<b>Total Program Contact Hours</b>	<b>1170</b>

\*\*\*Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.

Prior to admission to NUR 209, LPNs must provide proof of an unencumbered Alabama Practical Nursing license. Paramedics must provide proof of an unencumbered or unrestricted Paramedic license.

### **Admission Information**

Admission to the ADN Program is competitive, and while the student may be admitted to the College, he/she may not be admitted to the Nursing Program. Applicants will be assessed and placed in rank order prior to acceptance in the program. All students applying to the ADN Program are required to verify completion of the ACT exam with a composite score of 18 or higher. This proof must be attached to the Nursing application. There is no expiration date for the ACT exam results.

ACT testing is offered six (6) times per year on the Andalusia campus of LBW. These are national testing dates and are done on a Saturday in September, October, December, February, April, and June. Students must go online and register about six weeks prior to testing. If registering four weeks prior to testing, the student must pay an additional \$12 and will be placed on “stand-by.” This means that the student will come to the test site on the specified date, but if there are no available seats the student will not be allowed to test.

To register, students go to: <http://www.act.org/content/act/en.html>. The registration fee is \$39.50 with no writing component. Students must upload a picture when registering and must present a picture ID on the date of testing. The admission process begins at 8:00 a.m. on the registered testing date and the test usually concludes at noon.

ACT study guides may be purchased at most book stores or online for a cost between \$10 and \$35.

Clinical experiences are conducted at area hospitals, nursing homes, physicians’ offices and community agencies. These are designed to provide each student with the broadest possible range of experiences. Special emphasis is placed on the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for student safety. Students are responsible for transportation to all facilities. Students are responsible for any personal medical cost for all care of illnesses, accidents, and exposure to hazardous materials. Clinical agencies require drug screening, immunizations, health screening, background checks, malpractice insurance, and proof of health or accident insurance before students begin clinical rotations.

All applicants must understand that graduation from this program does not guarantee eligibility to take the National Council Licensure Examination. The Alabama Board of Nursing has the option of denying eligibility to any candidate who has ever been arrested or convicted of a criminal offense or for driving under the influence of drugs or alcohol.

**Job Opportunities:** The Associate Degree nurse may work in hospitals, nursing homes, physicians' offices, schools, dialysis, civil service, military service, home health, private duty, and hospice as a registered nurse.

**Admission Requirements:** High School diploma or GED. Applicants for Track 2 must either hold a current Alabama Practical Nursing License or proof of an unencumbered or unrestricted Paramedic license in Alabama with documentation of twelve (12) months of work experience as a licensed Paramedic within the last twenty (20) months. All prerequisites must be completed prior to admission into Track 2.

A minimum cumulative high school GPA of 2.5 is required if no college credits have been earned. For students with college credits, a minimum 2.5 GPA is required on a 4.0 scale based on the nursing required academic core courses. The core college courses are English Composition I, Intermediate College Algebra, Anatomy & Physiology I, Anatomy & Physiology II, Microbiology, Human Growth & Development, Speech, and Ethics.

A minimum grade of 75 is required for progression to the next Nursing course in the program's required course sequence.

**\*Special Program Costs for Nursing Students**

- Malpractice Insurance
- Proof of health insurance or liability insurance
- Nursing Uniforms
- Name Tag
- Hepatitis B vaccination series
- TB skin test
- Drug screen
- Lab kits (NUR 112 and NUR 209)
- Background check
- Proof of Measles, Mumps, and Rubella vaccination
- Testing fees

**ASSOCIATE DEGREE NURSING  
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Associate Degree Nursing (ADN) Program is to prepare students for employment as nurses. Students successfully completing the 67-credit-hour program will earn an Associate Degree and be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students successfully completing courses in the first three semesters of the ADN Program, 46 credit hours, will earn a certificate in Practical Nursing and will be eligible to take the N-CLEX-PN licensure exam. Upon licensure as a practical nurse, the student has the option to work as an LPN while completing the last two semesters of the ADN Program. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
IDS102 Ethics	_____	_____	3
AREA III: Natural Science and Mathematics (11 hours total)	Term	Grade	Hours
MTH 100 Intermediate College Algebra	_____	_____	3
BIO 201 Human Anatomy and Physiology I	_____	_____	4
BIO 202 Human Anatomy and Physiology II	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
PSY 210 Human Growth and development	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses ( 44 hours total)			
ORI 101 Orientation	_____	_____	1
BIO 220 General Microbiology	_____	_____	4
NUR 112 Fundamental Concepts of Nursing	_____	_____	7
NUR 113 Nursing Concepts I	_____	_____	8
NUR 114 Nursing Concepts II	_____	_____	8
NUR 115 Evidence Based Clinical Reasoning	_____	_____	2
NUR 211 Advanced Nursing Concepts	_____	_____	7
NUR 221 Advanced Based Clinical Reasoning	_____	_____	7
Total Hours Required for Degree			67

**Nursing Mobility (Track 2):** Licensed Practical Nurses and Licensed Paramedics planning to pursue an Associate Degree in Nursing through the Nursing Mobility Track should complete all courses in Areas I, II, III, and IV as prerequisites to NUR209 Concepts for Healthcare Transition with the exception of IDS 102 which may be taken as a co-requisite in the third semester. Upon successful completion of this 10-credit-hour course, Nursing Mobility students must successfully complete BIO 220, NUR211, and NUR 221 to complete program requirements.

**SURGICAL TECHNOLOGY**  
**SUR 51.0909**  
**(Short-Term Certificate)**

The goal of the Surgical Technology Program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**Program Description:** The Surgical Technology Program (SUR) is a 29 credit hour program consisting of three levels of combined academic and clinical education with emphasis on clinical experiences in an operating room. The specific program courses must be taken as outlined in sequence.

Surgical technologists are integral members of the surgical team and work closely with surgeons, anesthesiologists, nurses, and other surgical personnel delivering patient care before, during and after surgery. The surgical technologist, in the scrub role, handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field. Duties include but are not exclusive to the following:

- Check supplies and equipment needed for surgical procedures
- Scrubs, gowns and gloves
- Sets up the sterile table with instruments, supplies, equipment and medications and/or solutions needed for the procedure
- Performs appropriate counts with the circulator prior to the procedure and before the incision is closed
- Gowns and gloves the surgeon and assistants
- Assists in draping the sterile field
- Passes instruments, etc. to the surgeon during the procedure
- Maintains the highest standard of sterile technique during the procedure
- Prepares sterile dressings
- Performs terminal activities of cleaning and the preparation of instruments, supplies and the room

Clinical experiences are conducted in a variety of hospitals and surgical centers. Special emphasis is placed on the Occupational Safety Health Administration (OSHA) and Center for Disease Control (CDC) guidelines for student safety. Students are responsible for all transportation to the College and to all clinical sites. Students must be prepared to attend clinical rotations day, evening or nights. Students are responsible for any personal medical costs for all care of illness, accidents and exposure to hazardous materials. Clinical agencies require drug screening and background checks before students begin clinical experiences.

**Accreditation:** The Surgical Technology Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

Commission on Accreditation of Allied Health Education Programs  
25400 US Hwy 19 N, Suite 158  
Clearwater, FL 33763  
[www.caahep.org](http://www.caahep.org)

**Job Opportunities:** CST's are employed in hospital operating rooms, ambulatory surgery centers, delivery rooms, cast rooms, emergency departments, cardiac catheterization laboratories, organ/tissue procurement/preservation banks, central supply departments and by surgeons and/or other physicians (including veterinarians and dentists).

**Admission Requirements:** Minimum requirements for admission into Surgical Technology Program include the following:

- High school diploma or equivalent
- Completed College Application for Admission submitted to the Admissions Office
- Current placement assessment score on file in the Admissions Office
- Completed Allied Health Application form submitted to the Surgical Technology Program Director
- Interview/information session with the Surgical Technology Program Director
- Acceptable physical/medical form completed by personal healthcare provider
- Minimum of 2.0 grade point average (GPA)

**Program-level Student Learning Outcomes:** Upon completion of the Surgical Technology Program:

1. Students will be able to name and select surgical instruments, supplies and equipment.
2. Students will be able to explain surgical procedures as they relate to anatomy, pathology, specialty equipment and team responsibility.
3. Students will be able to identify and properly manage pharmacologic agents commonly used in a surgical environment.
4. Students will be able to demonstrate practical application of the basic principles and skills of the surgical technologist.
5. Students will be able to apply surgical principles in a perioperative setting.
6. Students will be able to exhibit morally and ethically sound behavior when interacting with patients and their families.
7. Students will be able to interact effectively with other members of a healthcare team.

**Course Number / Course Name****First Semester – Level I**

		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Clinical Hrs.</b>	<b>Credit Hrs.</b>
SUR 100	Principles of Surgical Technology	3	0	6	5
SUR 102	Applied Surgical Techniques	2	6	0	4
SUR 107	Surgical Anatomy and Pathophysiology	3	0	0	3
SUR 108	Pharmacology for the Surgical Technologist	2	0	0	2
	<b>Total</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>14</b>

**Second Semester – Level II**

		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Clinical Hrs.</b>	<b>Credit Hrs.</b>
SUR 103	Surgical Procedures	3	6	0	5
SUR 104	Surgical Practicum I	0	0	20	4
	<b>Total</b>	<b>3</b>	<b>6</b>	<b>20</b>	<b>9</b>

**Third Semester – Level III**

		<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Clinical Hrs.</b>	<b>Credit Hrs.</b>
SUR 105	Surgical Practicum II	1	0	20	5
SUR 106	Role Transition in Surgical Technology	1	0	0	1
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>20</b>	<b>6</b>

**Total Credit Hours****29****Total Contact Hours****1095**

Information to explain: Courses with Lab/Clinical hours: Lab/Clinical hours are graded with an “S” (Satisfactory) or “U” (Unsatisfactory). If a student receives a “U” for the lab/clinical segment of a course he/she will receive an “F” for the total course grade and will have to repeat the total course. If he/she receives an “S” for the lab/clinical segment, his/her grade for the course will be the theory segment grade. A student who earns a clinical component grade of “unsatisfactory” two times will be denied readmission to the SUR program. Withdrawal with an “unsatisfactory” clinical grade is equivalent to an “unsatisfactory grade.”

ALL requirements of each course must be completed to successfully complete the course and progress to the next level. **A minimum grade of 75 is required for progression to the next Surgical Technology courses in the program’s required course sequence.**

**SURGICAL TECHNOLOGY (CIP CODE 51.09009)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Surgical Technology Program is to prepare students for employment as entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Surgical Technology Courses ( 29 credit hours)	Term	Grade	Hours
SUR 100 Principles of Surgical Technology	_____	_____	5
SUR 102 Applied Surgical Techniques	_____	_____	4
SUR 107 Surgical Anatomy and Pathophysiology	_____	_____	3
SUR 108 Pharmacology for the Surgical Technologists	_____	_____	2
SUR 103 Surgical Procedures	_____	_____	5
SUR 104 Surgical Practicum I	_____	_____	4
SUR 105 Surgical Practicum II	_____	_____	5
SUR 106 Role Transition in Surgical Technology	_____	_____	1
Total Hours			29

**WELDING**  
**WDT 48.0508**  
**(Certificate)**

**Program Description:** The Welding Program prepares students for a broad background in welding with many diverse employment options. The program includes fundamental processes and skills in electrical arc, heliarc, flux core arc, and robotic arc welding. Emphasis is placed on the technical aspects of welding, and instruction is offered in the welding of alloy and stainless steels. Aluminum welding, pipe welding, cutting (both mechanical and manual), joint design preparation, layout, and welding inspection are also taught. Each student is encouraged to certify in each of the welding processes.

**Admission Requirements:** High School diploma, GED or demonstrated ability to benefit

**Program-level Student Learning Outcomes:** Upon completion of the Welding Program:

1. Students will be able to perform oxy-fuel cutting techniques.
2. Students will be able to perform carbon arc cutting (CAC) and plasma arc cutting (PAC) processes.
3. Students will be able to set up shielded metal arc welding (SMAW) equipment and perform welds using specified electrodes.

**Typical Student Load and Courses by Semester**

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

**\*Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the placement assessment may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

**Course Number/Course Name****First Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
WDT 108 SMAW Fillet OFC	2	2	3
WDT 109 SMAW Fillet/PAC/CAC	2	2	3
WDT 123 SMAW Fillet/PAC/CAC Lab	0	9	3
WDT 122 SMAW Fillet/OFC Lab	0	9	3
MAH 101 Introductory Mathematics I	3	0	3
ORT 111 *Orientation	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total</b>	<b>8</b>	<b>22</b>	<b>16</b>

**Second Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
WDT 125 Shielded Metal Arc Welding Groove Lab	0	9	3
WDT 120 Shielded Metal Arc Welding Groove	2	2	3
WDT 119 Gas Metal ARC/Flux Cored Arc Welding	2	2	3
WDT 124 Gas Metal ARC/Flux Cored Arc Welding Lab	0	9	3
COM 100 *Introductory Technical English I	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>7</b>	<b>22</b>	<b>15</b>

**Third Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
DPT 103 Introductory Computer Skills II	3	0	3
WDT 183 Special Topics	1	3	2
WDT 217 SMAW Carbon Pipe	1	6	3
WDT 257 SMAW Carbon Pipe Lab	0	9	3
WDT 110 Industrial Blueprint Reading	3	0	3
SPC 103 *Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
<b>Total</b>	<b>11</b>	<b>18</b>	<b>17</b>

**Fourth Semester**

	<b>Theory Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
WDT 156 GTAW Stainless Pipe Lab	0	9	3
WDT 116 GTAW Stainless Pipe	1	4	3
WDT 228 Gas Tungsten Arc Welding	2	3	3
WDT 268 Gas Tungsten Arc Lab	<u>0</u>	<u>9</u>	<u>3</u>
<b>Total</b>	<b>3</b>	<b>25</b>	<b>12</b>

**Total Credit Hours****60****Total Contact Hours****1740**

**WELDING (CIP CODE 48.0508)  
CERTIFICATE REQUIREMENTS**

The mission of the Welding Program is to prepare students for employment as welders. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 credit hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Microcomputer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Welding Courses ( 47 credit hours)	Term	Grade	Hours
WDT 108 SMAW Fillet OFC	_____	_____	3
WDT 109 SMAW Fillet/PAC/CAC	_____	_____	3
WDT 123 SMAW Fillet/PAC/CAC Lab	_____	_____	3
WDT 122 SMAW Fillet/OFC Lab	_____	_____	3
WDT 125 Shielded Metal Arc Welding Groove Lab	_____	_____	3
WDT 120 Shielded Metal Arc Welding Groove	_____	_____	3
WDT 119 Gas Metal ARC/Flux Cored Arc Welding	_____	_____	3
WDT 124 Gas Metal ARC/Flux Cored Arc Welding Lab	_____	_____	3
WDT 183 Special Topics	_____	_____	2
WDT 217 SMAW Carbon Pipe	_____	_____	3
WDT 257 SMAW Carbon Pipe Lab	_____	_____	3
WDT 110 Industrial Blueprint Reading	_____	_____	3
WDT 156 GTAW Stainless Pipe Lab	_____	_____	3
WDT 116 GTAW Stainless Pipe	_____	_____	3
WDT 228 Gas Tungsten Arc Welding	_____	_____	3
WDT 268 Gas Tungsten Arc Lab	_____	_____	3
Total Hours Required for Degree			60

\*High School graduates (including students with a GED) are eligible to take these courses.

\*\*MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

## CONSUMABLE ARC WELDING PROCESSES

WDT 48.0508

(Short-Term Certificate)

**Program Description:** The short certificate Welding Program is designed to provide students with basic and advanced knowledge in consumable welding processes. Major topics include cutting processes theory, shielded metal arc fillet welding, shield metal arc grooves, consumable welding processes and consumable welding processes lab.

**Job Opportunities:** The short certificate Welding Program is designed to attack the shortage of welders for industries in the College service area. In addition, the program offers advanced welding skills that will provide opportunities for graduates to earn higher wages from industries that are located within a 600-mile radius of the College.

**Admission Requirements:** High School diploma, GED or demonstrated ability to benefit

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

#### Course Number/Course Name

##### First Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 108 SMAW Fillet OFC	2	2	3
WDT 110 Industrial Blueprint Reading	3	0	3
WDT 122 SMAW Fillet OFC Lab	0	9	3
WDT 183 Special Topics	<u>1</u>	<u>3</u>	<u>2</u>
<b>Total</b>	<b>6</b>	<b>14</b>	<b>11</b>

##### Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 125 Shielded Metal Arc Welding Groove Lab	0	9	3
WDT 120 Shielded Metal Arc Welding Groove	2	2	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab	0	9	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding	<u>2</u>	<u>2</u>	<u>3</u>
<b>Total</b>	<b>4</b>	<b>22</b>	<b>12</b>

**Total Credit Hours** **23**

**Total Contact Hours** **690**

**CONSUMABLE ARC WELDING PROCESSES (CIP CODE 48.0508)  
SHORT CERTIFICATE REQUIREMENTS**

The mission of the Consumable Arc Welding Processes Short Certificate Program is to prepare students for employment in jobs which require skills in cutting processes, shielded metal arc fillet welding, shielded metal arc grooves, and consumable welding processes. The program mission supports the College mission by providing academic and technical instruction and workforce development.

Welding courses ( 23 credit hours)	Term	Grade	Hours
WDT 108 SMAW Fillet OFC	_____	_____	3
WDT 110 Industrial Blueprint Reading	_____	_____	3
WDT 122 SMAW Fillet OFC Lab	_____	_____	3
WDT 183 Special Topics	_____	_____	2
WDT 125 Shielded Metal Arc Welding Groove Lab	_____	_____	3
WDT 120 Shielded Metal Arc Welding Groove	_____	_____	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab	_____	_____	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding	_____	_____	3
Total Hours			23

## BASIC SMAW and CUTTING

WDT 48.0508

(Short-Term Certificate)

**Program Description:** The short certificate Welding Program is designed to provide basic knowledge for students that need immediate job placement in field or need a certificate to remain employed. Students will be eligible for jobs at the introductory level. Students will also receive industry recognized credentials.

**Job Opportunities:** The short certificate Welding Program is designed to reduce the shortage of welders for industries in the College service area.

**Admission Requirements:** High school diploma, GED or demonstrated ability to benefit

### Typical Student Load and Courses by Semester

**Note:** This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number	Course Title	Theory Hours	Lab Hours	Credit Hours
WDT 108	SMAW Fillet OFC	2	2	3
WDT 109	SMAW Fillet/PAC/CAC	2	2	3
WDT 122	SMAW Fillet/OFC Lab	0	9	3
WDT 123	SMAW Fillet/PAC/CAC Lab	0	9	3
	<b>Total</b>	<b>4</b>	<b>22</b>	<b>12</b>
<b>Total Credit Hours</b>				<b>12</b>
<b>Total Contact Hours</b>				<b>390</b>

### BASIC SMAW AND CUTTING (CIP CODE 48.0508) SHORT CERTIFICATE REQUIREMENTS

The mission of the Basic SMAW and Cutting Short Certificate Program is to prepare students for employment in entry-level welding positions which require making fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding codes and safely operating oxyfuel, plasma arc, and carbon arc equipment per applicable welding code. The program mission supports the College mission by providing academic and technical instruction and workforce development.

Welding courses ( 12 credit hours)	Term	Grade	Hours
WDT 108 SMAW Fillet OFC	_____	_____	3
WDT 109 SMAW Fillet/PAC/CAC	_____	_____	3
WDT 122 SMAW Fillet/OFC Lab	_____	_____	3
WDT 123 SMAW Fillet/PAC/CAC lab	_____	_____	3
	_____	_____	3
<b>Total Hours</b>			<b>12</b>

## COURSES OF INSTRUCTION

### Abbreviations for Courses

The following are the common catalog course abbreviations used by Lurleen B. Wallace Community College:

ACR	Air Conditioning & Refrigeration	IDS	Interdisciplinary Studies
ART	Art	ILT	Industrial Electronics
AUM	Automotive Mechanics	INT	Industrial Maintenance Technology
BIO	Biology	LPN	Practical Nursing
BUS	Business	MTH	Mathematics
CHD	Child Development	MUS	Music
CHM	Chemistry	NUR	Nursing
CIS	Computer Science	OAD	Office Administration
COS	Cosmetology	ORI	Orientation
CRJ	Criminal Justice	PED	Physical Education
DEM	Diesel & Heavy Equipment Mechanics	PHS	Physical Science
DMS	Diagnostic Medical Sonography	PHY	Physics
DNC	Dance	POL	Political Science
ECO	Economics	PSY	Psychology
ELT	Electrical Technology	RDG	Reading
EMS	Emergency Medical Services	REL	Religion
ENG	English	SOC	Sociology
FOR	Forestry	SPA	Spanish
GEO	Geography	SUR	Surgical Technology
HED	Health Education	SPH	Speech
HEC	Home Economics	THR	Theatre Arts
HIS	History	WDT	Welding
HPS	Health Sciences	WKO	Workplace Skills
HUM	Humanities		

## COURSE DESCRIPTIONS

Courses are arranged in alphabetical order by subject area. The course title lines include a department designation, followed by the course number, course title, and the number of semester hours of credit (e.g., ART 100 – Art Appreciation, 3 hours).

A parenthetical numerical code is also included on the title line that gives the typical contact hours per week of lecture, laboratory, and clinicals in that order, e.g., (1-4-0). For example ACR 111 Principles of Refrigeration, meets a total of five hours each week and includes one hour of lecture, four hours of laboratory, and no hours of clinical.

Courses with “CODE A,” “CODE B,” or “CODE C” have been designated as the following:

- **CODE A:** AGSC approved transfer courses in Area I-IV that are common to all institutions.
- **CODE B:** Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.
- **CODE C:** Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Career technical courses, including courses in nursing and allied health programs, are not potential transfer courses and therefore do not include these designated codes.

### COURSE NUMBERING SYSTEM

A student as a freshman will ordinarily enroll in courses numbered 100 through 199 since these are beginning-level courses. Courses numbered 200 through 299 are considered to be sophomore-level courses and may have other courses that must be taken as prerequisites. Courses numbered below 100 are developmental courses or courses considered to be below college level.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE LISTED SCHEDULE OF OFFERINGS DURING ANY TERM.

## AIR CONDITIONING AND REFRIGERATION

### **ACR 111 Principles of Refrigeration, 3 hours (1-4-0)**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. CORE

### **ACR 112 HVACR Service Procedures, 3 hours (1-4-0)**

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. CORE

**ACR 113 Refrigeration Piping Practices, 3 hours (1-4-0)**

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should understand related terminology, be able to identify ACR pipe and tubing, and various fittings. CORE

**ACR 119 Fundamentals of Gas Heating Systems, 3 hours (1-4-0)**

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 hours (1-4-0)**

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 hours (1-4-0)**

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. CORE

**ACR 122 HVACR Electrical Circuits, 3 hours (1-4-0)**

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand wiring diagrams and symbols and be able to construct various types of electrical circuits. CORE

**ACR 123 HVACR Electrical Components, 3 hours (1-4-0)**

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical controls. Upon completion, students should be able to install electrical components and determine their proper operation. CORE

**ACR 126 Commercial Heating Systems, 3 hours (1-4-0)**

This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating systems.

**ACR 132 Residential Air Conditioning, 3 hours (1-4-0)**

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

**ACR 147 Refrigeration Transition and Recovery Theory, 3 hours (3-0-0)**

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination.

**ACR 148 Heat Pump Systems I, 3 hours (1-4-0)**

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 hours (1-4-0)**

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion, students should be able to install and service heat pumps.

**ACR 186 Special Topics and Air Conditioning and Refrigeration, 2 hours (0-6-0)**

This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to air conditioning and refrigeration industry.

**ACR 203 Commercial Refrigeration, 3 hours (1-4-0)**

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 Conditional System, 3 hours (1-4-0)**

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service systems. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

## **ART**

The Art Department offers the student a variety of basic foundation courses in drawing, design and painting. Emphasis is given to the fundamental language of art, the development of technical skills and the experimentation with materials and creative processes. Art courses may be taken by students enrolled in the College, provided they begin with basic drawing and design. The Art Department reserves the right to retain, exhibit, and reproduce any work submitted by students for credit in any art course.

**ART 100 Art Appreciation, 3 hours (3-0-0)**

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 artwork. Upon completion, the students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art. CODE A

**ART 101 Art Workshop I, 3 hours (0-3-0)**

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills. Students could work with projects concerned with the community. CODE C

**ART 113 Drawing, 3 hours (0-3-0)**

This course provides the opportunity to develop perceptual 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. CODE B

**ART 114 Drawing II, 3 hours (0-3-0)**

*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. CODE B

**ART 121 Two Dimensional Composition I, 3 hours (0-3-0)**

This course introduces the basic concepts of two-dimensional design. Topics include the visual elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles in creating two-dimensional composition. CODE B

**ART 122 Two Dimensional Composition II, 3 hours (0-3-0)**

*Prerequisite:* Art 121

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. CODE B

**ART 127 Three Dimensional Composition, 3 hours (0-3-0)**

*Prerequisite:* ART 113 or ART 121

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art

fundamentals and the creative exploration of materials in constructing three-dimensional artworks. Upon completion, students should demonstrate basic technical skills and personal awareness of the creative potential inherent in three-dimensional art forms. CODE B

**ART 222 Computer Graphics II, 3 hours (0-3-0)**

This course is designed to enhance the student's ability to produce an advanced level of computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics. Supplies and equipment will be needed. CODE C

**ART 233 Painting I, 3 hours (0-3-0)**

*Prerequisite:* ART 113, or ART 121, or permission of instructor

This course is designed to introduce the student 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. CODE B

## **AUTOMOTIVE MECHANICS**

**AUM 101 Fundamentals of Automotive Technology, 3 hours (1-4-0)**

This course provides basic instruction in Fundamentals of Automotive Technology. CORE

**AUM 112 Electrical Fundamentals, 3 hours (1-4-0)**

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series- parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. CORE

**AUM 121 Braking System, 3 hours (1-4-0)**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. CORE

**AUM 122 Steering, Suspension Alignment, 3 hours (1-4-0)**

This course is designed to give a working knowledge of the design, operation, diagnosis and repair of conventional and structure type suspension systems. Topics include alignment procedures, wheel balancing, conventional and rack pinion steering systems. Upon completion, students should be able to make repairs and adjustments to suspension systems. CORE

**AUM 124 Automotive Engines, 3 hours (1-4-0)**

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. CORE

**AUM 130 Drive Train and Axles, 3 hours (1-4-0)**

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of internal and external operation relating to proper operation and drive-ability. CORE

**AUM 133 Motor Vehicle Air Conditioning, 3 hours (1-4-0)**

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

**AUM 162 Electrical and Electronic Systems, 3 hours (1-4-0)**

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of battery, starting, charging and lighting systems, subsystems, and components. CORE

**AUM 182 Special Topics, 2 hours (0-6-0)**

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**AUM 220 Advanced Automotive Engines, 3 hours (1-4-0)**

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, lubrication system components, gaskets, and oil seals.

**AUM 224 Manual Transmission and Transaxle, 3 hours (1-4-0)**

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the comprehension of principles and power-flow of automatic transmissions and repairing or replacing internal and external components.

**AUM 230 Automatic Transmission and Transaxle, 3 hours (1-4-0)**

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operating and drive ability. CORE

**AUM 239 Engine Performance I, 3 hours (1-4-0)**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

**AUM 244 Engine Performance and Diagnostics, 3 hours (1-4-0)**

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 drive ability. CORE

**AUM246 Automotive Emissions, 3 hours (1-4-0)**

This is an introductory course in automotive emission systems. Emphasis is placed on trouble shooting and repair of systems, subsystems, and components.

**AUM 281 Special Topics, 3 hours (0-6-0)**

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

## **BIOLOGY**

**BIO 103 Principles of Biology, 4 hours (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 protists. A 120 minute laboratory is required. CODE A

**BIO 104 Principles of Biology II, 4 hours (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. CODE A

**BIO 120 Medical Terminology, 3 hours (3-0-0)**

This course is a survey of words, terms and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and word roots. No laboratory is required. CODE C

**BIO 201 Human Anatomy & Physiology I, 4 hours (3-2-0)**

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies and physiology are featured in the laboratory experience. A 120 minute laboratory is required. CODE B

**BIO 202 Human Anatomy & Physiology II, 4 hours (3-2-0)**

*Prerequisite:* A grade of "C" or better in BIO 201.

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required. CODE B

**BIO 211 Human Anatomy and Physiology for Health Occupations I, 4 hours (3-2-0)**

*Prerequisite:* As required by program

This course is the first in a two-course sequence, which covers the basic structure and function of the human body. Tissues and the following organ systems are covered: integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, digestive, respiratory, excretory, and reproductive. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of human anatomy and physiology and their interrelationships. Laboratory is required. CODE C

**BIO 220 General Microbiology, 4 hours (2-4-0)**

*Prerequisite:* A grade of C or better in BIO 103 or BIO 201 as required by program.

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. CODE B

## BUSINESS

**BUS 210 Introduction to Accounting, 3 hours (3-0-0)**

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. CODE B

**BUS 215 Business Communication, 3 hours (3-0-0)**

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. CODE C

**BUS 241 Principles of Accounting I, 3 hours (3-0-0)**

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. CODE B

**BUS 242 Principles of Accounting I, 3 hours (3-0-0)**

*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. CODE B

**BUS 263 The Legal and Social Environment, 3 hours (3-0-0)**

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. CODE B

**BUS 271 Business Statistics I, 3 hours (3-0-0)**

*Prerequisite:* Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and an introduction to hypothesis testing. CODE B

**BUS 272 Business Statistics II, 3 hours (3-0-0)**

*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. CODE B

**BUS 275 Principles of Management, 3 hours (3-0-0)**

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. CODE B

**BUS 285 Principles of Marketing, 3 hours (3-0-0)**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. CODE B

**BUS 298 Directed Studies I, 2 hours (2-0-0)**

*Prerequisite:* As required by program.

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. CODE C

## CHEMISTRY

**CHM 111 College Chemistry I, 4 hours (3-3-0)**

*Prerequisite or Corequisite:* MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or the engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations

and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. CODE A

**CHM 112 College Chemistry II, 4 hours (3-3-0)**

*Prerequisite:* CHM 111 and MTH 112

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. CODE A

**CHM 221 Organic Chemistry I, 4 hours (3-3-0)**

*Prerequisite:* CHM 112

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy and stereo-chemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. CODE B

**CHM 222 Organic Chemistry II, 4 hours (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 conformation of representative organic compounds with emphasis on basic techniques. CODE B

## CHILD DEVELOPMENT

**CHD 100 Introduction of Early Care and the Education of Children, 3 hours (3-0-0)**

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. CODE C

**CHD 201 Child Growth and Development, 3 hours (3-0-0)**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children. CODE C

**CHD 202 Children's Creative Experiences, 3 hours (3-0-0)**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children. CODE C

**CHD 203 Children's Literature and Language Development, 3 hours (3-0-0)**

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. CODE C

**CHD 204 Methods and Materials for Teaching Children, 3 hours (3-0-0)**

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 should 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. CODE C

**CHD 205 Program Planning For Educating Young Children, 3 hours (3-0-0)**

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion, students will be able to develop and evaluate effective programs for the education of young children. CODE C

**CHD 206 Children's Health and Safety, 3 hours (3-0-0)**

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintain a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. CODE C

**CHD 208 Administration of Child Development Programs, 3 hours (3-0-0)**

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. Course may include practice in record keeping. CODE C

**CHD 209 Infant & Toddler Education Programs, 3 hours (3-0-0)**

This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children. CODE C

**CHD 210 Educating Exceptional Young Children, 3 hours (3-0-0)**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. CODE C

**CHD 214 Families and Communities, 3 hours (3-0-0)**

This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills. CODE C

**CHD 215 Supervised Practical Experience in Child Development, 3 hours (3-0-0)**

*Prerequisite:* Permission of instructor

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. CODE C

**CHD 224 School Age Childcare, 3 hours (3-0-0)**

This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care and summer programs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program. CODE C

## COMPUTER SCIENCE

**DPT 103 Introductory Computer Skills II, 3 hours (3-0-0)**

This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the

field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. Non-degree creditable

**CIS 113 Spreadsheet Software Applications, 3 hours (3-0-0)**

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. CODE C

**CIS 117 Database Management Software Applications, 3 hours (3-0-0)**

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. CODE C

**CIS 146 Microcomputer Applications, 3 hours (3-0-0)**

This course is an introduction to the most common microcomputers 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 AAT and AAS CIS programs. CODE B

**CIS 147 Advanced Microcomputer Applications, 3 hours (3-0-0)**

*Prerequisite:* CIS 146

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. CODE B

**CIS 157 Introduction to APP Development with Swift, 3 hours (1-4-0)**

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. CODE C

**CIS 199 Network Communications , 3 hours (3-0-0)**

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software. LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets, and network troubleshooting. Upon completion of the

course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. CODE C

**CIS 212 Visual Basic Programming, 3 hours (3-0-0)**

*Prerequisite: CIS 150*

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. CODE B

**CIS 220 APP Development with Swift I, 3 hours (1-4-0)**

This is the first of two courses designed to teach specific skills related to app development using Swift language. CODE C

**CIS 227 APP Development with Swift II, 3 hours (1-4-0)**

This course focuses on building specific features for iOS apps. Students may apply their knowledge and skills to developing new apps. CODE C

**CIS 249 Microcomputer Operating Systems, 3 hours (3-0-0)**

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. CODE C

**CIS 251 C++Programming, 3 hours (3-0-0)**

*Prerequisite: CIS 146 and CIS 150*

This course is an introduction to the C++ programming language including object oriented programming. Topics include problem solving and design; control structures; objects and events; user interface construction; and document and program testing. CODE B

**CIS 255 Java Programming, 3 hours (3-0-0)**

*Prerequisite: CIS 150*

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. CODE B

**CIS 268 Software Support, 3 hours (3-0-0)**

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare

participants for the A+ Certification sponsored by Comp TIA. This course is a suitable substitute for CIS 239, Networking Software. CODE C

**CIS 269 Hardware Support, 3 hours (3-0-0)**

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. This class will help to prepare participants for the A+ Certification sponsored by Comp TIA. This is a suitable substitute for CIS 240 Networking Hardware. CODE C

**CIS 280 Network Security, 3 hours (3-0-0)**

*Prerequisite:* CIS 268, CIS 269, CIS 199

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. CODE C

## COOPERATIVE EDUCATION

**BUS 291 Alternating Business CO-OP I, 1 hour (0-0-5)**

This two-course sequence allows students to receive academic credit for employment in a job closely related to the student's academic major. 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 the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract. CODE C

**BUS 292 Alternating Business CO-OP II, 2 hours (0-0-10)**

This two-course sequence allows students to receive academic credit for employment in a job closely related to the student's academic major. 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 the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract. CODE C

\*Cooperative Education courses may be repeated for credit; however, a maximum of eight credit (8) hours will count toward graduation.

## COSMETOLOGY

**COS 111 Introduction to Cosmetology, 3 hours (3-0-0)**

*Corequisite:* COS 112 Introduction to Cosmetology Lab

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information

regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. CORE

**COS 112 Introduction to Cosmetology Lab, 3 hours (0-9-0)**

*Corequisite:* COS 111 Introduction to Cosmetology

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on sterilization, shampooing, hair shaping, and hair styling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. CORE

**COS 113 Theory of Chemical Services, 3 hours (3-0-3)**

*Corequisite:* COS 114 Chemical Services Lab

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. CORE

**COS 114 Chemical Methodology Lab, 3 hours (0-9-0)**

*Corequisite:* COS 113

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. CORE

**COS 115 Hair Coloring Theory, 3 hours (3-0-0)**

*Corequisite:* COS 116 Hair Coloring Lab

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all classifications of hair coloring and the effects on the hair. CORE

**COS 116 Hair Coloring Lab, 3 hours (0-9-0)**

*Corequisite:* COS 115 Hair Coloring Theory

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. CORE

**COS 117 Basic Spa Techniques, 3 hours (3-0-0)**

*Corequisite:* COS 118 Basic Spa Techniques Lab

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include

massage skin analysis, skin structure, disease and disorder, light therapy, facials, facialcosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. CORE

**COS 118 Basic Spa Techniques Lab, 3 hours (0-9-0)**

*Corequisite:* COS 117 Basic Spa Techniques

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. CORE

**COS 119 Business of Cosmetology, 3 hours (3-0-0)**

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

**COS 123 Cosmetology Salon Practices, 3 hours (0-9-0)**

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

**COS 125 Career and Personal Development, 3 hours (3-0-0)**

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

**COS 134 Advanced Esthetics, 3 hours (1-4-0)**

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

**COS 135 Advanced Esthetics Applications, 3 hours (0-9-0)**

This course provides advanced practical applications relating to skin care. Principal topics include massage techniques, various facial treatment, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight

functions of the facial machine.

**COS 141 Applied Chemistry for Cosmetology, 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 142 Applied Chemistry for Cosmetology Lab, 3 hours (0-3-0)**

This course provides practical applications of the knowledge and skin learned in reference to chemical reactions, as well as the chemical applications to the hair and skin. Emphasis is placed on knowledge basic chemistry, ph scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service.

**COS 143 Hair Designs, 3 hours (1-2-0)**

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

**COS 144 Hair Shaping and Design, 3 hours (1-2-0)**

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

**COS 145 Hair Shaping Lab, 3 hours (0-3-0)**

This covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

**COS 148 Nail Care Theory, 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, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

**COS 150 Manicuring, 3 hours (1-4-0)**

This course focuses on the theory and practice of nail care. Topic include sanitation nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculptured nails and acrylic overlays.

- COS 151 Nail Care, 3 hours** (1-4-0)  
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, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.
- COS 152 Nail Care Applications, 3 hours** (0-9-0)  
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, the student should be able to perform nail care procedures.
- COS 153 Nail Art, 3 hours** (1-4-0)  
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student 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 hours** (0-6-0)  
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.
- COS 161 Special Topics in Cosmetology, 1 hour** (1-0-0)  
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.
- COS 162 Special Topics in Cosmetology, 3 hours** (0-9-0)  
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.
- COS 163 Facial Treatments, 3 hours** (1-4-0)  
This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.
- COS 164 Facial Machine, 3 hours** (0-9-0)  
This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

**COS 165 Related Subjects Estheticians, 3 hours (0-9-0)**

This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

**COS 168 Bacteriology and Sanitation, 3 hours (1-4-0)**

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, the student will be able to properly sanitize facial implements and identify non-reusable items.

**COS 169 Skins Functions, 3 hours (0-6-0)**

This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, student will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles.

**COS 181 Special Topics, 3 hours (3-0-0)**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 182 Special Topics, 3 hours (0-9-0)**

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 190 Internship in Cosmetology, 3 hours (0-15-0)**

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

## **CRIMINAL JUSTICE**

**CRJ 100 Introduction to Criminal Justice, 3 hours (3-0-0)**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. CODE B

## DANCE

- DNC 111 Elementary Modern Dance I, 2-3 hours** (2-0-0)  
This is a studio course in modern dance technique at the elementary level. CODE B
- DNC 112 Elementary Modern Dance II, 2 hours** (2-0-0)  
*Prerequisite:* DNC 111 and/or with permission of instructor  
This course is a continuation of Elementary Modern Dance I, preparing the student for intermediate modern dance. CODE B
- DNC 121 Elementary Ballet I, 2 hours** (2-0-0)  
This is a studio course in classical ballet at the elementary level. CODE B
- DNC 122 Elementary Ballet II, 2 hours** (2-0-0)  
*Prerequisite:* DNC 121 and/or with permission of instructor  
This course offers development of classical theory and practical ballet at the elementary level. CODE B
- DNC 143 Ballet Technique, 3 hours** (3-0-0)  
Intensive training in classical ballet for students intending to major in dance. Intermediate level technique is studied, emphasizing posture and placement. Students are evaluated on their ability to perform the work to the required standard. CODE C
- DNC 144 Ballet Technique II, 3 hours** (3-0-3)  
*Prerequisite:* DNC 143. A continuation of DNC 143. CODE C
- DNC 160 Dance Workshop I, 1-2 hours** (2-0-0)  
This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation. CODE C
- DNC 161 Dance Workshop II, 1-2 hours** (1-0-0)  
*Prerequisite:* DNC 160 and/or instructor permission  
This course is a continuation of DNC 160. CODE C
- DNC 234 Choreography I, 1-3 hours** (3-0-0)  
*Prerequisite:* Instructor permission.  
Students are involved in individual and group choreographic projects in which musical and spatial elements are explored. CODE C
- DNC 243 Ballet Techniques III, 3 hours** (3-0-0)  
*Prerequisite:* DNC 143. Ballet technique at advanced level emphasizing performance quality, musicality, and classical style. CODE C

**DNC 244 Ballet Techniques IV, 3 hours****(3-0-3)**

Prerequisite 244. A continuation of DNC 243. CODE C

**DIAGNOSTIC MEDICAL SONOGRAPHY****DMS 202 Foundations of Sonography, 3 hours****(2-2-0)***Prerequisite:* As required by program

This course provides the student with concepts of the history and development of sonography in medical imaging, patient care, medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate an understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while using medical terminology. This is a CORE course.

**DMS 204 Sectional Anatomy, 2 hours****(2-0-0)***Prerequisite:* As required by program

This course is a study in gross and sectional anatomy and physiology of the human body and the correlation of that anatomy to sonographic, computed tomography and magnetic resonance images. Upon completion, students will be able to identify normal sectional anatomy.

**DMS 205 Abdominal Sonography, 4 hours****(3-3-0)***Prerequisite:* As required by program

This course will provide instruction in a classroom and laboratory setting in order to perform sonographic studies of the abdomen. Classroom components will focus on concepts of normal and relational anatomy, physiology, Doppler principles, sonographic technique and appearance. At course completion, the student will be expected to perform a complete abdominal sonogram. This is a CORE course.

**DMS 206 Gynecologic Sonography, 4 hours****(3-3-0)***Prerequisite:* As required by program

This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic sonogram at course completion. This is a CORE course.

**DMS 207 Abdominal Pathology, 3 hours****(3-0-0)***Prerequisite:* As required by program

This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases and abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance on other imaging modalities will be demonstrated. The student will be required to conduct research for presentation. At course completion, students will be able to identify many major pathologies of the abdomen on sonograms. This is a CORE course.

**DMS 216 Sonographic Principles & Instrumentation I, 3 hours** (3-0-0)

*Prerequisite:* As required by program

This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion, the student will be able to produce sonographic images. This is a CORE course.

**DMS 220 Obstetrical Sonography I, 3 hours** (3-0-0)

*Prerequisite:* As required by program

This course will provide instruction regarding the development and sonographic appearance of the fetal and extra-fetal anatomy throughout the gestation period. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.

**DMS 221 Obstetrical Sonography II, 3 hours** (3-0-0)

*Prerequisite:* As required by program

This course will provide instruction regarding the sonographic appearance of fetal and extra-fetal anatomy and correlate findings of fetal anomalies and genetic links. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetric studies. This is a CORE course.

**DMS 225 Superficial Sonography, 1 hour** (1-0-0)

*Prerequisite:* As required by program

This course will review the anatomy of and familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum, and male pelvis, and other superficial structures. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms. This is a CORE course.

**DMS 229 Sonography Preceptorship I, 2 hours** (0-0-6)

*Prerequisite:* As required by program

This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general sonography specialties. **Competencies will be required.** This is a CORE course.

**DMS 230 Sonography Preceptorship II, 3 hours** (0-0-15)

*Prerequisite:* As required by program

This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams

pertinent to the level of didactic training in general sonography specialties. **Competencies will be required.** This is a CORE course.

**DMS 231 Sonography Preceptorship III, 4 hours (0-0-12)**

*Prerequisite:* As required by program

This course provides a continuum in the development of sonographic skills while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. **Competencies will be required.** This is a CORE course.

**DMS 232 Sonography Preceptorship IV, 5 hours (0-0-25)**

*Prerequisite:* As required by program

This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. **Competencies will be required.** This is a CORE course.

**DMS 233 Sonography Lab I, 1 hour (0-3-0)**

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

**DMS 234 Sonography Lab II, 1 hour (0-3-0)**

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on students needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

**DMS 240 Sonographic Principles and Instrumentation Seminar, 2 hours (2-0-0)**

*Prerequisite:* As required by program

This course provides a review for SONOGRAPHY PRINCIPLES AND INSTRUMENTATION Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course.

**DMS 241 Abdominal and OB/GYN Sonography Seminar II, 3 hours (3-0-0)**

*Prerequisite:* As required by program

This course provides a review for the National Registry Exam. Topics include abdominal, superficial, gynecological, and obstetrical sonography. Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course.

**DMS 250 Introduction to Advanced Sonography, 3 hours (3-0-0)**

*Prerequisite:* As required by program

This course will introduce students to any of the following: pediatric, vascular, cardiac, neurology, interventional, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.

## **Short Certificate - Diagnostic Medical Sonography with Emphasis in Vascular Technology**

### **DMS 260 Intro to Vascular Sonography, 3 hours (3-0-0)**

*Prerequisite:* As required by program.

This course will introduce the student to sonographic anatomy of the vascular system of the human body, techniques and protocols for performing diagnostic studies of the vascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will be introduced in this course.

### **DMS 261 Vascular Sonography Techniques, 3 hours (2-2-0)**

*Prerequisite:* As required by program

This course will familiarize the student with sonographic anatomy of the peripheral vascular structures of the human body. The student will learn techniques to perform spectral, color and angiographic Doppler of these vessels. Images will be correlated with other imaging modalities (i.e. computed technology, magnetic resonance, and angiography). The student will scan volunteers in order to develop skills in vascular analysis. At course completion student will be able to perform vascular sonograms. **CV CORE**

### **DMS 263 Pathology of Vascular Systems, 3 hours (3-0-0)**

*Prerequisite:* As required by program

This course will educate the student in common pathologies of the vascular system. Patient symptoms and history will be correlated with abnormalities seen. At completion students will be able to identify common abnormalities of the vascular system on sonograms. **CV CORE**

### **DMS 264 Vascular Sonographic Clinical, 5 hours (0-0-15)**

*Prerequisite:* As required by program

This course will allow the student to practice vascular scanning skills in the clinical setting. Competency will be sought in all types of peripheral vascular studies as well as correlation of studies with patient history, laboratory values and symptomology. At completion the student will be able to demonstrate practical application of vascular sonographic procedures.

## **Short Certificate - Diagnostic Medical Sonography with Emphasis in Echocardiography**

### **DMS 271 Echocardiographic Technology, 3 hours (2-2-0)**

*Prerequisite:* As required by program

This course will familiarize the student with sonographic anatomy of the cardiovascular system of the human body. Techniques and protocols for performing a diagnostic study of the cardiovascular system will be presented. The lab will enable the student to practice echocardiographic scanning skills on volunteers in the campus lab. At completion, student

will be able to basic perform echocardiograms. **CV CORE**

**DMS 273 Pathology of the Cardiovascular System, 3 hours (3-0-0)**

*Prerequisite:* As required by program

This course will educate the student in common pathologies and anomalies of the cardiovascular system. Patient history, lab values and symptomology will be correlated with abnormalities seen. At course completion the student will be able to identify common cardiac abnormalities on echocardiograms. **CV CORE**

**DMS 274 Echo Clinical, 5 hours (0-0-15)**

*Prerequisite:* As required by program

This course will allow the student to practice cardiac scanning skills in the clinical setting. Students will demonstrate competency in cardiovascular studies, including transthoracic, transesophageal, and intraluminal echocardiography.

## **DIESEL & HEAVY EQUIPMENT MECHANICS**

**DEM 104 Basic Engines, 3 hours (1-6-0)**

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 hours (1-6-0)**

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 111 Equipment Safety/Mechanical Fundamentals, 3 hours (1-4-0)**

This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

**DEM 117 Diesel and Gas Tune-up, 3 hours (1-4-0)**

This course introduces tune-up and troubleshooting according to manufacturer's 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 122 Heavy Vehicle Brakes, 3 hours (1-6-0)**

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust and repair braking systems on medium and heavy vehicles.

**DEM 123 Pneumatics and Hydraulics, 3 hours (1-4-0)**

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics 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 and pneumatic system components.

**DEM 124 Electronic Engine Systems, 3 hours (1-6-0)**

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufactures' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**DEM 125 Heavy Vehicle Drive Trains, 3 hours (1-4-0)**

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, and 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 hours (1-4-0)**

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's 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 hours (1-6-0)**

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 130 Electrical/Electronic Fundamentals, 3 hours (1-4-0)**

This course introduces the student to basic Electrical/Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which includes series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the

computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to the manufacturer's literature. CORE

**DEM 135 Heavy Vehicle Steering & Suspension Systems, 3 hours (1-4-0)**

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 and perform front and rear wheel alignments on medium and heavy-duty vehicles.

**DEM 137 Heating, Air Conditioning, and Refrigeration Systems, 3 hours (1-6-0)**

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

**DEM 156 CDL License Test Preparation, 3 hours (3-0-0)**

*Prerequisite:* Permission of instructor

This is a course designed to prepare students for the Alabama Commercial Driver's License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.

**DEM 270 CNG/LPG/LNG Safety, 1 hour (1-0-1)**

*Prerequisite:* As required by college.

This course provides specialized instruction on the safety issues, facility requirements and operational concerns with regard to CNG/LPG/LNG safety. Upon completion, students should be able to apply the safety principles learned to facility design and inspection as well as safe daily operations.

**DEM 271 CNG/LPG/LNG Ignition Systems, 3 hours (1-6-0)**

*Prerequisite:* DEM 270 CNG/LPG/LNG Safety

This course deals with unique CNG/LPG/LNG ignition systems with regard to their operation, troubleshooting and maintenance. Upon completion, students should be able to troubleshoot, adjust and repair CNG/LPG/LNG ignition systems on all sizes of vehicles.

**DEM 272 CNG/LPG/LNG Fuel Systems, 3 hours (1-6-0)**

*Prerequisite:* DEM 270 CNG/LPG/LNG Safety

This course deals with unique CNG/LPG/LNG fuel systems with regard to their operation, troubleshooting and maintenance. Upon completion, students should be able to troubleshoot, adjust and repair CNG/LPG/LNG fuel systems on all sizes of vehicles.

## ECONOMICS

**ECO 231 Principles of Macroeconomics, 3 hours (3-0-0)**

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.

CODE A

**ECO 232 Principles of Microeconomics, 3 hours (3-0-0)**

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and costs, markets, output and resource pricing, and international aspects of microeconomics. CODE A

## EMERGENCY MEDICAL SERVICES

**EMS 100 Cardiopulmonary Resuscitation – I, 1 hour (1-0-0)**

*Prerequisite:* As required by program

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 103 First Aid/CPR, 1 hour (1-0-0)**

*Prerequisite:* As required by program

This course provides a study of basic first aid and cardiopulmonary resuscitation (CPR). Students will be able to perform basic first aid and CPR techniques. Upon completion, the student will be eligible for CPR certification testing.

**EMS 118 Emergency Medical Technician, 9 hours (6-6-0)**

*Prerequisite:* As required by program

*Corequisite:* EMS 119 – Emergency Medical Technician Clinical

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Special topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**EMS 119 Emergency Medical Technician Clinical, 1 hour (0-0-3)**

*Prerequisite:* As required by program

*Corequisite:* EMS 118 – Emergency Medical Technician

This course is required to apply for certification as an EMT. This course provides students with

clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

**EMS 155 Advanced Emergency Medical Technician, 7 hours (4-9-0)**

*Prerequisite:* As required by program

*Corequisite:* EMS 156

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who assess the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

**EMS 156 Advanced Emergency Medical Technician Clinical, 2 hours (0-0-6)**

*Prerequisite:* As required by program

*Corequisite:* EMS 155

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

**EMS 241 Paramedic Cardiology, 3 hours (2-2-0)**

*Prerequisite:* As required by program

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impression and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**EMS 242 Paramedic Patient Assessment, 2 hours (1-3-0)**

*Prerequisite:* As required by program

This course provides the knowledge and skills needed to perform a comprehensive patient

assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

**EMS 243 Paramedic Pharmacology, 1 hour (0-2-0)**

*Prerequisite:* As required by program

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**EMS 244 Paramedic Clinical I, 1 hour (0-3-0)**

*Prerequisite:* As required by program

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**EMS 245 Paramedic Medical Emergencies, 3 hours (2-2-0)**

*Prerequisite:* As required by program

This course relates pathophysiology and assessment findings to the formulation of field impression and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**EMS 246 Paramedic Trauma Management, 3 hours (2-2-0)**

*Prerequisite:* As required by program

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

**EMS 247 Paramedic Special Populations, 2 hours (1-2-0)**

*Prerequisite:* As required by program.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with

a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**EMS 248 Paramedic Clinical II, 3 hours (0-0-9)**

*Prerequisite:* As required by program

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.

**EMS 253 Paramedic Transition to the Workforce, 2 hours (1-2-0)**

*Prerequisite:* As required by program

This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.

**EMS 254 Advanced Competencies for Paramedic, 2 hours (1-2-0)**

*Prerequisite:* As required by program

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**EMS 255 Paramedic Field Preceptorship, 5 hours (0-0-15)**

*Prerequisite:* As required by program.

This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248.

**EMS 256 Paramedic Team Leadership, 1 hour (0-0-3)**

*Prerequisite:* As required by program

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

## ENGLISH

### **English Placement Policy:**

- Placement into ENG 101
  - ACT English sub-score of 18 or above, or
  - HS GPA of 2.75 or higher and A or B grade in English IV, or
  - WritePlacer (ACCUPLACER) score of 5
- Placement into ENG 101 and ENG 099
  - ACT English sub-score of 17, or
  - HS GPA of 2.75 or higher and grade of C in English IV, or
  - WritePlacer (ACCUPLACER) score of 4
- Placement into ENR 098
  - WritePlacer (ACCUPLACER) score of 3 or below

### GED Pathway

Note that effective June 7, 2019, an additional Pathway has been created for GED students. Any student scoring 165 or higher on the GED *College Ready* exam is hereby allowed to enroll in gateway courses, ENG 101. The student does NOT take ENG 099 unless the student voluntarily chooses to do so.

### **COM 100 Introductory Technical English I, 3 hours (3-0-0)** **(Institutional Credit Only)**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. Non-degree creditable.

### **ENR 098 Writing and Reading for College, 4 hours (4-0-0)**

*Prerequisite:* None

*Corequisite:* None

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

### **ENG 099 Introduction to College Writing, 1 hour (1-0-0)**

*Prerequisite:* None

*Corequisite:* ENG 101

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The

material covered or practiced in the ENG 099 course is complimentary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

**ENG 101 English Composition I, 3 hours (3-0-0)**

*Prerequisite:* Successful completion of ENG 098, or 18 or above on the ACT (or equivalent SAT score), or ACCUPLACER score of 5 in accordance with the English Placement Policy.

English Composition I provides instruction and practice in the writing of at least six 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. CODE A

**ENG 102 English Composition II, 3 hours (3-0-0)**

*Prerequisite:* A grade of "C" or better in ENG 101 or the equivalent.

English Composition II provides instruction and practice in the writing of six formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. CODE A

**ENG 251 American Literature I, 3 hours (3-0-0)**

*Prerequisite:* 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. CODE A

**ENG 252 American Literature II, 3 hours (3-0-0)**

*Prerequisite:* 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. CODE A

**ENG 261 English Literature I, 3 hours (3-0-0)**

*Prerequisite:* ENG 102 or equivalent

This course is a survey of English literature from the 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. CODE A

**ENG 262 English Literature II, 3 hours** (3-0-0)

*Prerequisite:* 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. CODE A

**ENG 271 World Literature, 3 hours** (3-0-0)

*Prerequisite:* 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. CODE A

**ENG 272 World Literature II, 3 hours** (3-0-0)

*Prerequisite:* 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. CODE A

## FORESTRY

**FOR 100 Introduction to Forestry, 4 hours** (3-3-0)

This course provides a historical overview of forestry and forestry practices. Emphasis is placed on forest policies, career opportunities, basic silvicultural and mensurational practices and forest protection. The student should be able to make basic tree measurements, identify local tree species, and recognize best management practices in Alabama.

**FOR 101 Cartography, 3 hours** (2-3-0)

This course focuses on mapping as related to the forestry industry. Topics include county soil surveys, Public Land Survey System, map symbols, scales, declination, and use of staff compass, steel tape, and Abney level. Upon completion, students should have a working knowledge of maps to include GPS and basic GIS applications.

**FOR 120 Timber Harvesting, 3 hours** (2-3-0)

This course is a study of timber harvesting methods and equipment. Emphasis is placed on harvesting methods, laws and environmental regulations. Upon completion, students should be able to demonstrate a basic knowledge of timber harvesting, best management practices

to include a general knowledge of sustainable forestry initiatives.

**FOR 130 Forestry Mathematics, 3 hours (3-0-0)**

This course covers basic mathematical concepts relative to future forestry courses. Topics included are ratios, percentages, functions, linear equations, graphing, trigonometric functions, finance and basic statistics. Upon completion, students should be able to apply basic finance and statistical principles to forestry problems, interpret graphical data, and set up and solve ratio and proportion problems.

**FOR 210 Dendrology, 4 hours (3-3-0)**

This course includes the field identification and study of scientific names, common names, tree growth habits, principal botanical features, and natural ranges of regionally-important trees. Topics include botanical terms, botanical features, species/site relationships, growth habits, common and scientific names, and dichotomous keys. Upon completion of this course, the student should be able to identify approximately 100 trees and shrubs, describe range and habitats for trees, and identify trees by scientific, family, and common names.

**FOR 240 Silviculture, 4 hours (3-3-0)**

This course is an introduction to silvicultural practices in the United States, especially those used in the southeastern United States. Emphasis is placed on regeneration methods and intermediate treatments of southern pines and hardwoods. Upon completion, students should be familiar with even-aged and uneven-aged regeneration methods, nursery operations, intermediate cuttings, planting, seedling care, competition control, and stocking levels related to southern pine and hardwood species.

**FOR 256 Forestry Research and Management, 4 hours (3-3-0)**

*Prerequisite:* Permission of instructor

This course provides an overview of current research and forest management practices that occur in the local area. Emphasis is placed on tree species and common forest management practices in the southeast. Upon completion, students should be able to recognize current site preparation, cutting practices, and silvicultural practices used in the southeastern United States and have a general knowledge of seed orchard and nursery operations.

**FOR 266 Forest Management Practices, 4 hours (3-3-0)**

This course deals with the preparation of written forest management plans. Topics include stand mapping, timber inventory, stand descriptions and recommendations, and the planning of silvicultural activities to assist the landowner in meeting his/her objectives.

**FOR 270 Forest Fire Control/Use, 4 hours (3-3-0)**

This is a study of forest fire behavior, wildfire suppression, fire control organizations, and use of fire as a forest management tool. Topics include types of fire, benefits of fire, fire adapted ecosystems, prescribed fire techniques, wildfire control, smoke management, and fire plan preparation. Upon completion of this course, the student should be able to demonstrate knowledge of weather, identify fuel types, estimate fuel volume, demonstrate the use of firefighting equipment, and develop a burning plan.

**FOR 281 Forest Mensuration, 4 hours** (3-3-0)

This course is a study of basic forest measurements. Topics include public land subdivision, cubic volume, board feet, volume tables, specialty products, simple statistics, and plot, strip, and variable timber and cruising methods. Upon completion, students should be able to locate property based on legal descriptions, select appropriate volume tables for specific product classes, and summarize field data using fixed area or variable plot data.

**FOR 282 Advanced Forest Mensuration, 4 hours** (3-3-0)

*Prerequisite:* FOR 281

This course is designed to improve the cruising skills of the students. Emphasis is placed on line-plot, strip and variable plot cruising methods, and hand compass and global positioning satellite (GPS) use. Upon completion, students should be able to establish base lines, run offsets, map, collect and summarize field data, and construct stands and stock tables.

**FOR 285 Forest Entomology and Pathology, 4 hours** (3-3-0)

This course provides the student with basic knowledge of forest insects and diseases. Emphasis is placed on identification, life cycles, damage, and control of major forest insects and disease pests of the southeastern United States. Upon completion, students should be able to identify major forest insects and diseases including life cycles and damage to host plants.

## GEOGRAPHY

**GEO 100 World Regional Geography, 3 hours** (3-0-0)

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. CODE A

## HEALTH EDUCATION

**HED 224 Personal and Community Health, 3 hours** (3-0-0)

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. CODE B

**HED 231 First Aid, 3 hours** (3-0-0)

This course provides instruction to 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 is also included. CODE B

## HEALTH SCIENCES

**HPS 105 Medical Terminology, 3 hours (2-1-0)**

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

## HISTORY

**HIS 101 Western Civilization I, 3 hours (3-0-0)**

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. CODE A

**HIS 102 Western Civilization II, 3 hours (3-0-0)**

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. CODE A

**HIS 201 United States History I, 3 hours (3-0-0)**

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction. CODE A

**HIS 202 United States History II, 3 hours (3-0-0)**

This course is a continuation of HIS 201. It surveys United States history from the Reconstruction era to the present. CODE A

**HIS 256 African-American History, 3 hours (3-0-0)**

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America. CODE B

## HOME ECONOMICS

**HEC 140 Principles of Nutrition, 3 hours (3-0-0)**

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. CODE B

## HORTICULTURE

**HOR 110 Introduction to Horticulture, 3 hours (3-0-0)**

(HOR 110 is transferrable only to Auburn University Department of Horticulture as part of a Transfer Recruitment Agreement)

This course provides students with foundational knowledge relative to the horticulture profession. Specific topics include information regarding the horticulture industry, safety practices, basic botany and general plant care and culture.

## HUMANITIES

**HUM 100 Humanities Forum, 1 hour** (1-0-0)

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. The course may be repeated for credit. CODE C

**HUM 101 Introduction to Humanities I, 3 hours** (3-0-0)

This course is the first in a two-semester sequence which offers the student an introduction to humanities using selections from art, music, literature, and philosophy which relates to unifying theme. CODE A

**HUM 102 Introduction to Humanities II, 3 hours** (3-0-0)

This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. CODE A

**HUM 299-01 PTK Honors Course I, 1 hour** (1-0-1)

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit. CODE A

**HUM 299-02 PTK Honors Course II, 1 hour** (1-0-1)

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit. CODE A

## INTERDISCIPLINARY STUDIES/HONORS

**IDS 102 Ethics, 3 hours** (3-0-3)

This course introduces the student to basic concepts, types, and schools of moral theory, and illustrates how these may be applied to contemporary moral problems and ethical questions in academic, professional, and social endeavors. CODE A

## INDUSTRIAL ELECTRONICS

**ILT 109 Electrical Blueprint Reading I, 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 architecture drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

**ILT 117 Principles of Construction Wiring, 3 hours (1-4-0)**

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial, and industrial applications.

**ILT 118 Construction Wiring, 3 hours (1-4-0)**

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial, and industrial applications.

**ILT 160 DC Fundamentals, 3 hours (1-4-0)**

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

**ILT 161 AC Fundamentals, 3 hours (1-4-0)**

This course is designed to provide students with a working knowledge of basic direct alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

**ILT 162 Solid State Fundamentals, 3 hours (1-4-0)**

This course provides instruction in basic solid state theory beginning with atomic structure and includes devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and

the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This is a **CORE** course.

**ILT 163 Digital Fundamentals, 3 hours (1-4-0)**

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

**ILT 164 Circuit Fabrication I, 1 hour (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.

**ILT 166 Motors and Transformers I, 3 hours (2-2-0)**

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables to test motors, transformer types and testing for input and output voltage. Upon completion, students should be able to test motors, transformer types, and testing for input and output voltage.

**ILT 169 Hydraulics/Pneumatics, 3 hours (2-2-0)**

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

**ILT 170 Components of Material Handling, 3 hours (2-2-0)**

This course focuses on the different modes of handling manufactured goods or products. Topics include the installation, operation, and maintenance of the material handling process components. Emphasis is placed on determining control limits, performing scheduled maintenance, and trouble shooting performance or function failures. Upon completion, students should be able to install, operate, monitor, and troubleshoot a simulated material handling system.

**ILT 194 Introduction to Programmable Logic Controllers, 3 hours (2-2-0)**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installations, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**ILT 196 Advanced Programmable Logic Controllers, 3 hours (2-2-0)**

This course includes the advanced principles of PLC's including hardware, programming and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**ILT 209 Motor Controls I, 3 hours (1-4-0)**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**ILT 216 Industrial Robotics, 3 hours (3-0-0)**

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

**ILT 217 Industrial Robotics Lab, 3 hours (0-4-0)**

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

**ILT 240 Sensors Technology and Applications, 3 hours (2-2-0)**

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors.

**ILT 262 Certification Preparation, 3 hours (3-0-0)**

This course provides an overview of electrical/ electronic principles to prepare the student for the CET exam. Upon completion, students should be able to pass the CET exam and be classified as a national certified electronic technician.

**INT 112 Industrial Safety, 3 hours (3-0-0)**

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

**INT 127 Principles of Industrial Pumps and Piping Systems, 3 hours (2-2-0)**

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**INT 128 Principles of Environmental Controls, 3 hours (2-2-0)**

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination.

**ELT 213 Industrial Equipment, 3 hours (2-2-0)**

This course is designed to give a general overview of the different types of equipment used in large commercial and industrial facilities. Topics covered include, but are not limited to the following: motor coupling and alignment, gears and pulleys, belts and chains, basic hydraulics, basic pneumatics, and other applications. The students will learn the techniques involved with each application and, where applicable, demonstrate their abilities with practical examples.

## MATHEMATICS

### Mathematics Placement Criteria

- Math Placement based on ACT math sub-score of 20 or higher – See Math Placement Guidelines Chart
- Placement into MTH 100 or MTH 110/MTH 109 LS or MTH 112/MTH 111 LS
  - ACT math sub-score of 18 or 19, or
  - HS GPA of 2.75 or higher and A or B grade in Algebra II, or
  - Accuplacer Elementary Algebra (EA) score of 60-79 for MTH 100
  - Accuplacer Elementary Algebra (EA) score of 80-120 for MTH 110 or 112
- Placement into MTH 100 and MTH 099
  - ACT math sub-score of 17, or
  - HS GPA of 2.75 or higher and C in Algebra II, or
  - Accuplacer Elementary Algebra (EA) score of 50-59
- Placement into MTH 098

- Accuplacer Elementary Algebra (EA) score of 20-49

#### Advisors Must Verify

- Only ACT subject matter examinations are used for placement purposes. Composite ACT scores MAY NOT be used for placement in math and English courses.
- Placement scores were earned within five years of placement determination

#### GED Pathway

Note that effective June 7, 2019, an additional Pathway has been created for GED students. Any student scoring 165 or higher on the GED *College Ready* exam is hereby allowed to enroll in gateway courses, MTH 100 and ENG 101. The student does NOT take MTH 099 or ENG 099 unless the student voluntarily chooses to do so.

### **Math Placement Guidelines for Scores over 20 on ACT (Used only in conjunction with ACT math subscore of 20 or higher)**

If placing a student with an ACT math subscore of 20 or higher, use the chart below. In doing so, the high school transcript will be reviewed to determine the highest level of math successfully completed (“C” or higher) and the student will be placed accordingly.

Highest Math Course (any year)	Course Placement
Algebra I	MTH 100 Intermediate College Algebra or MTH 246 Mathematics of Finance
Algebra II	MTH 110 Finite Math or MTH 112 Pre-Calculus Algebra or MTH 231 Math for Elem Ed Teacher I or MTH 232 Math for Elem Ed Teacher ii or MTH 265 Elementary Statistics
Pre- Calculus	MTH 113 Pre-Calculus Trigonometry or MTH 115 Pre-Calculus Algebra & Trig or MTH 120 Calculus and Its Applications or MTH 125 Calculus I
Calculus	MTH 120 Calculus and Its Applications or MTH 125 Calculus I

#### **Exit Criteria for Developmental Mathematics**

To successfully exit developmental math courses, students must earn a minimum grade of 70 percent or higher. Each student must take a departmentalized final exam that counts as 25% of the final average for the course.

**MAH 101 Introductory Mathematics I, 3 hours (3-0-0)**

*Prerequisite:* Satisfactory placement score

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. Non-degree creditable

**MTH 098 Elementary Algebra (Institutional Credit only), 4 hours (3-0-0)**

*Prerequisite:* None

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.

**MTH 099 Support for Intermediate College Algebra, 1 hour**

*Prerequisite:* Appropriate mathematics placement score or MTH 098 Elementary Algebra (Note: Math 099 is required for students completing MTH 098 Elementary Algebra.)

*Corequisite:* MTH 100 Intermediate College Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. CODE C

**MTH 100 Intermediate College Algebra, 3 hours (3-0-0)**

*Prerequisite:* MTH 098 or appropriate mathematics placement score

*Corequisite:* MTH 099 Support for Intermediate College Algebra (Note: Math 099 is required for students completing MTH 098 Elementary Algebra.)

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics. CODE B

**MTH 104 Plane Trigonometry, 3 hours (3-0-0)**

*Prerequisite:* MTH 100.

This course emphasizes such topics as the solution of triangles, vectors, geometric concepts and complex numbers. CODE C

**MTH 109 Support for Finite Mathematics, 1 hour (NOT OFFERED UNTIL 2020)**

*Prerequisite:* Appropriate mathematics placement score or MTH 100 Intermediate College Algebra.

*Corequisite:* MTH 110 Finite Mathematics

This Learning Support course provides co-requisite support in mathematics for students

enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics. CODE C

**MTH 110 Finite Mathematics, 3 hours** **(3-0-0)**

*Prerequisite:* All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) Intermediate College Algebra.

*Corequisite:* MTH 109 Support for Finite Mathematics, if required.

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. CODE A

**MTH 111 Support for Precalculus Algebra, 1 hour**

*Prerequisite:* Appropriate mathematics placement score or MTH 100 Intermediate College Algebra.

*Corequisite:* MTH 112 Precalculus Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics. CODE C

**MTH 112 Precalculus Algebra, 3 hours** **(3-0-0)**

*Prerequisite:* All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) Intermediate College Algebra.

*Corequisite:* MTH 111 Support for Precalculus Algebra, if required.

This course emphasizes the algebra of functions - including polynomial, rational, exponential and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities and the binomial theorem. Additional topics may include matrices, Cramer's rule, and mathematical induction. CODE A

**MTH 113 Precalculus Trigonometry, 3 hours** **(3-0-0)**

*Prerequisite:* A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with

an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112.

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivers's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. CODE A

**MTH 116 Mathematical Applications, 3 hours (3-0-0)**

*Prerequisite:* Appropriate mathematics placement score

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. CODE C

**MTH 117 College Mathematics with Applications, 3 hours (3-0-0)**

*Prerequisite:* MTH 098 or appropriate placement score

This is an applied course designed to meet mathematics requirements for some students in certificate and two-year terminal programs. Emphasis is placed on percent, interest, proportions, functions, graphing, systems of equations, logarithmic and exponential functions, quadratics, and linear programming as used to solve applied problems in selected programs of study. This course does not meet the general core requirement for mathematics. CODE C

**MTH 125 Calculus I, 4 hours (4-0-0)**

*Prerequisite:* A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score (listed in Mathematics Placement Criteria) is required. An alternative to this is that the student should successfully pass MTH 113 with a C or higher.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. CODE A

**MTH 126 Calculus II, 4 hours (4-0-0)**

*Prerequisite:* MTH 125 with a C or higher.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. CODE A

**MTH 227 Calculus III, 4 hours (4-0-0)**

*Prerequisite:* pass MTH 126 with a C or higher

This is the third of three courses in the basic calculus sequence. Topics include vector

functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem). CODE A

**MTH 231 Math for the Elementary Teacher I, 3 hours (3-0-0)**

*Prerequisite:* None

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. CODE B

**MTH 232 Math for the Elementary Teacher II, 3 hours (3-0-0)**

*Prerequisite:* MTH 231

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. CODE B

**MTH 238 Applied Differential Equations I, 3 hours (3-0-0)**

*Corequisite:* MTH 227

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equation analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. CODE A

**MTH 246 Mathematics of Finance, 3 hours (3-0-0)**

*Prerequisite:* MTH 098 or appropriate mathematics placement score

This course explores mathematical applications relevant to business practices. Types covered include simple and compound interest, credits, trade and bank discounts, annuities, amortization, depreciation, stocks and bonds, insurance, capitalization, and

perpetuities. This course does not meet the general core requirements for mathematics.  
CODE C

## **MEDICAL OFFICE ADMINISTRATION**

### **OAD 101 Beginning Keyboarding, 3 hours (3-0-0)**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper techniques 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, etc. CODE C

### **OAD 103 Intermediate Keyboarding, 3 hours (3-0-0)**

*Prerequisite:* OAD 101 or permission of instructor

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and 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, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. CODE C

### **OAD 104 Advanced Keyboarding, 3 hours (3-0-0)**

*Prerequisite:* OAD 103 or permission of instructor

This course is designed to assist the student 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, the student 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. CODE C

### **OAD 125 Word Processing, 3 hours (3-0-0)**

*Prerequisite:* OAD 101 or permission of instructor

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. CODE C

### **OAD 133 Business Communications, 3 hours (3-0-0)**

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal

communications. CODE C

**OAD 134 Career & Professional Development, 3 hours (3-0-0)**

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interview, setting goals, conducting job searches, improving personal and professional image, and expanding soft skills and work ethic. Upon completion, the student will be able to demonstrate confidence in seeking employment. CODE C

**OAD 135 Financial Record Keeping, 3 hours (3-0-0)**

This course is designed to provide the student with an understanding of accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. CODE C

**OAD 138 Records/Information Management, 3 hours (3-0-0)**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. CODE C

**OAD 214 Medical Office Procedures, 3 hours (3-0-0)**

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. CODE C

**OAD 215 Health Information Management, 3 hours (3-0-0)**

This course is designed to promote an understanding of the structure, analysis and management of medical records. Emphasis is on managing medical records and insurance records, coding of diseases, operations, and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. CODE C

**OAD 216 Advanced Health Information Management, 3 hours (3-0-0)**

*Prerequisite:* OAD 215

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. CODE C

**OAD 242 Office Internship, 3 hours****(0-0-15)**

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. CODE C

**MSSC CERTIFIED PRODUCTION TECHNICIAN****WKO 131 MSSC Safety Course, 3 hours****(3-0-0)**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Course objectives are: work in a safe and productive manufacturing workplace; perform safety and environment inspections; perform emergency drills and participate in emergency teams; identify unsafe conditions and take corrective action; provide safety orientation for all employees; train personnel to use equipment safely; suggest process and procedures that support safety of work environment; fulfill safety and health requirements for maintenance, installation and repair; monitor safe equipment and operator performance; and utilize effective, safety-enhancing workplace practices. This course is equivalent to AUT 102. Students successfully completing this course and passing the certification exam will receive an MSSC certificate in Safety. Students successfully completing courses WKO 131, 132, 133, and 134 and passing all certifications exams will receive the Certified Production Technician credential.

**WKO 132 MSSC Quality Practices and Measurement Course, 3 hours****(3-0-0)**

*Prerequisite:* WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Course objectives are: participate in periodic internal quality audit activities; check calibration of gages and other data collection equipment; suggest continuous improvements; inspect materials and product/process at all stages to ensure they meet specifications; document the results of quality problems; communicate quality problems; take corrective actions to restore or maintain quality; record process outcomes and trends; identify fundamentals of blueprint reading; use common measurement systems and precision measurement tools. This course is equivalent to ADM 106. Students successfully completing this course and passing the certification exam will receive an MSSC certificate in quality practices and measurement. Students completing courses WKO 131, 132, 133, and 134 will receive the Certified Production Technician credential.

**WKO 133 MSSC Manufacturing Processes and Production Course, 3 hours****(3-0-0)**

*Prerequisite:* WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Course objectives are: Identify customer needs; determine resources available for the production process; set up equipment for the production process; set team production goals, make job assignments; coordinate work flow with team members and other work groups; communicate production and material requirements and product specifications; perform

and monitor the process to make the product; document product and process compliance with customer requirements; prepare final product for shipping or distribution. This course is equivalent to AUT 144. Students successfully completing this course will receive an MSSC certificate in manufacturing processes and production. Students successfully completing this course and passing the certification exam will receive an MSSC certificate in manufacturing processes and production. Students completing courses WKO 131, 132 133, and 134 will receive the Certified Production Technician credential.

**WKO 134 MSSC Maintenance Awareness Course, 3 hours (3-0-0)**

*Prerequisite:* WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: Prepare preventative maintenance and routine repair; monitor indicators to ensure correct operations; perform all housekeeping to maintain production schedule; recognize potential maintenance issues with basic production systems included knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems and bearing and couplings. This course is equivalent to MET 220. Students completing courses WKO 131, 132 133, and 134 will receive the Certified Production Technician credential.

## **MUSIC, APPLIED, PRIVATE LESSONS**

Applied private instruction is available to students who wish to major or minor in music. Students who wish to study for cultural enrichment and general knowledge may take private instruction for elective credit when available on a first come/first serve basis. A minimum of five hours of practice time outside of class is required each week for each hour of credit. Instrumental and vocal majors will be expected to develop considerable keyboard skills.

**The number of applied credit hours to be transferred and the level of attainment will be determined by the standards required by the institution to which the student is transferring.**

**MUS 101 Music Appreciation, 3 hours (3-0-0)**

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 minimum of three (3) stylistic periods, provide a multicultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Code A

**MUS 111 Music Theory I, 4 hours (2-2-0)**

*Prerequisite:* Permission of instructor

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Emphasis is placed on the rudiments of music basic performance technique

and general musicianship skills. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, and dictation and keyboard skills. Code B

**MUS 112 Music Theory II, 1 hour (2-2-0)**

*Prerequisite:* MUS 111

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Topics include principles of voice leading used in three-and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills. Code B

**MUS 211 Music Theory III, 4 hours (1-4-0)**

*Prerequisite:* MUS 112

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills. Code C

**MUS 212 Music Theory IV, 1 hour (1-4-0)**

*Prerequisite:* MUS 211

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth century practices. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth century tonal harmony and twentieth century practice and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills. Code C

**MUL Class Performance Instruction**

**MUL 111-112; Class Voice I, II, III, IV, 1 hour each (1-2-0)**

Group Instruction is available in voice 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 and knowledge of music fundamentals. Code C

**MUL 170 Music Workshop I (Vocal), 1 hour (1-2-0)**

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble. Code C

**MUL 171 Music Workshop II (Instruments), 1 hour (1-2-0)**

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble. Code C

**MUL 172-173, 272-273 Musical Theatre Workshop I, II, III, IV, 1 hour each (1-2-0)**

*Prerequisite:* Permission of instructor

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role. Code C

**MUL Music Ensembles (See following course lists)**

*Prerequisite:* Permission of instructor/Audition required.

**MUL 182-83; Vocal Ensemble I, II, III, IV, 1 hour each (1-2-0)**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals in the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Code B

**MUL 184-185; 284-285 Jazz/Show Choir I, II, III, IV, 1 hour each (1-2-0)**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Code B

**MUL 196-197; 296-297 Jazz/Show Band I, II, III, IV, 1 hour each (1-2-0)**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Code B

**MUP (See following course lists) Individual Performance Instruction**

**MUP 101-102; 201-202 Private Piano I, II, III, IV**

**MUP 111-112; 211-212 Private Voice I, II, III, IV, 1 hour each (1-2-0)**

*Prerequisite:* Permission of instructor.

Individual performance instruction is available in keyboard instruments, and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. Code B

## NURSING

**\*Note that courses listed with an asterisk may be taken only by students enrolled under the Fall 2015-2016 catalog.**

**NUR 112 Fundamental Concepts of Nursing, 7 credit hours (4-2-1)**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**NUR 113 Nursing Concepts I, 8 credit hours (4-1-3)**

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

**NUR 114 Nursing Concepts II, 8 credit hours (5-0-3)**

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 credit hours (1-0-1)**

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 credit hours (6-3-9)**

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 providing in a family and community context for a variety of health alterations across the lifespan.

**NUR 211 Advanced Nursing Concepts, 7 credit hours (4-0-3)**

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 credit hours (3-0-4)**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

**\*NUR 102 Fundamentals of Nursing, 6 hours (3-6-3)**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the health care team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**\*NUR 103 Health Assessment, 1 hour (0-3-0)**

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

**\*NUR 104 Introduction to Pharmacology, 1 hour (0-3-0)**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

**\*NUR 105 Adult Nursing, 8 hours (5-3-6)**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal,

gastrointestinal, cardiovascular, and endocrine systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**\*NUR 106 Maternal and Child Nursing, 5 hours (4-0-3)**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

**\*NUR 107 Adult/Child Nursing, 8 hours (5-0-9)**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in sensory/perceptual, reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

**\*NUR 108 Psychosocial Nursing, 3 hours (2-0-3)**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

**\*NUR 109 Role Transition for the Practical Nurse, 3 hours (2-3-0)**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEXPN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

**\*NUR 111 Paramedic to ADN Mobility, 12 hours (8-3-9)**

Prerequisites: As required by program

This course is designed to assist the nationally registered paramedic transitioning to the role of the associate degree nurse. Emphasis is placed on basic and advanced nursing skills; the nursing process; communication; selected theories needed to develop competencies necessary to meet the needs of individuals through the lifespan in a safe, legal, and ethical

manner; concepts related to psychosocial needs of individuals; and the role of the registered nurse. Upon completion of the course, students will be able to articulate into the ADN program. Clinicals required in medical/surgical; obstetrics, and pediatrics. Lab and clinical are required.

**\*NUR 202 Nursing Through the Lifespan II, 6 hours (3-0-9)**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders and high-risk obstetrics. Teaching, learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**\*NUR 203 Nursing Through the Lifespan III, 6 hours (4-0-6)**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**\*NUR 204 Role Transition for the Registered Nurse, 4 hours (2-0-6)**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

## **ORIENTATION**

**ORI 101 Orientation to College, 1 hour (1-0-0)**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

**ORT 111 Working Students Success, 1 hour (1-0-0)**

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues

such as health, self-esteem, motivation, goal-setting, diversity, communication, child care provisions, college support system, managing work and study conflicts, and advisor contact process. Upon completion, students should be able to function effectively within the college environment to meet their educational and work objectives.

## PHYSICAL EDUCATION

### **PED 100 Fundamentals of Fitness, 3 hours (3-0-3)**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. CODE B

### **PED 103 Weight Training (Beginning) 1 hour (0-2-0)**

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. CODE C

### **PED 104 Weight Training (Intermediate), 1 hour (0-2-0)**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. CODE C

### **PED 106 Aerobics, 1 hour (0-2-0)**

This course introduces a program of cardiovascular fitness, involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. CODE C

### **PED 107 Aerobics Dance (Beginning), 1 hour (0-2-0)**

*Prerequisite:* PED 106 or permission of instructor

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. CODE C

### **PED 108 Aerobics Dance (Intermediate), 1 hour (0-2-0)**

*Prerequisite:* PED 107 or permission of instructor

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine. CODEC

- PED 118 General Conditioning (Beginning), 1 hour** (0-2-0)  
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging personalized physical fitness and conditioning program. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. CODE C
- PED 119 General Conditioning (Intermediate), 1 hour** (0-2-0)  
*Prerequisite:* PED 118 or permission of instructor  
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. CODE C
- PED 153 Karate (Beginning), 1 hour** (0-2-0)  
This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. CODE C
- PED 154 Karate (Intermediate), 1 hour** (0-2-0)  
*Prerequisite:* PED 153.  
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. CODE C
- PED 171 Basketball (Beginning), 1 hour** (0-2-0)  
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. CODE C
- PED 188 Yoga, 1 hour** (0-2-0)  
This course introduces basic instructions in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, student should be able to participate in and appreciate the benefits of the activity. CODE C
- PED 248 \*Varsity Basketball I, 1 hour** (0-2-0)  
*Prerequisite:* As required by program  
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. CODE C
- PED 249 \*Varsity Basketball II, 1 hour** (0-2-0)

*Prerequisite:* As required by program

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball. CODE C

**PED 252 \*Varsity Baseball, 1 hour (0-2-0)**

*Prerequisite:* Permission of instructor

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**PED 254 \*Varsity Softball, 1 hour (0-2-0)**

*Prerequisite:* Permission of instructor

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. CODE C

**PED 261 \* Varsity Baseball II, 1 hour (0-2-0)**

*Prerequisite:* As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level. CODE C

**PED 265 Aikido, 1 hour (0-2-0)**

This course is an introduction to a traditional Japanese martial art based on blending with and redirecting an attacker's energy, utilizing wrist locking, throwing, and immobilization techniques. Falling, rolling, stretching, and relaxation exercises, as well as history and philosophy are included. Students will gain self-defense skills, mental focus, and self-confidence. CODE C

**PED 266 Intermediate Aikido, 1 hour (0-2-0)**

*Prerequisite:* PED 265 – Aikido or as required by program

This course continues the development of basic Aikido skills and knowledge. Additional techniques are introduced and practiced. Emphasis is placed on developing effective technique in a mutually supportive, noncompetitive environment. CODE C

**PED 267 Advanced Aikido, 1 hour (0-2-0)**

*Prerequisite:* PED 266 – Intermediate Aikido or as required by program

Previously acquired Aikido skills are further honed and advanced techniques introduced in this course. As students progress in Aikido, increasing emphasis is placed on refinement of their own mental and physical proficiency, as well as assisting newer students. CODE C

**PED 271 \*Varsity Softball II, 1 hour (0-2-0)**

*Prerequisite:* As required by program

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball. CODE C

\*Varsity sports may be repeated. However, a maximum of four (4) credit hours will count toward graduation.

## PHYSICAL SCIENCE

### **PHS 111 Physical Science I, 4 hours** **(3-2-0)**

*Prerequisite:* As required by program

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. CODE A

### **PHS 112 Physical Science II, 4 hours** **(3-2-0)**

*Prerequisite:* MTH 098 and as required by program

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. CODE A

## PHYSICS

### **PHY 112 Principles of Physics, 2 hours** **(2-0-0)**

*Prerequisite:* MTH 100

This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real world applications. To prepare the student to understand electricity and magnetism, additional topics include forces, work, energy, power, sound and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers.

### **PHY 201 General Physics I - Trigonometry Based, 4 hours** **(3-2-0)**

*Prerequisite:* MTH 113 or equivalent

This course is designed to cover general physics using a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter, energy, thermodynamics, and periodic motion. Laboratory is required. CODE A

### **PHY 202 General Physics II - Trigonometry Based, 4 hours** **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, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. CODE A

### **PHY 213 General Physics with Calculus I, 4 hours** **(3-2-0)**

*Prerequisite:* MTH 125 and/or as required by programs

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required. CODE A

**PHY 214 General Physics with Calculus II, 4 hours (3-2-0)**

*Prerequisite:* PHY 213

This course provides a calculus-based study in classical physics. Topics included are simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. CODE A

## **POLITICAL SCIENCE**

**POL 211 American National Government, 3 hours (3-0-0)**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. CODE A

## **PSYCHOLOGY**

**PSY 200 General Psychology, 3 hours (3-0-0)**

This course is a survey of behavior with an emphasis upon psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality. CODE A

**PSY 210 Human Growth and Development, 3 hours (3-0-0)**

This course is the study of psychological, social and physical factors that affect human behavior from conception to death. CODE A

## **READING**

See English Course Descriptions, ENR 098

## **RELIGIOUS STUDIES**

**REL 100 History of World Religions, 3 hours (3-0-0)**

This course is designed to acquaint students with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world. CODE A

**REL 152 Survey of the New Testament, 3 hours (3-0-0)**

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. CODE A

## **SOCIOLOGY**

**SOC 200 Introduction to Sociology, 3 hours (3-0-0)**

This course is an introduction to vocabulary, concepts and theory of sociological perspective of human behavior. CODE A

## **SPANISH**

**SPA 101 Introductory Spanish I, 4 hours (4-0-0)**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CODE A

**SPA 102 Introductory Spanish II, 4 hours (4-0-0)**

*Prerequisite:* SPA 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CODE A

## **SPEECH COMMUNICATION**

**SPC 103 Oral Communication Skills, 3 hours (3-0-0)**

This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before coworkers and the public. NCA CODE C

**SPH 106 Fundamentals of Oral Communication, 3 hours (3-0-0)**

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. CODE A

**SPH 107 Fundamentals of Public Speaking, 3 hours (3-0-0)**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical

foundations, communication theories and student performances are emphasized. CODE A

**SPH 116 Introduction to Interpersonal Communication, 3 hours (3-0-0)**

This course is an introduction to the basic principles of interpersonal communication.

CODE A

**SPH 206 Oral Interpretation, 3 hours (3-0-0)**

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose and drama. It includes a study of the elements of oral communication such as imagery, structure and dramatic timing. Opportunity is given for public/classroom performance of literature. CODE C

## **SURGICAL TECHNOLOGY**

**SUR 100 Principles of Surgical Technology, 5 hours (3-0-6)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologists, principles of asepsis, principles of patient care, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist.

**SUR 102 Applied Surgical Techniques, 4 hours (2-6-0)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies, and equipment, participate in mock surgical procedures.

**SUR 103 Surgical Procedures, 5 hours (3-6-0)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

**SUR 104 Surgical Practicum I, 4 hours (0-0-20)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of surgical technology skills. Upon completion of the course, the student should be able to participate in surgical technologist role.

**SUR 105 Surgical Practicum II, 5 hours (1-0-20)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology at the entry level.

**SUR 106 Role Transition in Surgical Technology, 1 hour (1-0-0)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

**SUR 107 Surgical Anatomy and Pathophysiology, 3 hours (3-0-0)**

*Prerequisite:* Admission to the program and/or as required by the Department.

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

**SUR 108 Pharmacology for the Surgical Technologist, 2 hours (2-0-0)**

*Prerequisite:* Admission to the program and/or as required by the Department.

A study of basic pharmacology as it relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.

## **THEATRE ARTS**

**THR 120 Theater Appreciation, 3 hours (3-0-0)**

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis is on playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required. CODE A

**THR 131 Acting Techniques I, 3 hours (3-0-0)**

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. CODE B.

**THR 132 Acting Techniques II, 3 hours (3-0-0)**

*Prerequisite:* THR 131

This course is a continuation of THR 131. CODE C

## **WELDING**

### **WDT 108 SMAW Fillet/OFC, 3 hours**

**(2-2-0)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

### **WDT 109 SMAW Fillet/PAC/CAC, 3 hours**

**(2-2-0)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

### **WDT 110 Industrial Blueprint Reading, 3 hours**

**(3-0-0)**

*Note:* There is an approved standardized plan-of-instruction for this course.

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

### **WDT 115 GTAW Carbon Pipe, 3 hours**

**(1-2-0)**

*Note:* There is an approved standardized plan-of-instruction for this course.

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

### **WDT 116 GTAW Stainless Pipe, 3 hours**

**(1-4-0)**

*Note:* There is an approved standardized plan-of-instruction for this course.

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code

### **WDT 119 Gas Metal Arc/Flux Cored Arc Welding, 3 hours**

**(2-2-0)**

*Note:* There is an approved standardized plan-of-instruction for this course.

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

**WDT 120 Shielded Metal Arc Welding Groove, 3 hours (2-2-0)**

This course provides the student with instruction of joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation and fit-up. Upon completion students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

**WDT 122 SMAW Fillet/OFC Lab, 3 hours (0-9-0)**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT 123 SMAW Fillet/PAC/CAC Lab, 3 hours (0-9-0)**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab, 3 hours (0-9-0)**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125 Shielded Metal Arc Welding Groove Lab, 3 hours (0-9-0)**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various sizes F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 156 GTAW Stainless Pipe Lab, 3 hours (0-9-0)**

*Prerequisite:* WDT 116 and/or as required by college

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion,

students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 181 Special Topics Lab, 3 hours (0-3-0)**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

**WDT 183 Special Topics, 2 hours (1-3-0)**

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**WDT 217 SMAW Carbon Pipe, 3 hours (1-6-0)**

*Note:* There is an approved standardized plan-of-instruction for this course.

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry joint preparation, and fit-up in accordance with applicable codes.

**WDT 228 Gas Tungsten Arc Welding, 3 hours (2-3-0)**

This course provides the student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT 257 SMAW Carbon Pipe Lab, 3 hours (0-9-0)**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.

**WDT 268 Gas Tungsten Arc Lab, 3 hours (0-9-0)**

This course provides the student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

## **ADULT EDUCATION AND WORKFORCE DEVELOPMENT DIVISION**

The Adult Education and Workforce Development Division provides a broad range of programs, services, and training opportunities for residents in the Butler, Coffee, Covington, Crenshaw and Geneva County areas. The goal of the Adult Education and Workforce Development Division is to provide quality educational programs and services that will meet the changing personal and professional development needs of the community, as well as local businesses and industries.

The Adult Education and Workforce Development Division offers a variety of courses, workshops, programs, and other services that are designed for professional development and personal enrichment. Although these courses are non-credit and will not lead to a college degree, certificates are awarded for each completed course. These short-term personal and professional development courses are provided on campus, off campus, and in the workplace.

The Adult Education and Workforce Development Division provides the following:

- Customized training for existing business and industry
- Skills assessments
- Continuing education courses
- Short-term skills training
- WorkKeys assessments

If you are an employer seeking to provide professional development opportunities for your employees or an employee seeking to improve or upgrade job skills, contact the Adult Education and Workforce Development Division to inquire about course offerings. For further details, please call 334-493-5344 or visit our website at [www.lbwcc.edu/communitycorp\\_ed/workforce\\_development.aspx](http://www.lbwcc.edu/communitycorp_ed/workforce_development.aspx)

### **On-line Continuing Education Courses**

Discover hundreds of community education courses through LBWCC's partnership with ed2go. These short-term, high-quality, non-credit courses offer well-crafted lessons, expert online instructors, and interaction with fellow students. Whether your interest is in the business world, arts and languages, accounting, technology, law, health care, or a number of other areas, these courses allow access 24/7 from anywhere with an Internet connection.

New sessions of each course are offered each month. Courses are six weeks with two new lessons released every week. To learn more, visit the on-line instruction center at <http://www.ed2go.com/lbwcc/> or call 334-493-5344.

## Adult Education Program

The purpose of Alabama's Adult Education program is to provide free quality adult education and literacy services to Alabama residents. Adult education classes provide a second opportunity for adult learners to improve their academic and life skills. Instructional methods are based on individual student needs and may include one-on-one tutoring, group instruction, and computer-based instructional programs. Day and evening classes are provided in a variety of locations conducive to adult learning. The three program goals are to assist adults to:

1. Become literate and obtain the knowledge and skills necessary for employment and self-sufficiency.
2. Obtain the educational skills necessary to become full partners in the educational development of their children.
3. Complete secondary school or complete the equivalent of a secondary school education.

### Adult Education Services

- Academic Assessment
- Adult Basic Education
- GED Preparation
- College Prep Classes
- Workplace Education
- English as a Second language (ESL)
- Career Pathways
- WorkKeys Assessment

In order to enroll in the Adult Education program at LBWCC, each applicant should meet one or more of the following criteria:

- Must be 17 years of age or older and not be enrolled or required to be enrolled in secondary school under Alabama law
- Lack sufficient mastery of basic educational skills to enable them to function effectively in society or postsecondary education
- Are unable to speak, read, or write the English language

Classes are conveniently held in Andalusia, Opp, Luverne, and Greenville. All classes are free of charge. For more information about the Lurleen B. Wallace Community College Adult Education program, please call 334-493-5344.

# GOVERNANCE

Lurleen B. Wallace Community College is one of the institutions that comprise the Alabama Community College System. The Chancellor is responsible to the Board of Trustees for the management of the Alabama Community College System. Lurleen B. Wallace Community College is represented by the board member from District 2.

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M.S., Troy State University

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 M.S., Troy State University  
 Ed.S., Auburn University

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 B.S., Troy State University      Coordinator of Distance Education  
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 AWS Certified Welding Educator  
 AWS Certified Welding Inspector

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 Certificate, Lurleen B. Wallace Community College  
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Bush, Olivia      Diagnostic Medical Sonography  
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 M.B.A., Alabama A&M University

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 M.A., University of Alabama  
 M.L.S., University of Alabama

Cooper, Scott ..... Welding  
 AWS Certified Welding Educator  
 AWS Certified Welding Inspector

OSHA 510 – Standards Course for Construction

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M.A., University of Alabama at Birmingham
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Ph.D., University of New Orleans
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B.S., Brigham Young University  
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- Faust, Renee..... Nursing

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M.S.N., University of South Alabama	
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M.S., Auburn University	
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M.S., Troy State University	Institutions Program Grant
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B.A., University of Alabama	
J.D., College of William and Mary	
M.A., University of South Alabama	
Jackson, Tanner .....	English
B.S., Troy University	
M.Ed., Troy University	
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B.S., Troy University	Chair, Mathematics & Science Division
M.S., Troy University	
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Diploma, MacArthur State Technical College	
B.Ed., Athens State University	
McCurley, Diann .....	Adult Education
Moore, Shaun .....	Diesel Mechanics

Diploma, Lurleen B. Wallace Community College	
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M. Ed., Auburn University	
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M.S., Troy State University at Dothan	
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A.D.N., Lurleen B. Wallace Community College	
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A.S., Lansing Community College	
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 B..A., American Military University

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**LURLEEN B. WALLACE  
COMMUNITY COLLEGE**



**STUDENT HANDBOOK  
2019-2020**

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## STUDENT SERVICES

Lurleen B. Wallace Community College has an “open-door” admission policy. The student body is very diverse in age, interests, ability, cultural background, and economic position. The College offers a variety of instructional programs supported by Student Services. These services include admissions, academic advising, personal and academic counseling, orientation, registration, assessment, records management, financial assistance, career planning, job placement, and student activities. These services are provided to prospective, enrolled, and former students. The following goals of Student Services are compatible with and supportive of the mission of the College:

1. To actively encourage the enrollment of a diverse student body through a multifaceted student recruitment program. This includes publications about college programs and services as well as visitations to area schools, businesses, and civic groups.
2. To ensure an effective transition into the academic environment by providing a variety of college orientation activities.
3. To assist new, continuing, and prospective students in identifying clear educational and career goals through comprehensive counseling services, which include placement testing, general and specific career information and individualized counseling.
4. To assist students in achieving their educational goals by helping them to identify, secure, and maintain adequate financial assistance.

5. To provide an accurate, confidential system of record keeping which limits access to student records to authorized personnel only and which contains an exact record of students’ progress toward, or achievement of, their educational goals at the College.
6. To provide a systematic process for registration that facilitates student access to courses in their respective programs of study.
7. To assist graduates and continuing students in identifying and securing full-time or part-time employment by providing job placement services.
8. To assist students in reaching their educational goals by providing personal counseling and by referring students, when appropriate, to other college support services and community agencies.
9. To provide for health and safety needs of the students.
10. To provide appropriate student activities for the enjoyment and education of students.

## STUDENT RIGHTS AND RESPONSIBILITIES

Education after high school requires time, money and effort. To make a good choice, students should have information on the College’s academic program, facilities, the cost of education, refund policy and financial aid programs.

## Student Rights

You have the right to ask Lurleen B. Wallace Community College the following:

1. The names of its accrediting and licensing organizations.
2. About its programs; it's instructional, laboratory, and other physical facilities and its faculty.
3. What is the cost of attending, and what is the policy for refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs?
5. What the procedures and deadlines are for submitting student applications for each available financial aid program.
6. How it selects financial aid recipients.
7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies and personal and miscellaneous expenses are considered in your cost of education. It also includes the resources considered in calculating your needs (such as parental contribution, other financial aid, assets, etc.).
8. How much of your financial need, as determined by the College, has been met.
9. How and when you will be paid.
10. To explain each type and amount of assistance in your financial aid package.
11. If you are offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will

be, and how and when you will be paid.

12. To reconsider your financial aid package, if you believe a mistake has been made or if your enrollment status or financial circumstances have changed.
13. How the College determines whether you are making satisfactory progress and what happens if you are not.
14. What special facilities and services are available to the students with disabilities?

## Student Responsibilities

You, as a student, have the responsibility to do the following:

1. Review and consider all information about a college's program before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay or prevent your receiving financial aid.
3. Know all the deadlines for applying or reapplying for aid, and meet them.
4. Provide all documentation, corrections and/ or new information requested by either the financial aid office or the agency to which you submitted your application.
5. Notify your college of any information that has changed since you applied.
6. Read, understand and keep copies of all forms you are asked to sign.
7. Satisfactorily perform the work agreed upon in a Federal Work-Study job.
8. Understand your college's refund policy.

## **Academic Advising**

Through academic advising, advisors assist students in selecting the appropriate courses to meet their educational goals and provide support in developing career goals, registering for courses, understanding college policies, and connecting to campus resources. The College has academic advisors on all campuses. Every student at the College is assigned an academic advisor, and students are required to meet with that individual for their initial registration. Academic advising is performed by counselors and faculty, with advisee assignments based upon the students program of study. This procedure is designed to create a mentoring relationship between advisor and advisee, as the student retains the same advisor throughout his or her time at the College, except when a change of program or transfer major requires a change of advisor in order to better serve the student.

Advisors in the Associate in Arts and the Associate in Science degree programs work with their advisees to follow the Statewide Transfer and Articulation Reporting System (STARS) guide and the 2 to 4 Transfer Program in planning student schedules, thereby ensuring transfer of courses to any other public institution in the state as well as private institutions. For transfer to other institutions, the advisor and student employ the catalog of the intended transfer institution. In most cases, counselors advise students who have not declared a major and faculty in the transfer programs advise students who have declared a major. The faculty in non-transfer and/or technical programs of study advise their students. Initially, advisors meet with distance learners and provide information to online Distance Education academic advising via the LBWCC website. Various means of telecommunication (phone, internet, email, etc.) are also utilized to serve distance learners.

## **Books, Supplies, and Tools**

Students furnish their own books, supplies, and tools. Books and supplies are available at the bookstore; however, students are not obligated to purchase their supplies at the College. For those students who need tools, the names of vendors handling such tools will be made available to them by their instructors.

The Andalusia Campus Bookstore is located in the Jeff Bishop Student Center. Art supplies, paper supplies, textbooks, and other related materials may be bought during scheduled hours. The Greenville Campus Bookstore is located in the Student Services Building and books are available during the first two weeks of the semester. The Bookstore on the MacArthur Campus is located in the Student Center and scheduled hours are posted.

## **Career Services**

Career Services are available at each campus as part of the comprehensive education and student services offered at the College. Student Services Counselors assist students with exploring, developing and setting goals related to each student's unique educational and academic needs. These services include career assessments, occupational information, goal setting, and planning and employment resources.

A variety of career resources such as books, brochures, computer software, and video tapes are available for use. These materials, along with assistance from the counselors, can help students to learn more about themselves, identify prospective careers, and plan programs of study. Computers with Internet access are available for online search of various career resources. Career Services is open to all students, alumni, employers, and the community for career information.

Career Coaches serve the high schools in the College service area to inform students of career opportunities, both in the academic fields and technical/workforce development. The goal is to help ease the students' transition from high school to college and career while increasing the rate of completion and success. These specialists assist students with career exploration, career assessment, admissions applications, as well as provide individual guidance regarding career choices, articulation credits, financial aid, and scholarships.

## Cooperative Education

The Cooperative Education Program is a program which allows students at Lurleen B. Wallace Community College to earn credit by working part-time or full-time jobs. For many technical courses, the credit earned by the student may directly replace lab or shop courses that are part of the student's curriculum. In these cases, the student may be released from school for a part of each day to go to work. In other cases, the student may enroll in **BUS 291 Business Co-op** for one hour elective credit or **BUS 292 Business Co-op** for two hours of elective credit. An alternating plan is available so that students can attend class full-time and work full-time during alternating semesters. The grade for a cooperative work experience is based upon an evaluation of the student's performance completed by the job supervisor and the instructor.

### Program Objectives

1. To create realistic opportunities for students to develop knowledge, skills, and performance through relevant on-the-job training.
2. To provide students with first-hand opportunity to learn about the world of work in their specific occupations.

3. To provide students with a first-hand opportunity to develop and improve their ability to work well with other people.
4. To aid the career-technical instructional staff in developing a direct and consistent link with business and industry within the service area of the College.
5. To assist students in making and clarifying career choices.

### Student Benefits

1. The student gains actual work experience which is a great asset when applying for full-time employment after graduation.
2. Co-op students are often given preference for full-time employment after graduation.
3. Cooperative Education allows students to put theory into practical and gives them the opportunity to provide feedback gained from practical experiences into subsequent classroom experiences.
4. Students benefit from the income generated by Cooperative Education as well as from the experience of earning and managing money.
5. Co-op students benefit from involvement in many on-the-job conditions which are difficult, and in some cases, impossible, to reproduce in the classroom or laboratory.

### Employer Benefits

1. The employer receives a one term or longer commitment on the part of the student (each term approximately 15 weeks in length).
2. The time invested in training the student during the first term can be utilized the following term.

3. The program provides an effective way to test and select persons without a permanent commitment for employment.
4. The employer may need part-time workers instead of full-time workers.
5. Employers can train the student to the employer's particular work style.
6. The program motivates the students who are potential future employers.
7. Improved employee screening and selection.
8. Easier entry-level employee recruitment.
9. Reduce costs in recruitment and training.

### **Cooperative Education Requirements**

Students typically can earn one to four credit hours per semester through a cooperative work experience. There are several factors which determine the amount and type of credit that can be awarded. These include the following:

#### **Elective Co-op Credit (Academic)**

Students interested in receiving elective college credit for off campus employment may be eligible to enroll in the following:

**BUS 291** – Business Co-op for one (1) hour elective credit (requires a minimum of 5 clock hours per week). Work hours should be scheduled after school hours and on week-ends.

**or**

**BUS 292** – Business Co-op for two (2) hours elective credit (requires a minimum of 10 clock hours per week). Work hours should be scheduled after school hours and on week-ends.

**Course work may be repeated for credit; however, only eight (8) semester elective credit hours can be applied toward graduation.**

These cooperative work experiences provide valuable learning opportunities, and the student's participation will be graded and documented on his/her permanent record and transcript. Grades will be assigned for these courses. For additional information concerning elective (academic) co-op credit, please contact:

Ms. Latrece Hall  
 Andalusia Campus  
 334-881-2271  
[lhall@lbwcc.edu](mailto:lhall@lbwcc.edu)

#### **Co-op Credit (Technical)**

Students interested in a typical parallel Co-op arrangement will attend classes during the morning hours and be released to go to work in the afternoon. Each class will be handled on an individual basis and every attempt will be made to arrange the student's schedule in a manner to allow him/her to take advantage of any opportunity for employment.

Direct credit for a particular lab or shop course may be awarded if the work experience offers the student the opportunity to complete tasks which directly replace those which would be assigned to him/her while enrolled in that course at the College. Under these conditions, the student may be released from school early each day to go to work. The student could also be allowed to arrive late if class and work schedules can be arranged. Under these conditions, the student is awarded the number of semester hours credit assigned to the particular lab or shop course. The majority of cooperative work experience for career technical students will fall into this category.

## **Alternating Work Experience (Technical)**

Students interested in an alternating Co-op arrangement will attend school full-time for a semester followed by a semester of full-time work. Other schedules of rotation are possible and will be addressed if the need arises. Credit for alternating co-op arrangements will typically be elective co-op credit. However, alternating cooperative work experiences may be evaluated on an individual basis to determine if direct credit is possible. For additional information concerning direct and alternating co-op credit, please contact:

Ms. Peggy Linton, Dean of Instruction  
MacArthur Campus  
334-493-5337  
[plinton@lbwcc.edu](mailto:plinton@lbwcc.edu)

## **Counseling Services**

Student Services Counselors are available at each campus to assist students with academic, personal and career counseling. Counselors are available to provide guidance in choosing courses, discussing majors, degree plans and assisting students with the STARS Transfer Guide (Statewide Transfer and Articulation Reporting System) for Alabama public colleges and universities and the 2 to 4 Transfer Program for several private or independent colleges and universities. Counselors are qualified to assist students with their educational goals by providing personal counseling to help students with barriers that could hinder them in attaining their future goals. Personnel provide the opportunity for confidential sharing and discussion and when appropriate, will refer students to various community agencies.

## **Clubs and Organizations**

Clubs and Organizations offer all students an

opportunity to be involved in campus activities, to build friendships, and to serve the College and the community. Many of these clubs and organizations are available on all campuses.

**Ambassadors** – The LBWCC Ambassadors are students who serve as official hosts and hostesses for events held on campus. High school seniors who will be attending LBWCC and any students currently attending the College are eligible to apply. Applicants must complete an application, submit two letters of recommendation, and participate in an interview. The College offers a one-year Ambassador's scholarship for twelve hours per semester.

**Athletics** – Lurleen B. Wallace Community College participates in intercollegiate competition in men's baseball, men's and women's basketball, and women's softball. Athletic scholarships are available for qualified students. Interested athletes should contact the Athletic Director.

**Christian Student Ministries** – This organization is a non-denominational Christian union of students who meet weekly to share Bible study. It is composed of a group of concerned students devoted to sharing the love of Jesus Christ through outreach projects on campus and around the community. During meetings, the group discusses club business and spends time in prayer. There are no fees or dues. CSM centers on a real family atmosphere. The CSM family includes people from a variety of backgrounds and denominations.

**Civitan** – This club is a volunteer service organization and is a program of Civitan International that offers college students a means of personal enhancement and a better understanding of the value of community service. Civitan members are individuals who desire to learn and to share with their fellow

students and their community. To become a member of the LBWCC Civitan club, one must complete an approved application form. Anyone is welcome to visit the meeting and ask a current member to sponsor him or her. There are annual dues outlined by Civitan International.

**Drama Department** sponsors several performance opportunities for LBWCC students to participate throughout the year. Any LBWCC student can take an acting class or audition for a show. In addition, drama students travel each year performing for children and high school students.

**Fit Club** – Located on the Greenville campus, Fit club was established to promote health, wellness, and performance in LBW’s students. The club will educate students on healthy lifestyle, exercise, and eating habits and will provide opportunities to improve fitness.

**Ensemble** is a show choir/band performance group consisting of twenty students. The ensemble performs for elementary, middle, and high schools in our area. In addition, they have performed for civic clubs and college events and at Disney World in Orlando. Auditions are held each year. Scholarships are awarded for tuition and fees.

**Interclub Council** - This Council is composed of the officers of the Student Government Association and a representative from each club and organization on campus. The Council meets each semester with the President of the College to discuss issues of concern to the student body. In addition, the Council plans events that gives students a chance to become involved in campus activities.

**Mu Alpha Theta** - This is an organization that promotes scholarship in and the enjoyment of mathematics among community college students. Students must have a B average in all

college work and have made at least a B in college algebra or above to be invited to join Mu Alpha Theta. High school students who are already members of Mu Alpha Theta may have their membership transferred to the LBWCC organization. Mu Alpha Theta has a “once a member, always a member” policy.

**National Student Nurses Association** – Located on the MacArthur campus, the LBWCC chapter of the National Student Association was established to promote, mentor, and foster the development of nursing students in preparing for initial licensure as a nurse, to develop the leadership skills, and to convey the standards, ethics, and skills, in accordance with evidence-based practice, that students need as responsible and accountable leaders and members of the nursing profession. Promoting and engaging students in scholarly activities to further enhance teaching, growing, learning and enriching the skills, decisions, knowledge and attitudes of future nurses.

**National Technical Honor Society** – Located on the MacArthur Campus (chartered in October of 1997) seeks to recognize technical students with high achievements. The NTHS promotes the ideals of honesty, service, leadership and skill opportunities within the Society, service projects sponsored by the Society, and a strong emphasis on maintaining high academic standards. Members must meet several criteria; therefore, membership is by invitation only.

**Non-Traditional Student Association** – The purpose of the Non-traditional Student Association (NTSA) is to promote fellowship and to provide information to students who have not been in school for an extended period of time. This club helps returning students by making them feel at home and comfortable in a new environment. It provides tutors and assistance to help students to succeed in their chosen fields. It is a family-oriented club and

there are no dues.

**Phi Theta Kappa** is the honor society of the two-year college system and recognizes those students who excel academically. Lurleen B. Wallace Community College chapters are Alpha Beta Eta on the Andalusia Campus and Beta Pi Nu on the Greenville Campus. Requirements are achievement of a 3.5 grade average or above, full-time student, good citizenship, and high moral standards. Those students who make the Dean's List are sent invitations to attend an orientation session to learn about the organization and its many projects and activities. Those who meet all requirements for membership and who complete the application process are initiated into the organization in a formal ceremony. Phi Theta Kappa does not only recognize academic excellence; it also is very active in four hallmarks: leadership, scholarship, service, and fellowship.

**Saints Angels** – This is a volunteer group of students who serve as spirit leaders for LBWCC athletic teams. Through money raised during the year, the Angels host a supper for each team as a season opening celebration. The Saints Angels is a great way to get involved and have fun promoting the LBWCC athletic programs.

**Science and Engineering Club** – The purpose of this club is to promote awareness, as well as to enrich the educational experience beyond the classroom, to the students, the faculty, and to the public about science and engineering professions. The club intends to provide a meaningful contribution to the College and surrounding community, and to offer leadership opportunities to all members with an interest in science and engineering. This club will encourage students to make a difference and to discover new and exciting things about science and engineering. LBWSEC is open to all areas of science and engineering.

**Skills USA** is a nationwide association for students and teachers in public career and technical programs and the businesses that employ them. Skills USA offers prestige and recognition through awards and contests. Included in the organization are co-curricular activities that give students more than occupational skill development. These activities make education and training more meaningful.

**Student Government Association** represents the concerns and needs of the student body. It works to promote goodwill and understanding between faculty and students, to provide leadership on student concerns, and to act as a liaison between students and the administration. Officers and representatives are elected by the student body.

**Student Veterans & Military Association** – The purpose of the Student Veterans & Military Association is to promote the general welfare of veterans and dependents of veterans who attend LBW Community College and to continue to serve our country by contributing to the betterment of the LBW Community. This club also promotes fellowship between student veterans and dependents of veterans. It also helps the student veterans acclimate themselves back into society by giving them a chance to meet others who have served our country.

**Tennis Club** – Established on the Andalusia campus, the tennis club is a practice team for LBWCC students, faculty and staff. All skill levels are welcome. Practices are every Tuesday and Thursday from 5:30 to 7:30 at the LBWCC tennis courts.

## Disability Accommodations

Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation

Act of 1973 and the Americans with Disabilities Act of 1990. Programs, services, and meetings conducted by the College will be accessible to all people who desire to attend. If you have a disability that might require special materials, services, or assistance, or if you have questions relating to accessibility, please contact the ADA Coordinator on the respective campuses. For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800- 548-2546. All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators.

Andalusia Campus  
Latrece Hall  
334-881-2271

Greenville Campus  
Shana Burke  
334-382-2133, ext. 3102

Luverne Center  
Laura Elliott  
334-335-2187

MacArthur Campus  
Jason Cain  
334-493-5363

## Emergency Notification

As part of Lurleen B. Wallace Community College's effort to ensure the safety of students, employees, and visitors, the College utilizes a campus notification system. The College has partnered with SchoolCast to implement the **Saints Alert System**. The Saints Alert System enables the College to better inform the campus community of a possible dangerous situation. Students and employees can receive time sensitive emergency messages via text and voice messages to cell phones and home phones. Everyone who has

provided an email address to the College during the admission process will receive emergency alerts to those email addresses, in addition to their college-issued email address. Participation in this system is strongly encouraged. To access the Saints Alert dashboard use the following secure website <http://www.myschoolcast.com/go/lbwcc/>.

Students, faculty, and staff members can also sign-up to receive **Saint's Alert** text messages and e-mail alerts, via **mySchoolCast**, in case of a campus emergency or unplanned closure. All enrolled students will be sent an email at the beginning of each semester with a link, user name, password and instructions on how to sign up for this free service. In the event of an emergency or alert, students, faculty, and administration will receive an email and/or text message. **Note:** *Individuals will be responsible for any text messaging charges related to the Alert System messages.*

### Inclement Weather / Emergency Class Dismissal

In the event that it becomes necessary to close the campus or cancel classes and other activities due to inclement weather, notices will be issued through **Saint's Alert** and will also be carried on the following television and radio stations as well as official LBWCC social media:

#### Radio Stations

WAAO (93.7 FM) in Andalusia  
WAMI (102.3 FM) in Opp  
WKMX (106.7) in Enterprise  
WFXX (107.7 FM) in Andalusia  
WLWI (92.3 FM) in Montgomery  
WDJR (96.9 FM) in Enterprise  
WKXN (95.9 FM) in Greenville  
WOPP (1290 AM) in Opp

WTBF (94.7 FM) in Troy

WKWL (1230 AM) in Florida

WK94 (94.3) in Luverne

### Television Stations

WSFA 12 (NBC) in Montgomery

WAKA 8 (CBS) in Montgomery

W40BE (LOCAL) in Andalusia

WTVY 4 (CBS) in Dothan

Announcements for closing will be made by 7:00 a.m. for day classes and during the noon hour for night classes. Unless otherwise indicated, the closing of campus or cancelling of classes will be for one day.

## Health Services

First aid kits for minor injuries are available in the following locations:

### Andalusia Campus

- Administration Building – Business Office
- Learning Resources Building – Library
- Student Center – Student Services – Room 105
- Dixon – Conference Center – Music Director’s Office
- Gymnasium – Room 102

### Greenville Campus

- Main Office and Science Laboratory

### Luverne Center

- Main Office and Science Laboratory

### MacArthur Campus

- Student Center and each Department Office

First aid kits contain general medical supplies to assist with minor cuts and abrasions, minor burns, headaches, and other minor ailments. College personnel will assist students, as per student’s request, regarding first aid.

**Major Health Needs** – In the event of a severe medical problem or immediate emergency help, dial **911** to contact Emergency Medical personnel. If using a **campus telephone, dial 9 911**. Then contact the Campus Director on the appropriate campus and the Emergency Coordinator who is also the Director of College Facilities and Maintenance.

## Honors and Awards

During the spring of each year, the College honors and recognizes outstanding students at its **Annual Honors and Awards Ceremony** held on each of the three campuses. Students are selected by the faculty and administration and are honored in the categories of leadership, scholastics, service, and special recognition.

### All-USA and ALL-Alabama Academic Team

Two students are selected each year based upon published criteria. These students compete with other national and state nominees for national and state awards. In addition to being honored with other students from Alabama by the Chancellor of the Alabama College System during the annual state ceremony, the students are also honored by the President at the College’s annual spring awards ceremony and are recognized at the College’s commencement ceremony.

## Housing

Lurleen B. Wallace Community College provides a housing option for students attending the Andalusia campus. Saints Hall

consists of apartments which are located adjacent to the Andalusia Campus. For information regarding **Saints Hall** contact Ms. Amanda Jernigan at 334-488-8882 or email [ajernigan@lbwcc.edu](mailto:ajernigan@lbwcc.edu) or visit <http://www.saints-hall.com/>. Several housing opportunities (apartments and rental houses) are available in the local area and local realtors are also available for assistance.

## **Job Placement**

The administration, faculty, and staff cooperate fully to help students and graduates who are seeking full-time and part-time employment. Announcements from agencies and private employers are posted on campus for student information.

The Alabama Career Center representatives are available to assist with job opportunities, unemployment compensation, and the Workforce Innovation and Opportunity Act (WIOA).

For additional information contact the Career Centers at the following locations:

Andalusia 334-328-6739  
Enterprise 334-347-0044  
Greenville 334-382-3128  
Brewton 251-867-4376

On the MacArthur Campus, students interested in seeking employment should contact their instructors. Announcements from agencies and employers are also posted for student information.

## **Learning Resources Center/Library**

The Learning Resource Center at LBWCC is a

multi-campus library whose goal is to provide library materials, services, and facilities necessary to support the College's instructional programs, career-oriented associate degrees and certificates. The Learning Resource Centers are located on the second floor of the William H. McWhorter Learning Resource Building on the Andalusia Campus, Room 22 of the Student Services building on the Greenville Campus, Room 101 at the Luverne Center and within the Opp Public Library building adjacent to the MacArthur Campus. Students have access 24/7 via the library web site (<http://www.lbwcc.edu/library.aspx>) to a combined collection of over 40,000 books, e-books, magazines and journals, newspapers, and audio-visual materials, as well as, current and reliable full-text electronic resources offered by the College and the Alabama Virtual Library. Access to the AVL is available on campus from networked computers and off-campus remotely via GeoIP authentication. Users may only need a username and password if they travel or live out of state and want to use the resources. Additionally, users that live near the state line and users who access the Internet via an air card, cell phone, iPad, satellite, or U-verse may not be automatically authenticated; these users will need to log in with their AVL Card. Usernames and passwords may be obtained from the library if needed.

Library personnel are available to assist students, faculty, and staff in using the library's resources. Instruction is available to both classes and individuals. Requests for assistance may also be made electronically by email. Community patrons may use the facilities and services but will need to purchase a library card to check-out materials. Audio-visual materials may be viewed in-house. Computers are available for use. A courier service is in place to provide requested

materials between campuses.

## Lost and Found

Misplaced or lost articles may be turned in or claimed from the Switchboard on the Andalusia Campus, the Admissions Office on the Greenville Campus, the main office at the Luverne Center, and the Business Office on the MacArthur Campus.

## On-Line Student Information Center

The Student Information Center is an on-line information resource through which prospective students may track the status of their college admission and financial aid files. Student applicants are encouraged to monitor their files to be sure required documents are submitted before registration. Submission of all required documents will expedite the registration process. Enrolled students may use the **Student Information Center** to check their grades, register for classes, print unofficial transcripts, print their degree plans, and much more. Students who do not have internet access in their homes may use computers on campus to use the features available to them through the Student Information Center.

To access the Student Information Center, log on to the Lurleen B. Wallace Community College website, [www.lbwcc.edu](http://www.lbwcc.edu) and follow the steps below:

1. Click **myLBWCC** at the top of your screen.
2. Click the **Login** tab.
3. Read the information regarding your User ID and PIN.\*
4. Enter your User ID and PIN.

### To Check the Status of Your Admission File:

Click on Admission Requirements - If you have attended other colleges before applying to LBWCC, you will also need to click on Prior Transcript Requirements to check the status of other college transcripts.

**NOTE:** *All required documents must be submitted before financial aid can be awarded.*

### To Check the Status of Your Financial Aid File:

Click on Financial Aid Requirements - Select appropriate year.

**NOTE:** *All required documents must be submitted before financial aid can be awarded.*

Additional Features:

1. **Degree Plan** – to view/print current program degree plan
2. **My Schedule** – to view/print current class schedule
3. **Unofficial Transcript** – to view/print unofficial transcript
4. **Transcript Request** – to request official transcripts for admission to other colleges, for employment, etc.
5. **View Transcript Requests** – to check the status of submitted requests
6. **Financial Aid Status** – to view Financial Aid Award Summary
7. **Change PIN** – to change your PIN
8. **My Mid-Term Grades** – to view mid-term grades
9. **View My Grades** – to view your final grades for the term
10. **Registration** – to register once you are authorized by your advisor

\*Access to your records via the web requires the entry of your unique **User ID** and **PIN**. While your PIN is initially set to your date of birth in the format MMDDYY, you are required to change your PIN from your date of birth to the PIN of your choice (must be numeric) at your first login attempt. Your User ID will

remain your student identification number. Should you forget your PIN, you must present your photo ID to the Office of Student Services to have your PIN reset. You may present your photo ID either in person or by fax. Telephone requests will not be accepted.

## Parking Decals

All students are required to have a Lurleen B. Wallace Community College Parking Decal placed in the lower left rear window of all vehicles on campus. These decals can be obtained from the Business Office.

## Saints' Email

All admitted students to Lurleen B. Wallace Community College will receive a College-issued email address. LBWCC's student email system is referred to as Saints' Email and is the ONLY approved method of official email communication from LBWCC to students. These official notices may include class schedules changes, purge of student notices, and college closings, as well as notices from Admissions and Records, Financial Aid, and faculty. To ensure these notices are received and/or responded to in a timely manner, students should check their email daily.

## Student Records

The Director of Admissions and Records is responsible for keeping official records for all students. Records are kept in a fireproof storage vault and/or fireproof files. In addition, computer records are also maintained for each student. Student Services personnel and instructional personnel have access to information on currently enrolled and former students. Student files may be viewed by any college personnel with a legitimate need but

may not be removed from the Office of Admissions and Records. Student records are confidential and are released outside the College only upon receipt of written permission from the student. Students may review their files upon written request to the Director of Admissions and Records.

## STARS (Alabama Articulation Program) for Public Colleges and Universities in Alabama

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, 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. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another.

Lurleen B. Wallace Community College students planning to transfer to an Alabama public senior institution must print and retain the Transfer Articulation Guide for their major along with the transfer institution's Area V courses. The guide and Area V course listing must be submitted to the senior institution upon transfer. Failure to follow the transfer guide may result in the courses not being transferable. It is the student's responsibility to

become familiar with the requirements of the intended transfer senior institution.

Students who are interested in receiving a STARS Transfer Guide should visit the STARS website at <http://stars.troy.edu> or contact their advisor or the Office of Student Services. Articulation agreements are valid for three years.

## **2 to 4 Transfer Program for Private or Independent Colleges and Universities in Alabama**

The Alabama Community College System's **2 to 4 Transfer Program** allows for the seamless transfer from the community college to selected private or independent colleges in Alabama. The transfer agreement will guide the student through the first two years of coursework and will prevent the loss of credit upon transfer to the selected private or independent four year colleges and universities in Alabama. Students who are interested in receiving a **2 to 4 Transfer Program Guide** should visit the Alabama Community College System website at <http://www.accs.cc> and click on Higher Ed Transfer.

## **Federal Trio Programs**

Federal TRIO programs are designed to assist low-income, first generation and/or disabled students in successfully graduating from college. TRIO grant programs, funded by the U.S. Department of Education, target students who would typically not seek a college degree and break down barriers to enable students to enter, attend and graduate from college. At least two-thirds of all TRIO program participants must meet low-income, first-generation status. TRIO programs traditionally provide numerous services: academic

counseling, mentoring, tutoring, study skills workshops, motivational seminars, admission and financial aid information services, and community referrals. Presently, the College manages a single Federal TRIO grant program: Student Support Services.

## **Student Support Services Program**

The Student Support Services (SSS) Program is a grant funded through the U.S. Department of Education and has been part of Lurleen B. Wallace Community College for over 35 years. The Student Support Services Program works in cooperation with all departments at LBWCC and continues to be committed to helping students progress towards graduation and beyond. This program provides opportunities for academic development, assists students with basic college requirements, and serves to support and motivate students toward the successful completion of their postsecondary education. The goal of the SSS program is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

Student Support Services Program participants have benefited from services such as the following:

- Academic advising
- Career planning
- Counseling
- Campus visits to four-year universities
- Cultural and social enrichment activities
- Financial aid workshops
- Financial/economic literacy programs
- Supplemental Grant Aid funds
- Tutorial services

To qualify for participation in the Student Support Services Program at Lurleen B. Wallace Community College, an applicant must

meet the following criteria:

- Be officially admitted and enrolled at LBWCC
- Be a citizen of the United States of America
- Be a first-generation college student, (parent(s) did not graduate from a 4-year institution) and/or,
- Meet income criteria set forth by the U.S. Department of Education and/or,
- Have a documented disability

If you are interested and want to determine your eligibility, please call or visit one of the Student Support Services Program offices.

- Andalusia Campus – (334) 881-2243, Learning Resource Center Building
- Greenville Campus – (334) 382-2133, Student Services Building
- MacArthur Campus – (334) 493-5363, Student Center Building

## Testing Programs

### Advanced Placement (AP)

Students who have made a score of 3 or higher on any AP subject examination may be awarded credit for a minimum of one course in the subject area. The maximum hours of credit that may be awarded will be set by State policy.

### American College Test (ACT)

The American College Test (ACT) is a curriculum and standards based educational and career planning tool that assesses students' academic readiness for college. The ACT is administered on the Andalusia Campus on national test dates scheduled by ACT. The College is an official testing center for administering the ACT. Students interested in

taking the test must apply online.

[www.actstudent.org](http://www.actstudent.org)

### Placement Assessments

Lurleen B. Wallace Community College uses a multi-level screening process to determine placement in English and mathematics. All first-time students who enroll in associate degree or certificate programs that enroll for more than four credit hours per semester will be screened in the areas of English, and mathematics using ACT and SAT scores as well as high school grades in English and mathematics. Students who do not meet placement criteria by these methods will be assessed through the administration of ACCUPLACER. The assessments are designed to assist advisors and counselors in placing students into appropriate college credit courses or developmental courses.

Students **must** present picture identification and have an application for admission on file with the Office of Admissions and Records in order to take the test. Admission to testing will **not** be granted without proper identification. Placement exam scores are valid for a period of **five years**. After five years, scores become invalid, and students must retest.

### Exemptions

Students are exempt from assessment requirements in a specific subject area if they meet **one** of the following criteria:

- Score 17 or above on the ACT English, 17 or above on the ACT and mathematics. (Scores are good for **five** years.)
- Score 510 or above on the new SAT evidence based reading and writing; or 510 or above on the new SAT math. (Scores are good for **five** years.)

- High school gpa of at least 2.75 with minimum grade of “C” in English 12; high school gpa of at least 2.75 with minimum grade of “C” in Algebra II, and enroll within **five** years of high school graduation.
- Possess an Associate degree or higher.
- Transfer degree-creditable, college-level English or mathematics courses with a grade of C or better.
- Be a student who is enrolling in a particular short certificate program having no English or mathematics requirements.
- Be a student who is enrolling for personal enrichment purposes only.
- Have completed require developmental coursework at another Alabama Community College System institution within the last three years.
- Be an audit or transient student.
- Scored a 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED

To be eligible for these exemptions, assessment scores and/or college transcripts must be on file in the Admissions Office. If student does not meet the exemption requirements listed above, then all first-time college students are required to take the college placement assessment. The placement assessment measures college entry-level skills in writing and mathematics. Scores are used to determine appropriate courses. After the college placement assessment is complete, students will receive a detailed explanation of course placement based on their scores.

### Retesting

Students not satisfied with their placement scores and/or placement in developmental

courses may challenge their placement results. Students may retest as many times as they choose. However, the student should complete test preparation activities. Additional preparation may include but is not limited to academic boot camps, online pre-tests, and placement test applications. Students are required to pay \$8 to retest whether they take one or two portions of the test. Students must retake the placement test before enrolling in a developmental course. Once students enroll in a developmental course, they must complete the developmental sequence. Students will not be allowed to retest once remediation in the program has started.

For assistance in preparing for the ACCUPLACER:

<https://accuplacer.collegeboard.org/students>

### General Educational Development Test (GED)

The General Education Development Test (GED) provides individuals who have not earned a high school diploma the opportunity to earn a certificate equivalent to the high school diploma. The GED certificate is designed to provide both employment and higher education opportunities.

### GED Testing Requirements

- Testing is offered on the LBWCC MacArthur Campus in Opp.
- Individuals are required to register for test via [www.ged.com](http://www.ged.com).
- The cost of the test is \$120; consist of four parts at \$30 each.
- Individuals must present a valid picture identification at the time of testing.
- Individuals 17 years of age must present a notarized parental permission letter, notarized documentation from the school or

official withdrawal (Exit Interview form), and social security card at the time of testing.

- Admission to testing will not be granted without proper identification.

To register to take the GED exam go to [www.ged.com](http://www.ged.com) or call 1-877-EXAMGED (1-877-392-6433).

**LBWCC MacArthur Campus Contact: Wendy Johnson (334-493-5333)**

## Transcript Request Policy

In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts without the student's **written request**. Written requests must be made directly to the Director of Admissions and Records, Lurleen B. Wallace Community College, 1000 Dannelly Blvd, P.O. Box 1418, Andalusia, AL 36420; requests may be faxed to 334-881-2201; or requests may be made online at [www.lbwcc.edu](http://www.lbwcc.edu).

Official transcripts are sent to institutions, companies, agencies, etc., upon the student's **written request**. Official transcripts will not be issued to the individual student. However, the student may request an unofficial transcript that does not bear the college seal and is marked "Issued to Student".

Transcript requests are processed as they are received. Requests should be made at least two weeks in advance of need. Official transcripts from other institutions are not issued. Requests for transcripts from other institutions must be directed to the institution concerned. Transcript requests may be denied for students who have a financial obligation to the College. Any financial obligation to the

College must be cleared before transcripts will be released.

## Tutorial Services

Lurleen B. Wallace Community College provides programs and services that assist students in obtaining and reaching their academic goals. The College provides tutorial resource labs at each campus and in cooperation with the Student Support Services Program, recruits professional and peer tutors to assist students. All tutorial labs are open Monday through Thursday 8:00 a.m. until 5:00 p.m. and Friday 8:00 a.m. until 12:00 noon. These services are provided free of charge.

Tutorial instruction is currently available for the following courses (additional courses may be requested as needed):

- Basic English 093
- English Composition 101 & 102
- Math 090, 098, 100 & 112
- Biology
- Chemistry
- Physics
- Medical Coding
- Nursing

Students may schedule appointments or visit peer-tutors upon availability. For further information, contact the Student Support Services Program – Andalusia 334-881-2243; Greenville 334-383-6704; MacArthur Campus 334-493-5363.

Additionally, students may use the online tutorial service – **Homework Alabama** from the Alabama Public Library Service at <https://aplsws1.apls.state.al.us/aplsnew/homework/>. This service offers free tutoring from subject specialists. Services are available Sunday through Thursday from 3:00 p.m. until 10:00 p.m.

# STUDENT REGULATIONS COLLEGE POLICIES AND PROCEDURES

Lurleen B. Wallace Community College recognizes that in order to efficiently and effectively carry out its mission, all students must understand and follow the policies and procedures as published by the College. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on campus. Therefore, all students are obligated to abide by the policies and procedures established by the College.

## Blood-borne Pathogens Policy

Students or employees infected by a blood-borne pathogen will not automatically be excluded or dismissed from enrollment or employment, nor shall they be restricted in their access to services or facilities except in the event that a conscientious decision based on professional medical judgment is made to protect the welfare of the individual and/or the welfare of other members of the College community.

Students and employees who know or have reason to believe that they are infected by a blood-borne pathogen are expected to seek medical treatment and advice and to conduct themselves responsibly for the protection of other members of the college community.

## Blood-borne Pathogens Post-Exposure Management Protocol

### A. Introduction

The purpose of this protocol is to inform students and staff regarding

the risk of exposure to blood-borne pathogens and the required procedure to follow if accidental exposure occurs. It is each person's responsibility to utilize precautions on campus, in clinical setting and at all college sponsored events. This policy is based on the most current available information.

### B. Protocol

If an exposure occurs, students and staff should follow the College protocol as specified below. (If an exposure occurs in a cooperating agency setting, students or staff should also follow the guidelines of the agency.)

1. Immediately cleanse the affected area with soap and water.
2. If skin is punctured, bleeding should be encouraged, if not excessive. Provide first aid measures, if applicable.
3. Report exposure immediately to supervisor. Supervisor will complete exposure incident report that will be forwarded to the Administrative Office. All records will be considered confidential.

Following a report of any exposure incident, the supervisor shall:

- a. Document the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- b. Identify and document the source individual, unless the

agency can establish that identification is prohibited by state or local law.

4. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the institution or agency shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated. Results of the source individual's testing shall be made available to the exposed person. The exposed person shall be informed of applicable laws and regulations concerning disclosure of the identifier and infectious status of source individual.
5. Refer the exposed person for collection and testing of blood for HBV and HIV serological status by the local Public Health Department or private physician. The exposed person's blood shall be collected as soon as feasible and tested after consent is obtained. If the exposed person consents to baseline blood collection, but does not give consent at that time for HIV serological testing,

the sample shall be preserved for at least 90 days. If within 90 days of the exposure incident the person elects to have the baseline sample tested, such testing shall be done as soon as feasible.

6. Refer the person for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service:
  - a. Counseling
  - b. Evaluation of reported illnesses
  - c. Provide information to the Health Department or private physician
  - d. The Supervisor shall ensure that the Health Department evaluating a person after an exposure incident is provided the following information:
    - e. A description of the exposed person's responsibilities as they relate to the exposure incident.
    - f. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
    - g. Results of the source individual's blood testing if available.
    - h. All medical records relevant to the appropriate treatment of the person, including vaccination status, which are the exposed

person's responsibility to maintain.

- i. It is the exposed person's responsibility to provide the College with records of their exposure results to which will be held confidentially in the school's Administrative Office.

### **C. Universal Precautions**

Students and Staff must employ the universal precautions recommended currently by the Centers for Disease Control. The universal precautions include but are not limited to the following:

1. Routine use of barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. Gloves should be worn for touching blood, bloody fluids, mucous membranes or non-intact skin (e.g. abrasions, dermatitis) for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture. Gloves should be changed after contact with each client.
2. Masks, protective eye wear or face shields, and specialized clothing should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposures of mucous membranes of the mouth, nose and eyes. Hands and

other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. Surfaces contaminated with blood should be decontaminated with a solution made from a 1-10 dilution of household bleach and water; spray the surface with effective disinfectant.
4. Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
6. Soiled clothing should be cut off and placed in biohazard container or bag.

Resources: Morbidity and Mortality Weekly Report (37:377-388, 1988)

## **Campus Security Policies and Campus Crime Statistics Disclosure**

The information contained in this disclosure document is provided by Lurleen B. Wallace Community College in compliance with The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f)). Inquiries regarding the information contained herein should be directed to the Director of Facilities and Maintenance who is responsible for security on all campuses. <http://ope.ed.gov/security/>

### **A. Reporting Criminal Actions or Other Emergencies**

1. It is the policy of Lurleen B. Wallace Community College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated by the College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to 911 or to the Dean of Student Affairs. In the event of the absence or unavailability of the Dean, the situation should be reported to the President.
2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any college employee or student to file a false

report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph A.1. above.

3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1. above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

### **B. Security of, and Access to, Campus Facilities**

College facilities are routinely patrolled by members of the City of Andalusia, City of Greenville, City of Luverne, and City of Opp Departments of Public Safety (Police Department) who are on standby 24 hours per day in the case of an emergency. Response time is approximately 5 minutes. The active students, faculty, and staff have access to the College during basic hours of operation. Buildings are open 7:00 a.m. and close at 10:00 p.m. Access keys are assigned to individuals as approved by the Campus Directors. Special use of facilities is approved by the Campus Directors. The campus grounds are lighted until midnight, and buildings

are lighted from dusk to dawn. Students and employees are encouraged to be cautious.

**C. Campus Law Enforcement Policies and Practices**

Any infraction or attempted infraction of policies as set forth in the College Catalog will be reported to the Dean of Student Affairs.

**D. Campus Programs on Security and Safety**

Programs on security and safety will be suggested and coordinated through the Student Affairs Council and the Dean of Student Affairs.

**E. Crime Prevention Programs for Students and Employees**

Programs on crime prevention for students and employees will be suggested and coordinated through the Student Affairs Council and the Dean of Student Affairs.

**F. Campus Crime Statistics**

The following are statistics relating to incidents occurring on the main campus of, any branch of, or any other site operated by, Lurleen B. Wallace Community College for years 2015, 2016, and 2017.

For the purposes of this report, the definition expressed below shall apply. These definitions are consistent with those used by the U. S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus shall be based on its designation by the investigating law

enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body.

**1. Definitions**

- a. Murder (including non-negligent manslaughter) is the willful killing of one human being by another. Not included in this classification are deaths caused by negligence, suicide, or accident, or justifiable homicides. (Attempted murder and assault to murder shall also be excluded, but will be classified as “aggravated assaults as defined below.”)
- b. Rape is the carnal knowledge of any student forcibly and against his/her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.
- c. Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- d. Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts to injure or kill are included in this category.
- e. Burglary is defined as the

unlawful entry of a structure to commit a felony or theft. The use of force to give entry is not required to classify an offense as a burglary, so long as the entry was unlawful.

- f. Motor Vehicle Theft is defined as the theft or attempted theft of a motor vehicle. This offense includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.
2. Statistics for 2015
- Murder  
0 - Number of incidents classified as murder
- Rape  
0 - Number of forcible rapes  
0 - Number of attempted rapes or assaults to rape  
0 - Total
- Robbery  
0 - Number of robberies involving the use of a weapon  
0 - Number of robberies involving force or threat but no weapon  
0 - Total
- Aggravated Assault  
0 - Number of attempted murders  
0 - Number of other aggravated assaults  
0 - Total
- Burglary  
0 - Number of Burglaries of occupied dwelling places

0 - Number of Burglaries of unoccupied dwelling places  
0 - Number of other Burglaries  
0 - Total

Motor Vehicle Theft  
0 - Number of automobile thefts  
0 - Number of other motor vehicle thefts  
0 - Total

VAWA Offenses  
0 - Domestic Violence  
1 - Dating Violence  
0 - Stalking

### 3. Statistics for 2016

Murder  
0 - Number of incidents classified as murder

Rape  
0 - Number of forcible rapes  
0 - Number of attempted rapes or assaults to rape  
0 - Total

Robbery  
0 - Number of robberies involving the use of a weapon  
0 - Number of robberies involving force or threat but no weapon  
0 - Total

Aggravated Assault  
0 - Number of attempted murders  
0 - Number of other aggravated assaults

Burglary  
0 - Number of Burglaries of occupied dwelling places  
0 - Number of Burglaries of unoccupied dwelling places  
0 - Number of other Burglaries

0- Total

Motor Vehicle Theft

0 - Number of automobile thefts  
0 - Number of other motor vehicle thefts  
0 – Total

VAWA Offenses  
0 – Domestic Violence  
0 – Dating Violence  
0 - Stalking

0 - Number of automobile thefts  
0 - Number of other motor vehicle thefts  
0 – Total

VAWA Offenses  
1 – Domestic Violence  
0 – Dating Violence  
0 - Stalking

3. Statistics for 2017

Murder

0 - Number of incidents classified as murder

Rape

0 - Number of forcible rapes  
0 - Number of attempted rapes or assaults to rape  
0 - Total

Robbery

0 - Number of robberies involving the use of a weapon  
0 - Number of robberies involving force or threat but no weapon  
0 - Total

Aggravated Assault

0 - Number of attempted murders  
0 - Number of other aggravated assaults

Burglary

0 - Number of Burglaries of occupied dwelling places  
0 - Number of Burglaries of unoccupied dwelling places  
0 - Number of other Burglaries  
0 - Total

Motor Vehicle Theft

**G. Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations**

The College does not recognize off-campus student organizations. If a campus-based organization is on a field trip, activity, conference, or meeting away from campus, the sponsor is responsible for reporting to the appropriate authorities the criminal incident at the time the incident takes place and as soon as possible to the Dean of Student Affairs.

**H. Arrest Statistics Relating to Alcohol, Drugs, and Weapons**

1. Definitions - The arrest statistics stated in this section are subject to the following definitions:
  - a. Arrest is the lawful detention by a person with arrest powers of a person where there is probable cause to believe violated one of the offenses covered in this section.
  - b. A Liquor Law Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
  - c. A Drug Abuse Violation is an act or omission committed in violation of an ordinance or statute designed to

control the possession, sales, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.

- d. Weapons Possession shall be the illegal possession or control of an item designated as a “weapon” by ordinance, statute, or case law.

## 2. Arrest Statistics for 2015

The following are data relating to arrests which occurred during the calendar year 2015 on the campus of, any branch campus of, or any site operated by, the College

### Liquor Law Violations

0 - Number of arrests for illegal possession of alcoholic beverages

0 - Number of arrests for illegal sale or distribution of alcoholic beverages

0 - Number of arrests for public intoxication

0 – Total

### Drug Abuse Violations

0 - Number of arrests for illegal possession of an illicit drug or controlled substance

0 - Number of arrests for sale or distribution of drugs or controlled substances.

0 - Number of arrests for possession, sales, or distribution of drug paraphernalia

0 - Total

### Weapons Violations

0 - Number of arrests for illegal possession or control of a firearm

0 - Number of arrests for illegal possession or control of explosives

0 - Number of arrests for possession or control of weapons other than firearms or explosives

0 –Total

## 3. Arrest Statistics for 2016

The following are data relating to arrests which occurred during the calendar year 2016 on the campus of, any branch campus of, or any site operated by, the College

### Liquor Law Violations

0 - Number of arrests for illegal possession of alcoholic beverages

0 - Number of arrests for illegal sale or distribution of alcoholic beverages

0 - Number of arrests for public intoxication

0 - Total

### Drug Abuse Violations

0 - Number of arrests for illegal possession of an illicit drug or controlled substance

0- Number of arrests for sale or distribution of drugs or controlled substances.

0 - Number of arrests for possession, sales, or distribution of drug paraphernalia

0 - Total

### Weapons Violations

0 - Number of arrests for illegal possession or control of a firearm

0 - Number of arrests for illegal

possession or control of explosives  
0 - Number of arrests for possession or control of weapons other than firearms or explosives  
0 –Total

explosives  
0 - Number of arrests for possession or control of weapons other than firearms or explosives  
0 –Total

#### 4. Arrest Statistics for 2017

The following are data relating to arrests which occurred during the calendar year 2017 on the campus of, any branch campus of, or any site operated by, the College

Liquor Law Violations  
0 - Number of arrests for illegal possession of alcoholic beverages  
0 - Number of arrests for illegal sale or distribution of alcoholic beverages  
0 - Number of arrests for public intoxication  
0 - Total

Drug Abuse Violations  
0 - Number of arrests for illegal possession of an illicit drug or controlled substance  
0 - Number of arrests for sale or distribution of drugs or controlled substances.  
1 - Number of arrests for possession, sales, or distribution of drug paraphernalia  
1 - Total

Weapons Violations  
0 - Number of arrests for illegal possession or control of a firearm  
0 - Number of arrests for illegal possession or control of

#### **College Policies on Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs**

Policies formulated in compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act follow.

#### **Clubs and Organizations Policies**

All students are encouraged to contribute to the decision-making process of the College. Students should voice their comments and suggestions through the student organizations and follow the chain of command. Student organizations and activities give the student body an opportunity to make positive contributions to both the community and the institution. All student organizations are open to all students of this institution who qualify for membership.

Campus organizations shall be open to all students without respect to race, creed, national origin, gender, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama and the Alabama Community College System. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper college officials. Clubs or organizations shall not encourage any action that might cause disrespect to a student, instructor, or college activity.

#### **Obtaining Continued Recognition Chartering Procedures/Official Recognition**

- A. Formation of New Organizations -**  
Any group wishing to organize on

campus must submit a written request to the Dean of Student Affairs. The Dean of Student Affairs will present this request to the Executive Council for approval and then notify the group of that decision. At the appropriate time, a constitution containing the following information must be presented to the Dean of Student Affairs for approval:

1. The name of the organization.
2. The statement of purpose of the organization.
3. Membership eligibility requirements.
4. A list of promoting students.
5. A listing of officers by title and duties and any special function of the offices.
6. A statement of the length of terms of the officers and the time and method of election.
7. A statement of when, where, and how often meetings will be held.
8. A statement of membership dues, including amount and frequency of payment, and provision for disposition of any funds in the event of dissolution of the organization.
9. Provision for club advisors and name of club advisor.
10. Statement of any national, state, or regional affiliation and a copy of this affiliation's constitution must be attached.

**B. Temporary Recognition** - Temporary recognition may be given to organizations upon submission of a constitution containing the above listed requirements and would permit the

organizations to function for not more than one semester pending official charter approval.

**C. Review and Approval** - A typewritten copy of the proposed constitution must be submitted to the Dean of Student Affairs for suggestions, recommendations, and approval. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that the application for recognition is being considered or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Dean of Student Affairs, and an up-to-date copy of the constitution must be on file in the Office of the Dean of Student Affairs.

#### **Club Advisors**

All student organizations must have a qualified club sponsor/advisor approved by the Dean of Student Affairs and the President of the College. Any changes to sponsors or advisors must be coordinated through the same individuals. Each organization must also have at least one co-sponsor or alternate advisor, who will also be approved by the Dean of Student Affairs and the College President.

Upon acceptance of the recommendations, the Dean of Student Affairs shall notify the sponsor/advisor. A faculty member who agrees to serve as a club sponsor/advisor accepts the responsibility for encouraging the organization in its purpose and activities, within the limits of college policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution.

No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Dean of Student Affairs. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor.

Speakers, special programs, and activities, and program topics must have the formal approval of the club sponsor/advisor and the Dean of Student Affairs or his/her designees. Requests for activities, other than normal meetings must be made in writing at least seven days prior to the activity. A request for outside speakers must be made, in writing, a minimum of seven days prior to the issuance of an invitation.

### **Meetings**

Recognized student organizations are required to hold their meetings on campus, and the College facilities will be made available to them. Special permission must be obtained from the Dean of Student Affairs or his/her designee for off-campus meetings.

### **Tenure of Student Organizations**

Any organization determined not to fulfill its approved purpose and goals is subject to probation, reorganization, or dissolution. The Dean of Student Affairs may request minutes of meetings, financial statements, and/or any other information he/she may deem appropriate in determining the tenure of a student organization.

### **Procedure for Approval of Fund-Raising and/or Solicitation of Funds**

All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s). College fund-raising activities for student organizations and clubs must be approved by the Dean of Student

Affairs. All student organizations must submit through their faculty/staff program sponsor to the Dean of Student Affairs a request for approval stating the purpose and type of fund-raising activity, whether it will take place on campus or off-campus, and the targeted group (e.g., community, business, student body, staff, and community agencies organization). The date the activity is planned should be specified and the request should be submitted at least one week prior to the activity. This request may be made through the use of a memorandum addressed through the faculty/staff sponsor to the Dean of Student Affairs. The Dean of Student Affairs will provide a copy of this information to all appropriate personnel of the College.

## **Student Code of Conduct**

The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the fact that they will be held accountable for compliance with its provisions. By enrollment at and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in Lurleen B. Wallace Community College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the

intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor, faculty or staff member—or the College itself, is strictly prohibited.

A faculty member has the authority to ensure that there is an appropriate classroom environment conducive to learning, in accordance with this policy. A faculty member may establish specific requirements and penalties and provide more detailed clarification of the application of this conduct policy within their respective classroom.

### **Application of Student Code of Conduct**

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in college-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

### **Misconduct**

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Student Conduct Code (CODE) for the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area material or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
5. Submitting as your own work essays, term papers, lab reports, or other project which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
7. Gaining, without authorization, access to the work of another student (e.g. accessing the computer file of another student);
8. Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized;
10. Violating any supplementary academic honesty code that has been adopted and approved in individual divisions of the College and distributed to students within those divisions;
11. Knowingly furnishing false information to the members of the College faculty

- or to other officers or employees of the College in pursuit of their official duties;
12. Forgery, alteration, or misuse of college documents, records, or identification;
  13. Issuance of worthless checks made payable to the College;
  14. Failure to comply with the authority of college officials acting within the capacity and performance of their positions;
  15. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other college activities, or other activities on college premises by either college or non-college persons or groups;
  16. Destruction, damage, or misuse of college, public, or private property (the student or organization is responsible for any damage done to college property);
  17. Conduct in violation of federal or state statutes or local ordinance which threatens the health and/or safety of the College community, or adversely affects the educational environment of the College;
  18. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
  19. Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space, facilities, or services;
  20. Hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals, which could cause discomfort, pain, or injury, or which violates any legal statute or college rule, regulation, or policy. Hazing has been defined as, but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation that results in or may result in mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;
  21. Profanity and lewd, obscene, licentious, indecent language or conduct or written threat of such action against another person;
  22. Lewd, obscene, licentious, indecent, or inappropriate dress;
  23. Harassment, intimidation, bribery, physical assault, sexual assault, or any other means, implied or explicit, to influence any member of a judicial body named in the CODE, including witnesses, faculty members, staff members and students, before, during or after a hearing. Organizations shall be responsible for the actions of their

- individual members, alumni, advisors, etc., in this type situation;
24. Possession, while on college-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
  25. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function;
  26. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function;
  27. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
  28. Smoking (including the use of e-cigarettes or other electronic nicotine delivery devices), chewing, dipping or other use of a tobacco product in college-owned or college-controlled property; use of the above products is prohibited in all College buildings and vehicles. Use of these products is allowed outdoors but not within 25 feet of building entryways;
  29. Theft, accessory to theft, and/or possession of stolen property;
  30. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code and the annual campus safety and security publication;
  31. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
  32. Trespassing or unauthorized entry;
  33. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
  34. Publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions;
  35. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which shall include, but is not limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;
  36. Disruptive devices such as cellular telephones, CD players, tape players, radios or other electronic devices in the student center, hallways, lecture room, classrooms, Learning Resource Center, or any other place which will interfere with the normal activity of the College;
  37. Any form of gambling;
  38. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
  39. Improper use of the Internet or other computer technology that is made available for student use in any facility on the campus of Lurleen B. Wallace Community College or assigned to Lurleen B. Wallace Community College;
  40. Any other activity, conduct, or failure to follow procedure not specifically stated

herein which impairs or endangers any person, property, or the educational environment of the College.

**Violations** of the above will render a student subject to disciplinary action under the procedures that provide for adequate notice and a fair hearing, outlined in this student handbook. Penalties for violations may include the following: reprimand, probation, loss of privilege, suspension, expulsion, and other penalties which may be set forth in college regulations published in this student handbook.

Where there has been a serious violation of Lurleen B. Wallace Community College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative, normally the Dean of Student Affairs may immediately suspend the student. The student shall be entitled to a hearing according to the regular disciplinary procedures.

In the event a student charged with a violation of the Student Code of Conduct elects to withdraw from the class where the violation occurred or to withdraw from the College, such student shall nevertheless be subject to answering the charges and subject to such penalties as may be imposed at the various levels of the appeals process.

#### **Due Process for Student Disciplinary Cases**

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College also assures each student that no disciplinary action is taken on grounds that are not supported by substantial evidence. Any case involving violation of published policies and regulations in this catalog will be brought to the immediate attention of the Dean of Student Affairs.

1. Charges of disciplinary nature may be referred against a student by a fellow student or members of the administration, faculty, or staff. The individual(s) preferring the charge must do so in writing to the Dean of Student Affairs.
2. The Dean of Student Affairs will notify the student of the charges against him/her. (This initial notification may be verbal in nature.) If the Dean of Student Affairs deems that the presence of the student(s) poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student(s) may be temporarily or indefinitely suspended. In this case a hearing will be held within 72 hours of the student's removal.
3. Depending on the circumstances, the Dean of Student Affairs may discuss the case with the student(s) and may arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached, the Dean of Student Affairs will appoint a Student Disciplinary Committee.
4. The Dean of Student Affairs will notify the student(s), in writing, of the charges and provide the date, time, and location of the Student Disciplinary Committee hearing.
5. The chair of the Student Disciplinary Committee will submit the official findings of the committee to the Dean of Student Affairs.
6. The Dean of Student Affairs will notify the student(s), in writing the results of the findings of the Student Disciplinary

Committee.

### **Students Rights**

The student does not forfeit any constitutional rights upon entrance into the student body of the College. The student does agree to abide by the College's rules, regulation, policies, and the Student Code of Conduct.

The student may have one person present to serve as counsel at the hearing for advisement only. Counsel will not have the right of cross-examination. The student's refusal to answer questions shall not be construed as admission of guilt.

A Student Disciplinary Committee hearing may be requested by a student; to review a decision made by institutional personnel whom the student feels is a violation of the right to due process. The student has the right to appeal the Student Disciplinary Committee's decision through procedure described under "Process for Right of Appeal" herein.

The Student Disciplinary Committee shall have the equal function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

### **Students Disciplinary Committee Composition and Responsibilities**

The Student Disciplinary Committee shall have the equal function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

1. The Committee shall consist of two faculty members, one Student Services professional, one student, and a Chair.
2. The Committee members shall be

appointed by the Dean of Student Affairs. The members shall serve for the hearing of one case and may be reappointed to serve on subsequent committees. The student representative will serve in the same manner as the faculty members. The chair will provide and shall cast a vote only when necessary to break a tie. Any committee member who has any personal interest or special information concerning the case will be disqualified from the case. A replacement shall be appointed by the Dean of Student Affairs.

3. The Committee shall maintain an adequate record of the history and disposition of each case. The record shall include a summary of the evidence upon which the Committee based its decision.
4. The decision of the Student Disciplinary Committee will be reached by majority vote.
5. A finding of the facts, decisions, and recommendations of the Student Disciplinary Committee shall be forwarded to the Dean of Student Affairs.
6. The Dean of Student Affairs will immediately notify the student of the Committee's findings and provide information on the course of any appeal.

### **Process for Right of Appeal**

The Dean of Student Affairs shall be the final authority in the appeal process. The student may file a written request with the Dean of Student Affairs asking that Lurleen B. Wallace Community College review the decision of the

Student Disciplinary Committee. The written request must be filed within five days (excluding Saturdays, Sunday and holidays) of official notification of the Committee's findings. No new evidence will be admitted in the appeal process. The Dean of Student Affairs will then make an independent decision based on all information. The Dean of Student Affairs will notify the student of that decision which is final.

### **Sanctions Imposed by the Student Due**

#### **Process Hearing Committee includes:**

1. Exoneration – Complete dismissal of guilt on all charges against the accused.
2. Censure – A statement to the offender that he/she has violated college regulations and of the possibility of more stringent disciplinary action in the event of future violations.
3. Restitution – Reimbursement for damage or misappropriation.
4. Disciplinary Probation – Exclusion from participation extracurricular activities for a specified period of time and/or being placed on notice that subsequent violations of the Code will result in temporary or indefinite suspension.
5. Suspension – Exclusion from classes, the campus, and extracurricular activities for a specified period.
6. Expulsion – Termination of student status for a definite or an indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.
7. Community Service – Performance of duties under the supervision of local agencies or College department

officials.

Conscious effort is made to assure that all college regulations are within the scope of the lawful mission of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the administration will take direct and appropriate action in any case involving the integrity of the College and the well-being of its students.

## **Drug and Alcohol Abuse Prevention Program**

### **I. Introduction**

It is the policy of Lurleen B. Wallace Community College that during each academic year, the information contained in this document shall be distributed to each student and employee of the College. It is further the policy of Lurleen B. Wallace Community College that during May of 1991 and every other May thereafter, a committee assigned by the President of the College shall review its Drug and Alcohol Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by 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 the Committee's recommended revisions as he/she shall deem appropriate and reasonable.

## II. Standards of Conduct and Disciplinary Sanctions for Violations

Lurleen B. Wallace 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 drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student or employee, the 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 or suspension or termination of employment or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately desist from such 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.

## III. Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs

### A. State Offenses

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following. (Those provisions which refer to

drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in terms of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as crystal methamphetamine, heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II and those substances with the least potential for abuse are included in Schedules IV and V. The Schedules may be found at Code of Alabama (1975), Section 20-2-23, et seq.)

1. Public Intoxication is punishable by up to 30 days in jail. (Code of Alabama (1975), sec. 13A-11-10.)
2. Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of \$25-\$100 or a 30 day jail term. (Code, sec. 28-1-5.)
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$100 and, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-4-20, et seq.)
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000 plus, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-1-1.)
5. Driving or being in actual physical control of a vehicle while under influence of alcohol or other drugs is punishable, upon the first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use

- is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one (1) year. (Code, sec. 13A-12-213.)
7. Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten (10) years. (Code, sec. 13A12-213.)
  8. The selling, furnishing, or giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not more than 20 years. (Code, sec. 13A-12-211.)
  9. The selling, furnishing or giving by a person 18 years or older to a person under the age of 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of up to life. (Code, sec. 13A-12-215.)
  10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or a prison term of not more than 10 years. (Code, sec. 13A-12-212.)
  11. Conviction for an unlawful sale of a controlled substance or, within a three-mile radius of, any educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code, sec. 13A-12-250.)
  12. The use or possession with intent to use, of drug paraphernalia is punishable by up to three (3) months in jail and/or a fine of up to \$500. (Code, sec. 13A-12-260.)
  13. The sale of, delivery of, or possession of with the intent to sell or deliver drug paraphernalia is punishable by not more than 10 years in prison and/or a fine of up to \$5,000. If the delivery or sale is to a person under 18 years of age, it is

punishable by up to 20 years in prison and/or a fine of up to \$10,000. (Code, sec. 13A-12-260).

Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions.

#### B. Federal Offenses

Activities which violate Federal laws concerning illicit possession, use and distribution of alcoholic beverages and drugs include, but are not limited to, the following:

- 21 U.S.C. 841 makes it a crime: (a) to manufacture, distribute or dispense or possess with intent to manufacture, distribute or dispense a controlled substance or (b) to create, distribute or dispense or possess with intent to distribute or dispense or counterfeit substance.
- The U.S. Code establishes and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules", Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in
- Schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of Schedule I or II drug which is a narcotic drug, not more than fifteen

(15) years in prison, a fine of not more than \$25,000, or both.

2. In the case of Schedule I or II drug which is not a narcotic drug or in the case of Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000, or both.
5. Notwithstanding subparagraphs 1 through 4 above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
6. Notwithstanding subparagraphs 1 through 4 above, the manufacture, possession or distribution or intent to manufacture, possess or distribute phencyclidine (PCP, "angel dust") is punishable by up to ten (10) years in prison and/or fine of not more than \$25,000.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

#### C. Local Ordinances

The local ordinances for the cities of Andalusia, Greenville, and Opp are covered under State and Federal laws concerning drug and alcohol abuse.

### IV. Health Risks of Drug and Alcohol Use and Abuse

The following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the

scientific and medical communities will continue their research into the discoveries concerning the abusive use of drugs and alcohol.

#### A. Cannabis

1. Include marijuana, hashish, hashish oil and tetrahydrocannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

#### B. Cocaine

1. Include cocaine in powder form and "crack" in crystalline or pellet form.
2. Cocaine stimulates the central nervous system. Its immediate

effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

#### C. Other Stimulants

1. Include amphetamines and methamphetamines ("speed", phenmetrazine (Preludin); Methylphenidate (Ritalin); and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-Sate, etc.
2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and

anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure than can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases.

#### D. Depressants

1. Include such drugs as barbiturates, methqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Mil-town, etc.
2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking

large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety or convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result

#### E. Narcotics

1. Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydro-morphine (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, etc.
2. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death. Tolerance to narcotic develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

#### F. Hallucinogens

1. Include phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline, peyote and psilocybin.
2. Phencyclidine "PCP" interrupts the

functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and derangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders, depression, anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

## G. Inhalants

1. Include such substances as nitrous oxide (“laughing gas”), amyl nitrite, butyl nitrite, chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue and paint thinner).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, and lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.

Deeply inhaling the vapors or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

## H. Designer Drugs

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”), and analogs of phencyclidine.

2. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease – uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired percept.

## I. Alcohol

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
2. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness or death, depending on how much is consumed and how fast it is consumed. Alcohol is a “psychoactive or mind-altering drug as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver,

stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

## V. Where to Get Assistance

There is help available for persons who are in need of counseling or other treatment for substance. Listed below are several agencies and organizations which can assist persons in need of such services.

### A. On-Campus Assistance

Counselors at the College are available to students and employees of the College concerning information on substance abuse as well as information on, and assistance in obtaining counseling or other treatment.

### B. National Toll-Free Hotlines

1. 1-800-662-HELP (M-F, 8:30 a.m. - 4:30 p.m.) National Institute on Drug Abuse Informational and Referral Line
2. 1-800-241-9746 (M-F, 8:30 a.m. - 5:00 p.m.) Parent's Resource Institute for Drug Education (PRIDE)
3. 1-800-COCAINE (M-F, 9:00 a.m. - 5:00 p.m.; S-S, 12 noon - 3:00 a.m.)

### C. Local Information and Referral Numbers

1. First Step 469-5347
2. Crenshaw County Hospital 1-800-662-1171
3. Southeast Alabama Mental Health Center 222-2523
4. Intensive Outpatients Substance

Abuse Program

Atmore Mental Health Center

334/368- 1675 (M-F, 1:00 p.m. - 9:00 p.m.)

### D. Treatment Facilities

The treatment facilities shown below provide alcohol and/or drug treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice-a-week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis.

Some of the listed facilities are private and some 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 providing public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Baptist Addictive Disease Program

2105 East South Boulevard

Montgomery, Alabama 36616 334/286-3535

Crenshaw County Hospital (A/D)

Brantley Highway

Luverne, Alabama

334/335-5763

East Central Mental Health/Mental

Retardation Center (A/D)

1305 South Brundidge Street  
Troy, Alabama 36081  
566-6053

Spectra Care (A/D)  
104 Prevatt Road  
Dothan, Alabama 36301 794-0731

Montgomery Area Mental Health  
Authority 101 Coliseum Blvd  
Montgomery, Alabama 36109  
334/279-7830

South Central Alabama Mental Health  
Center  
205 Academy  
Andalusia, Alabama 36420  
334/222-2525

Southwest Alabama Mental  
Health/Mental Retardation Center  
328 West Claiborne Street  
Monroeville, Alabama 36461-  
0964  
251/575-4203 or 251/575-  
4204

## Equity in Athletics Disclosure

All co-educational institutions of higher education that participate in any federal student financial aid program (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, and Federal Family Education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs must provide information concerning the Disclosure Act of 1994, Section 360B or Pub. L 104-382. This Act and accompanying federal regulations require that information based on the previous reporting year, be available for inspection by students, prospective students, and the public by October 1, 1996, and by October 15 each

year thereafter. Copies of this report are available in the Office of the Athletic Director. Interested individuals may view this information at the following college website: <http://ope.ed.gov/athletics>

## Facilities Usage Policy

### Access to Campus

The facilities and grounds of the institution are restricted to LBWCC students, employees, and invited guests of the institution, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy. A guest of the institution, whether invited by a student or employee, is approved to visit for a specific time, place, and purpose. Loitering is prohibited.

All persons on the campus of Lurleen B. Wallace Community College shall be subject to all rules and regulations of the institution applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on any campus or any off-campus center agree by such operation to be subject to institution rules, regulations, policies, and procedures for operating and parking of vehicle. Anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct of activities of the College, may be directed by an official of the institution to leave the campus or facility. If the person fails to do so, trespass charges may be made by the institution through the appropriate local law enforcement agency or court.

### **General Conditions for Use of Property or Facilities**

LBWCC will allow the use of its facilities, when available and when the use does not conflict or interfere with normal, day-to-day operations and activities. Use of the institution's facilities by others shall be compatible with the philosophy, mission, functions and objectives of the College. LBWCC will allow the use of its facilities in accordance with this policy, applicable laws and ordinances, established rules and regulations, and prevailing community standards of conduct and behavior. Exceptions to this policy must be approved by the President, prior to the signing of a contract.

Facilities may be used based on a priority system. A priority system is established to facilitate decisions on facilities use and applicable charges, when scheduling conflicts arise. First priority for use will be given to College events and no charge will be levied. Second priority will be given to organizations with which the College has a written partnership agreement and events co-sponsored by the College such as meetings requested by elected federal, state and local officials or municipalities; however LBWCC facilities may not be used for political campaign activities. Rental fees will not be levied, but other fees, such as clean up and damage to the property, may be charged to the user. Third priority will be given to users that are non-profit, civic, cultural, or charitable in nature. These users will be assessed applicable charges. The last priority will be given to other individuals, governmental entities, religious and other groups, professional associates, clubs, corporations, and institutions. These users will be assessed applicable charges.

In conjunction with the priority system, facilities may be used based on a rental fee

schedule and established rules and regulations. A fee schedule is published to establish rates for rentable space. Detailed rules and regulations are published and available to the public via the LBWCC website. A rental application will be used to specify contractual terms between the College and the applicant.

Campus property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities, except when a rental or lease agreement is negotiated and the institution receives a fair rental value for the property or facility used. Rental or lease agreements may be required for nonprofit activities of non-affiliated groups, organizations or individuals; however, rental charges for such use may be reduced or waived at the discretion of the President. Rentable space is defined as all space that may be available after the academic needs of the institution have been met.

Use of campus property and facilities, pursuant to prior approval, for meetings or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards. Smoking and the use of tobacco products inside College facilities is prohibited. Smoking is only allowed outside in designated areas. According to Public Law 100-690, no alcoholic beverage, illegal drugs, or controlled substances are allowed on the premises of LBWCC at any time. Firearms are prohibited on campus or on any other property operated by the College, except by law enforcement officers legally authorized to carry such weapons, who are officially enrolled in classes or are acting in the performance of their duties, or for an instructional program in which firearms are required equipment. Illegal gambling while using College facilities is prohibited.

Ample time, agreed upon by both parties, will be allowed for decorating the facility prior to the event. No nails, tacks, staples, hot glue, Velcro, cellophane, or duct tape are allowed in walls, ceilings, doors, or furniture. No decorations may be attached to, or obscure the sprinkler heads, exit signs, fire alarm or other necessary fixtures. Use of candles, smoke machines, fog machines, and any other open flames are prohibited. Glitter and confetti are prohibited. Coffee, condiments, tablecloths and paper products are not provided by LBWCC. Furniture may not be removed from the facility.

The responsibility for damage shall be assumed by the user. A damage deposit may be required at the time a request is made to use a College facility. Adequate liability insurance carried by the user may be required by the institution prior to the event naming the institution as an "additional insured."

Rental rates for the Student Center Classroom are available in the Student Affairs Office on the Andalusia Campus, rental rates for the Dixon Center Theater and Conference Center are available in the office of Instructional and Information Technology on the Andalusia Campus, rental rates for facilities on the MacArthur Campus are available in the office of the Director of College Facilities and Maintenance on the MacArthur Campus, rental rates for the Wendell Mitchell Conference Center are available in the office of the Director of the Greenville Campus on the Greenville Campus. The rental charge covers only physical plant related costs, such as custodial services or utilities. Charges for use of equipment and operators are not included. Additional charges may be necessary if special arrangements of furniture or personnel are required, exceptions may be made with the approval of the President.

If outside groups are to use LBW Community College facilities, maintenance personnel must be notified in advance.

No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or in any building or facility, when:

1. A determination by the appropriate official of the institution is made that the requested use would cause substantial disruption or interference with the normal activities of the institution conducted in the course of its lawful mission, processes, and functions.
2. A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies and regulations of the Alabama Community College System Board of Trustees or the institution.
3. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration.
4. The applicant or sponsor of the activity has been responsible for violation of subparagraphs (1), (2), or (3) above during a previously registered use of campus property or facilities, or has violated any conditions or assurances specified in a previous registration application, and the institution has reasonable cause to believe such violation will reoccur.
5. Approval for use of the property or facilities has previously been given to another group, organization, or individual for the time(s) and location(s) requested.
6. Use of the property or facilities requested would be impossible due to

setup time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.

7. The activity is of such nature or duration that it cannot reasonably be accommodated.
8. The activity creates or would create a danger, or dangerous condition.
9. Such use conflicts or would conflict with existing contractual obligations of the institution.
10. The President of the College retains powers of veto regarding approval/appeal or denial of requests for utilization of campus facilities.

Those persons or groups interested in renting facilities are encouraged to plan their event as far in advance as possible. A signed rental agreement and the appropriate deposit / payment are required of all users of LBWCC facilities prior to occupying the premises. All fees must be paid to LBWCC in order for the user's event to be scheduled and space reserved. Checks must be made payable to LBWCC.

Cancellation notice requirements are described on the facilities rental agreement. Cancellation notice provided less than forty-eight (48) hours from the time of the event will result in forfeiture of all rental refunds.

The lessee is responsible for cleaning the rental area. It is the responsibility of the lessee to remove all decorations, collect all trash/garbage into trash bags, sweep floors, vacuum carpet if applicable, and mop all spills. Trash cans, can liners, brooms and mops will be available. Failure of the lessee to properly clean the facilities will result in forfeiture of the cleaning deposit and can result in the

lessee no longer being allowed to use the facilities.

LBWCC reserves the option to retain food and beverage concessions.

Damage to any facility occurring while being used or leased will be repaired and all costs will be applied to the rental deposit. Any cost beyond the rental deposit will be invoiced to the lessee.

In the event of a disaster or emergency of any kind, LBWCC has the right, as it may determine in its sole discretion, to suspend or terminate any event.

As a condition to the leasing of facilities, LBWCC requires evidence of appropriate liability insurance, if applicable.

Anyone leasing LBWCC facilities or any event attendees must observe all parking regulations.

LBWCC assumes no responsibility for any property placed on the premises and will assume no liability for any loss, injury, theft, or damage to property.

LBWCC does not provide security for outside users.

Exterior doors should be closed, other than for entry or exit to maintain a proper temperature.

Organizations or individuals leasing or otherwise utilizing any facility of LBWCC may use the college name only insofar as necessary to provide directions to the location. Any other use will void any and all contracts for the use of LBWCC facilities.

## **Federal Family Educational Rights and Privacy Act (FERPA) Disclosure of Directory Information**

Lurleen B. Wallace Community College annually informs students of the Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, 20, U.S.C. 1230, 1232g). This Act, with which the institution fully complies, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The Federal Family Educational and Privacy Rights Act of 1997 allows the disclosure of "Directory Information" by the College about a student. This information includes the following:

The student's name, address, telephone listing, email listing as provided by the student, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, level of education, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and names of persons receiving non-need based financial assistance from the College.

### **Policy on Privacy Rights of Students**

The educational records of an eligible student shall be accessible to the student. An eligible student desiring access to his or her educational records shall make a request in writing to the Director of Admissions and Records. These rights include the following:

1. Right to inspect and review the content of those records in the presence of an appropriate Lurleen B. Wallace Community College official.
2. Right to obtain copies of those records.
3. Right to a response from the College to reasonable requests for explanations and interpretations of those records.
4. Right to add any explanations to records of the eligible student.
5. Right to a hearing to challenge the content of those records.

Records not available to an eligible student include the following:

1. Financial records of parents of the student or any information contained therein.
2. Confidential letters and statements of recommendation, which were placed in the educational records prior to January 1, 1975.
3. Any information for which student has signed waiver of rights.

Challenges to the content of records include the following:

1. Any dispute with an eligible student regarding the content of his or her educational records will be settled, if possible, through informal meetings with the Director of Admissions and Records and/or the Dean of Student Affairs.
2. If the dispute is not settled through an informal process, either the student or the appropriate official of the College may make a request for a formal hearing on the matter.

## Release of Records

An eligible student may request in writing to the Director of Admissions and Records that directory information may not be made accessible to any party with the exception of other college officials and instructors who have a legitimate educational interest in such records, officials of other schools in which the student seeks and intends to enroll, the Comptroller General of the United States, the Secretary of HRS, the U.S. Commissioner of Education, or authorized stated educational authorities (the appropriate authorities in connection with such information are specifically required to be reported or disclosed by state law adopted prior to November 19, 1974) accrediting organizations in order to carry parents as defined in Section 152 of the Internal Revenue Code of 1954, in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that an effort is made by the institution in advance of the compliance, organizations, conducting studies for or on behalf of educational agencies if such studies are conducted in such a manner as not to permit the personal identification of students and their parents to persons other than those representing such organizations.

Information other than directory information may be made available to the student or party who wishes information released by written consent of the eligible student. The written request must be signed by the student, must be dated, must specify record to be released, must give reason for release, and must give names of parties to whom such record will be released.

Lurleen B. Wallace Community College shall not prohibit the restriction of the release of education or personally identifiable information if the release of this information is necessary to protect the health and/or safety

of the student and/or the institution. No personal information about a student will be released without a written statement to the party receiving this information that no other party is to have access to such information without the written consent of the eligible student.

## Student Grievance Procedures (General)

Lurleen B. Wallace Community College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving all such complaints and grievances (excluding Civil Rights complaints) have been adopted by the College.

### Initial Steps to Resolve a Complaint

- 1. Students:** Any student of the College who wishes to make a complaint shall report that complaint by completing the *LBWCC Student Grievance form* and submitting it to the Dean of Student Affairs. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.
- 2. Plan of Resolution:** If the student's complaint cannot be resolved immediately but requires instead a "plan of resolution," the Dean of Student Affairs shall submit a written report to the President. 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.
- 3. Grievance Appeal Procedures:** A student who submits a *LBWCC Student Grievance form* and who is not informed of a satisfactory

resolution, or plan of resolution, of the complaint within ten (10) business days shall have the right to file with the Dean of Student Affairs a written appeal statement detailing the grievance. The written appeal statement shall include at least the following information:

- Date the *LBWCC Student Grievance form* was submitted;
- Facts of the complaint; and
- Action taken if any, by the receiving official to resolve the complaint.

The appeal statement may also contain other information relevant to the grievance which the Grievant wants considered by the Dean of Student Affairs. The Dean of Student Affairs shall provide copies of the *LBWCC Student Grievance form* and appeal statement to the President.

**4. Investigation, Hearing, and Findings:** The College shall have thirty (30) calendar days from the date of the receipt by the Dean of Student Affairs of the appeal to conduct an investigation of the allegation(s), hold a hearing (if requested), and submit a written report to the Grievant of the findings arising from the hearing. The Dean of Student Affairs shall report the hearing findings to the Grievant by either personal service or certified mail sent to the Grievant's home address. The findings will also be provided to the President.

- **Investigation Procedures:** The Dean of Student Affairs shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Dean of Student Affairs shall be stated in a written report which shall be submitted to the Grievant and to the party against whom the grievance was made (the "Respondent") and shall be made a part

of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. The Dean of Student Affairs shall for the hearing record present publications or verified photocopies containing relevant statutes, regulations, and policies. In the event that the Grievant does not request a hearing, the Dean of Student Affairs report and a recommendation for resolution of the complaint shall be filed with the President, and a copy provided to the Grievant and Respondent.

**5. Hearing Procedures:** In the event that the Grievant requests a hearing within the time frame designated by the Dean of Student Affairs, the Dean of Student Affairs shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Grievant and each Respondent of the 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 for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Grievant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In

the event that the College or the administration of the College at large, is the party against whom the grievance is filed, the Dean of Student Affairs 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 Grievant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or an audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

#### **Report of Findings and Conclusions of Law**

Following the hearing, there shall be a written report to the Dean of Student Affairs and the President of the findings of the hearing officer or the chair of the committee, and the report shall contain at least the following:

- Date and place of the hearing
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance;
- Conclusions of law, regulations, or policy relevant to the grievance; and
- Recommendation(s) to the President arising from the grievance and the

hearing thereon.

**6. Final Appeal:** The Dean of Student Affairs shall submit a completed report to the Grievant and the Respondent(s) and shall include a copy of the report to the hearing officer/committee. The Grievant shall have the right to a final appeal of the decision of the hearing officer or committee to the Dean of Student Affairs provided that:

1. A notice of final appeal is filed with the Dean of Student Affairs within fifteen (15) calendar days following the Grievant's receipt of the committee report.
2. The notice of final appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the hearing officer or committee.

If the final appeal is not filed by the close of the business on the fifteenth (15) day following the Grievant's receipt of the report, the Grievant's right to appeal shall be forfeited.

#### **Dean of Student Affairs' Review**

The Dean of Student Affairs shall have thirty (30) calendar days from his/her receipt of the notice of final appeal to review and investigate the allegations contained in the grievance, to review the hearing record, and to file a report of the findings of fact and conclusions of law. The Dean of Student Affairs 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 Dean of Student Affairs' report shall be served to the Grievant and Respondent at their respective home addresses. The decision of the Dean of Student Affairs is final.

If, after exhausting all available institutional processes, a student's complaint remains

unresolved, the student may appeal to the Alabama Community College System. Information regarding student complaints to the Alabama Community College System can

be found at:

<https://www.accs.cc/index.cfm/contact/>.

**LURLEEN B. WALLACE COMMUNITY COLLEGE**

**Student Grievance Form**

*Submit this form to the Dean of Student Affairs/Title IX Coordinator in person in the Jeff Bishop Student Center, Andalusia campus; via fax to (334) 881-2201; or via email to [jjessie@lbwcc.edu](mailto:jjessie@lbwcc.edu).*

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_

Address to send correspondence: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of the person/s your grievance is against: \_\_\_\_\_

What date/s did the actions occur: \_\_\_\_\_

What do you allege occurred? (Please be specific, provide details and use the reverse of this sheet if needed.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a specific law or College/ACCS policy/guideline you believe has been violated? If so, which one/s?

\_\_\_\_\_  
\_\_\_\_\_

In your opinion, what can be done to reasonably resolve this grievance? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

---

*This section should be completed by the Dean of Student Affairs/Title IX Coordinator.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Form Received

## Student Grievance Procedures (Civil Rights)

This grievance procedure is established to provide recourse for any student who feels that his/her civil rights have been violated. This procedure is intended for all civil rights, except for sexual misconduct (See Sexual Misconduct Policy), as set out in the following legislation:

Title VI and Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act) Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973 The Americans with Disabilities Act of 1990.

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problem that may arise affecting students in their dealings with this institution. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

For the purpose of this procedure, a grievance is a claim by a student or prospective student who cites a failure of the institution to comply with civil rights legislation.

### Steps to be followed in Processing Civil Rights Grievance Procedure

Within ten (10) working days of an alleged violation, the complainant may arrange for a conference with the Dean of Student Affairs of the institution, and thereby try to resolve the complaint immediately and informally. If the complaint is not resolved to the satisfaction of the Complainant, he/she may pursue the following steps:

1. The original and two copies of Grievance Form A must be filed with the President or his designee

within thirty (30) calendar days following the date of the alleged civil rights violation (s). The alleged violation(s) must be clearly and specifically stated (Grievant is advised to keep a copy of all forms used).

2. The President of the institution or his designee will have thirty (30) calendar days following date of receipt of Grievance Form A to investigate and study Grievant's allegation, hold a formal hearing, and make a written report of findings to Grievant. **This report must be mailed to grievant by certified mail, return receipt requested.**
3. Grievant must, within fifteen (15) calendar days, following receipt of the President's or his designee's report, file with the President or his designee written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Grievant must state clearly and specifically on Form B the objections to the findings and/or decisions of the President or his designee. Copies of Form B must be provided to the President or his designee and the Chancellor of the Alabama Community College System. If the Grievant fails to file notice of appeal by 5 p.m. on the fifteenth (15th) calendar day following receipt of the President's report, the right to further appeal will be forfeited. If a settlement is not reached at the local level, a student grievant may also contact the College's accrediting agency (address available from the Civil Rights

Coordinator).

4. The Chancellor or his designee will thirty (30) calendar days following date of receipt of Grievant's notice of appeal to investigate and study Grievant's allegations and the report of the President or his designee of the institution and make a written report of findings to grievant. **Grievant's copy must be mailed to his/her home address by certified mail, return receipt requested.**

**NOTE:** Grievant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf. If the last days for filing notice of appeal falls on either Saturday, Sunday, or

legal holiday, a Grievant will have until 5 p.m. the first working day following the fifteenth (15th) calendar day period to file.

The Civil Rights Coordinator at Lurleen B. Wallace Community College is:

Dean of Student Affairs  
Lurleen B. Wallace Community College  
1000 Dannelly Blvd., P.O. Box 1418  
Andalusia, Alabama 36420

The regional office for the Office for Civil Rights for the state of Alabama is:

Office for Civil Rights  
U.S. Department of Health and Human Services  
Sam Nunn Atlanta Federal Center, Suite 16T70  
61 Forsyth Street, S.W.  
Atlanta, GA 30303-8909  
(800) 368-1019





## Harassment Policy

Lurleen B. Wallace Community College is committed to providing an educational environment for all students and employees which is fair, humane, and respectful, and which supports and rewards performance on the basis of appropriate considerations such as ability, effort, and productivity. Therefore, it is the policy of the College that no person shall be rewarded, punished, or suffer discrimination or retaliation on the basis of gender, race, color, national origin, religion, age, or disability, and that harassment in any form, by a student or an employee is strictly forbidden. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated.

In this context, the term “harassment” includes, but is not necessarily limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, disability, or any other protected class. Harassment also includes unwelcome sexual advances, request for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient.

Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or students and makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of the relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in

a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

Sexual Harassment – No student or employee of Lurleen B. Wallace Community College shall be subjected to sexual harassment. The College is committed to a working and educational environment which recognizes the dignity and worth of every employee and student of the College. Sexual harassment will not be condoned.

Sexual Harassment is defined in Alabama Community College System Policy 601.04. Guidelines for this policy are as follows:

Definition of Sexual Harassment – Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threats; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexual explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to the following:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests

- for sexual favors will affect a term, condition or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
  4. Subtle pressure for sexual activity;
  5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, anecdotes;
  6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
  7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
  8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed.

## **Complaint Resolution**

### **Procedures for Reporting Complaints**

1. Any member of the College community who believes that he or she has been the victim of sexual harassment, as defined previously, may bring the matter to the attention of any academic or administrative officer, Dean, Associate Dean, Director, supervisor, or advisor.

When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate college official, who has been designated by the President to coordinate the investigation of such complaints. At LBWCC the designated college official for complaints involving students is the Dean of Student Affairs; all other complaints shall be directed to the Director of Human Resources. College employees have an obligation to report any suspected sexual harassment. The President of the institution and the Vice Chancellor for Legal and Human Resources and the Department of Postsecondary Education shall be promptly notified of the complaint. The Vice Chancellor for Legal and Human Resources must be kept informed regarding the progress and results of the investigation of the complaint.

2. The complaint should present the complaint as promptly as possible after the alleged sexual harassment occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.
3. It is the intention of this policy to resolve complaints of sexual harassment as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be

handled on a “need to know” basis with a view toward protecting the interests of both parties.

4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

#### **Formal Action**

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted.
2. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation, which were not known to the complainant or the institution when the initial complaint was filed.
3. The appropriate college official will notify the accused in writing of the decision to take formal action. Formal action will consist of the Title IX procedures set forth in Alabama Community College System Policy

620.01 for complaints against college employees.

4. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.
5. It is the intent of the policy to provide a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

#### **Appeal**

The accused or the complainant may, by written request, appeal the decision to the Chancellor of the Alabama Department of Postsecondary Education within fifteen (15) calendar days of a decision. The Chancellor shall use the appeal process for Title IX complaints set forth in Alabama Community College System Policy 620.01.

#### **Remedial Action**

Based on the findings of the hearing panel and the decision of the President of the institution and the Chancellor, disciplinary action will be imposed as appropriate depending on the severity of the findings.

#### **Education**

A sexual harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by the following: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2)

notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures addressing complaints.

## **Information Technology Policies and Procedures**

### **Acceptable Use Policy**

These guidelines are to assist with the interpretation and administration of the Acceptable Use Policy for Information Technology Resources. They outline the responsibilities each student and employee assumes when using information technology resources. Lurleen B. Wallace Community College provides access to computer equipment and resources necessary to support the educational mission of the College. Access to college information systems is granted to students and employees as a privilege and, as such, imposes certain responsibilities and obligations. The purpose of the information technology resources is to provide educational resources for the College's students and employees.

The College expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, college policies and standards, and to limit their use of information resources to the educational purposes and legitimate business of the College. This policy applies to all users of the College's information technology resources including faculty, staff, students, guests, organizations, and individual accessing external network services, such as the Internet via college facilities. **By using the College's information resources, users, agree to abide by these policies and procedures.**

Violations of this policy may result in suspension or revocation of utilization privileges, administrative discipline, or immediate termination/dismissal of the violator's relationship with Lurleen B. Wallace Community College, and could lead to criminal and civil prosecution. Every member of the College community has an obligation to report suspected violations of the Acceptable Use Policy for Information Technology Resources.

Reports should be directed to the department responsible for the particular system involved. College information technology usage policies apply to all users and are applicable to all telephones, computer hardware, software, networks peripheral devices, data and any other components connected to or associated with the College's computer systems, including access to the Internet and the use of electronic mail. The College will not be held liable for the actions of the College computer users when those actions are inconsistent with the policies and procedures set forth here.

The College makes no representation concerning the availability of computer resources, the privacy of material, or the integrity and/or retrieval ability of material placed on these resources. The College is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. Acceptable use of the College's Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here, which violates local, state, federal laws, or the **AREN Acceptable Use Policy**, is also considered a violation of this Acceptable Use Policy.

## **User Responsibilities**

**Use of the College's information technology resources is permitted based on acceptance of the following specific responsibilities:**

**Use only those information technology resources for which you have permission.**

Example: It is unacceptable

- to use resources you have not been specifically authorized to use,
- to use someone else's account and password or share your account and password with someone else,
- to access files, data, or processes without authorization,
- to access files or data that are not publicly available,
- to purposely look for or exploit security flaws to gain system or data access,
- to obstruct the operation of the College's computer systems,
- to insert inappropriate objects into disk drives,
- to tamper with cables,
- to add or delete files or software without authorization,
- to change computer or network settings without authorization,
- to display or print materials of sexually explicit or discriminatory nature,
- to use information technology to violate any other college policy or procedure, to use information technology for illegal or criminal purposes that violate federal, state, or local laws.

**Use information technology resources for their intended purpose.**

Example: It is unacceptable

- to send forged email,

- to use electronic resources for harassment or stalking other individuals,
- to send bomb threats or hoax messages,
- to send chain letters that may interfere with the system's efficiency,
- to intercept or monitor any network communications not intended for you,
- to use computing or network resources for commercial advertising or other commercial purposes,
- to use computing or network resources for the promotion of other external organizations not related to the mission of the College,
- to attempt to circumvent security mechanisms,
- to use privileged access for other than official duties,
- to use former privileges after graduation, transfer, or termination.

**Protect the access and integrity of information technology resources and the privacy of others.**

Example: It is unacceptable

- to access or attempt to access another individual's password or data without explicit authorization,
- to access or copy another user's electronic mail, data, programs, or other files without permission,
- to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language,
- to use threatening, intimidating or vulgar behavior toward lab assistants, work study students or staff,

- to continue sending email messages to someone after being told to stop,
- to post derogatory information or statements about a person.

**Abide by applicable laws and college policies, and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.**

Example: It is unacceptable

- to make more copies of licensed software than the license allows,
- to plagiarize works that you find on the Internet,
- to upload, download, distribute, or possess pornography,
- to violate copyright laws, including the use of images, programs, sounds, and test,
- to upload, download, or distribute copyrighted materials including, but not limited to, software, music and movies, for which the user does not have the permission from the owner to do so.

### **Laboratory Usage Policy**

- Computer laboratories will be closed on all state holidays and breaks between semesters.
- Labs will have a schedule on the door listing the posted hours of operation. These hours will vary from lab to lab and semester to semester. These labs will only be open during the posted hours.
- After hours students may use the Library for computer access.
- Instructors may have to unlock the lab for your class and will be expected to lock the lab back unless a class is scheduled to follow yours.

- Maintenance staff and instructors should lock lab found open outside of the posted hours of operation.
- During class time instructors should only allow students enrolled in class to access the lab.
- If the lab usage policy conflicts with student needs and access, students should see the Associate Dean of Instructional and Information Technology.
- Labs will only be open outside of the posted hours on a case by case basis. For example: If a student must complete an assignment, the instructor could open the lab as long as the instructor locks the lab once the student is finished.
- **THESE POLICIES WILL BE ENFORCED.**

## **INTELLECTUAL PROPERTY POLICY**

The College defines intellectual property as works, discoveries, or findings that are intellectual or creative in nature.

### **Employees**

The following policy applies to all full-time and part-time faculty and staff, as well as to individuals who have contracted with the College to perform services:

LBWCC owns all intellectual property, including but not limited to any copyrighted, trademarked, or patented works that are fully or partially created by employees on institution time or with the institution's resources, such as equipment, facilities, and supplies. Revenue generated from the sale or distribution of such intellectual property belongs to the College.

The employee retains the rights to any copyrighted, trademarked, or patented works that are not created on institution time or with the institution's resources. Employees who

anticipate creating a piece of intellectual property on their own time shall submit a completed Notification of Secondary Employment form prior to beginning work in order to avoid potential conflicts over ownership rights of that material.

### **Students**

The following policy applies to all full-time and part-time students:

Ownership of any intellectual property created by a student enrolled at the College such as written compositions, musical scores, sculptures, paintings, photographs, films, audio or video recordings, and computer software, shall be vested in the student unless the student has created this intellectual property in the course of employment by the College. Students who are employed by the College (e.g., tutors, Work Study students) are subject to the employee policy noted above.

When a student submits work as a course requirement, the College is granted a perpetual, royalty-free license by the submitting student to make copies of the work and to distribute copies to faculty, staff, or students for administrative and educational purposes.

The College and its students recognize that some intellectual property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the intellectual property may not be the exclusive property of the student.

When a student's work has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

### **Resolution of Disputes**

In cases where ownership of intellectual property is uncertain, the President will

establish an ad hoc committee to review the details of the case and make a final determination regarding rights to the material.

## **LBWCC Copyrighted Materials and Higher Education Opportunity Act Copyright Compliance Information**

Lurleen B. Wallace Community College respects the intellectual property rights of others seriously and expects students, faculty, and staff to do so as well. It is the responsibility of all members of the Lurleen B. Wallace Community College to make a good faith determination that their use of copyrighted materials complies with the **United States Copyright Law**.

Proper use of copyright materials also extends to electronic resources available on the Internet. Anyone using LBWCC computing and network resources consents to the IT Acceptable Use Policy. The policy outlines the responsible use of all LBWCC computing and network resources. It states users are expected to abide by guidelines, including “respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities, and pertinent laws, college policies and standards and to limit their use of information resources to the educational purposes and legitimate business of the College.” Making unauthorized copies of licensed software or copyrighted material is prohibited. Persons who violate the IT Acceptable Use Policy, as well as other policies regarding the use of copyrighted materials, may be subject to suspension or revocation of utilization privileges, administrative discipline, or immediate termination/dismissal of the violator’s

relationship with Lurleen B. Wallace Community College, and could lead to criminal and civil prosecution.

### **Penalties for Copyright Violations**

Under federal law, a person found to have infringed upon a copyrighted work may be liable for actual damages and lost profits attributable to the infringement and statutory damages from \$200 up to \$150,000. The copyright owner also has the right to permanently enjoin an infringer from further infringing activities and the infringing copies and equipment used in the infringement can be impounded and destroyed. If a copyright owner hired an attorney to enforce his or her rights, the infringer of a work may also be liable for the attorney's fees as well as court costs. Finally, criminal penalties may also be assessed against the infringer and could include jail time depending upon the nature of the violation. Students are also responsible for observing the policies, rules, and regulations of Lurleen B. Wallace Community College. Failure to show respect for duly established laws or regulations will be handled by the Dean of Student Affairs in accordance with the Student Code of Conduct.

### **System Administrators Responsibilities**

Systems administrators and providers of college information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence unless it relates to a violation of the security of the system.

Although information technology providers throughout the College are responsible for

preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are urged to take appropriate precautions such as safeguarding their account and password and promptly reporting any misuse or violations of the policy.

## **Live Work Policy**

Live Work is work performed by students in the technical program shop or laboratory area, relative to that specific technical program, for individuals or other entities upon request and for which fees are charged. Live work projects include service, repair, or production and are usually done on the college campus. Approved work project, however, may be performed at a job location.

Live work is performed as specific projects for individuals and organizations. The scope and extent of each project must be well defined before acceptance. Live work projects can be conducted for the following:

1. Employees and students of the College
2. Tax-supported programs and institutions
3. Charitable organizations that are supported by donations
4. State employees
5. Persons directly connected with education

Charges for live work include the costs of parts and materials plus twenty (20) percent and sales tax. All charges must be paid to the Business Office and a receipt for payment is issued. Before an item can be removed from campus, this receipt must be presented to the instructor of the department that completed the work. The person, who signs the work order, whether for himself or herself, an institution, or an organization, is responsible

for all costs involved.

To avoid competition with private enterprise, live work is restricted as follows:

1. Live work is done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.
2. Live work cannot be performed for any program, organization, institution or individual that would profit financially as a result of the work.
3. No person, regardless of his or her connection, shall use the College for personal gain or profit.

### **Restrooms/Locker Rooms Use Policy**

All Lurleen B. Wallace Community College restrooms and locker rooms are designated separately for women or men unless otherwise posted. Any individual using a restroom or locker room designated for the other biological sex shall be subject to discipline. For individuals with exceptional circumstances or privacy concerns, a single use/unisex restroom is available on each of our campuses.

### **Room Assignments for Overnight Student Travel Policy**

Lurleen B. Wallace Community College (LBW) is committed to enhancing students' learning opportunities through a variety of activities that may require travel away from the college and possible overnight stay. This policy establishes the guidelines and responsibilities for room assignments for overnight travel that involves LBW students.

Employees responsible for student groups

that will be traveling should follow the established "Authorization for Group/Field Trips" procedure prior to travel. If the event or activity will require overnight stay, the responsible employee must assign students to rooms prior to departure. Students shall share rooms only with students of the same biological sex. In exceptional circumstances, individuals may request single accommodations.

An itinerary and room assignment list must be submitted to the Dean of Student Affairs prior to departure from campus.

### **Saints' Email Policy**

1. College use of email

Email is a mechanism for official communication within Lurleen B. Wallace Community College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of this process, the Office of the Associate Dean of Instructional and Information Technology is responsible for directing the use of the official student email. See, Guidelines for the Use of Official Student Email for details.

2. Assignment of student email

College email accounts are available for all enrolled students. The addresses are all of the form [Name]@se.lbwcc.edu. These accounts must be activated before the College can correspond with its students using the official email accounts. The student can log in and manage their account through the LBWCC website.

3. Redirecting of email

If a student wishes to have email redirected from their official @se.lbwcc.edu address to another email address (e.g., @aol.com, @hotmail.com, or

an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @se.lbwcc.edu account

#### 4. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with College related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communications via email.

#### 5. Authentication for confidential information

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through myLBWCC portal which is password protected. In these cases, students will receive email correspondence directing them to myLBWCC, where they can access the confidential information only by supplying their login credentials. The confidential information will not be available in the email message.

#### 6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

#### 7. Educational uses of email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @se.lbwcc.edu accounts are being accessed, and faculty can use email for their classes accordingly.

#### 8. General Use

LBW Community College provides access to computer equipment and resources necessary to support the educational mission of the college. Access to College information systems is granted to students and employees as a privilege and, as such, imposes certain responsibilities and obligations. The purpose of information technology resources is to provide educational resources for the College's students and employees. All students using official student email addresses must adhere to the Information Technology Acceptable Use Policies.

## **Sexual Misconduct Policy**

### **Introduction and Commitment**

Lurleen B. Wallace Community College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect and is free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Lurleen B. Wallace Community College does not condone any form of sexual misconduct whether physical, mental, verbal or emotional in nature. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking directed toward an individual based on their sex. Sexual misconduct by any member of the college

community including students, faculty, employees, or staff is unacceptable and shall not be tolerated by any of the institutions that comprise the Alabama Community College System.

It is the policy of Lurleen B. Wallace Community College that no student or employee may threaten the health and safety of a member of the College community, of any person on College property, or at a College sponsored or supervised activity, through gender-based discrimination, sexual misconduct and violence. A non-discriminatory environment is essential to the mission of the Alabama Community College System. In order to create a safe and healthy environment, it is the responsibility of faculty, staff and students to report any sexual misconduct to College officials. If there is reason to believe the College's policies prohibiting sexual misconduct have been violated, the College may pursue the matter as misconduct warranting disciplinary action by the College, even if law enforcement authorities choose not to prosecute.

Inquiries concerning discrimination on the basis of sex should be directed to:

Title IX Coordinator  
Jason Jessie  
Dean of Student Affairs  
[jjessie@lbwcc.edu](mailto:jjessie@lbwcc.edu)  
334.881.2245  
Jeff Bishop Student Center, Andalusia  
Campus

Office of Civil Rights  
U.S. Department of Health and Human  
Services  
Sam Nunn Atlanta Federal Center, Suite  
16T70

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<sup>1</sup> The definition of consent under Alabama criminal law is similar to this policy's definition in that it requires express or implied acquiescence. See AL Code § Section 13A-6-

61 Forsyth Street, S.W.  
Atlanta, GA 30303-8909  
(800) 368-1019

## Relevant Definitions

### Sexual Misconduct

Sexual misconduct includes all conduct that is considered sexual harassment, sexual assault, sexual exploitation, intimate partner violence (dating and domestic violence), and stalking. Sexual misconduct creates a threatening, intimidating, and coercive environment. Sexual misconduct includes, but is not limited to:

- a. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is not in a state that enables them to give consent.
- b. Any obscene or indecent behavior that includes, but is not limited to, exposure of one's sexual organs, or a display of sexual behavior that could be reasonably deemed offensive to others.
- c. Any lewd, hostile, or intimidating comments of a sexual nature used to create an offensive environment.

### Sexual Consent<sup>1</sup>

For the purposes of this policy, consent is defined as a clear willingness to participate in the sexual act. Inability to give consent includes, but is not limited to, situations where an individual is:

- a. Under the influence of alcohol, drugs, or other substances including, but not limited to, prescription medication.
- b. Unconscious, asleep, ill, or in a state of shock.
- c. Under the age of consent as defined by the jurisdiction in which the act

70, set forth in Appendix A to this policy.

occurred, which in Alabama is less than 16 years of age.

- d. Mentally or physically impaired and not reasonably able to give consent.

Consent to a sexual act is not freely given if the individual is not able to give proper consent, or if consent is obtained by force, threats, deception, or coercion. A lack of resistance does not grant consent. Previous consent does not grant consent to future sexual acts. Consent can be withdrawn if demonstrated in a clear communication through words or actions.

*Determining consent when alcohol or other drugs are involved:* In incidents involving alcohol, drugs, or other substances, the totality of the circumstances are analyzed to determine whether the use of alcohol, drugs, or other substances caused an inability to give consent. Some factors considered to determine whether an individual is under the influence of alcohol, drugs, or other substances and therefore, not able to give consent include but are not limited to: the use of force or threat of force, whether the complainant was conscious or unconscious, whether the complainant became sick due to intoxication, the complainant's ability to communicate and/or slurred speech, the complainant's coordination (ex. ability to walk, dress/undress, perform simple tasks), and any other action that would be indicative of a level of cognitive functioning.

#### Sexual Assault<sup>2</sup>

Sexual assault is defined as any form of sexual contact without the consent of all parties involved, to include:

- a. Sexual intercourse committed by physical force, coercion, threat or

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<sup>2</sup> Sexual assault encompasses several crimes in the State of Alabama, including rape, sodomy, sexual abuse, indecent

intimidation, actual or implied, by a person or persons known or unknown to the victim;

- b. Attempted intercourse, sexual contact or physical force of a threatening nature expressed or implied that places a person in fear of immediate death or physical injury known or unknown to the victim; or
- c. All other forms of sexual misconduct that violate state and/or federal law, now or subsequently in effect, including, but not limited to, conduct defined as rape, sodomy, sexual abuse or sexual contact and contributing to the delinquency of a minor.

#### Sexual Contact

Sexual contact means any touching or attempted touching of the sexual or other intimate parts of a person, done for the purpose of gratifying the sexual desire of either party or for the purpose of harassing, intimidating, or threatening a person.

#### Sexual Harassment

Sexual harassment includes unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile or offensive working or learning environment.

Examples of sexual harassment may include, but are not limited to:

exposure, and others. See offenses in ALA Code § 13A-6-20 through 25, §13A-6-60 through 70, and §13A-6-80 through 83. For the full text of these type of offenses, see Appendix A.

- Sexually explicit statements (can be verbal or written);
- Unwanted touching;
- Unwanted staring in a sexual manner;
- Displaying of sexually graphic materials;
- Inappropriate references to gender;
- Sexual exploitation; or
- Offers for or demands of sexual activity in exchange for perceived benefits.

### Sexual Exploitation

Sexual exploitation is taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit a person other than the one being exploited.

Examples of sexual exploitation include, but are not limited to:

- Causing or attempting to cause the incapacitation of another individual;
- Electronically recording, photographing, or transmitting sexual sounds or images of another individual;
- Allowing a third-party to observe sexual acts;
- Engaging in voyeurism; or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another individual.

### Intimate Partner Violence (Dating Violence and Domestic Violence)<sup>3</sup>

Intimate partner violence is abusive behavior with the use of threats and intimidation through physical, emotional, verbal, or other abuse in an attempt to exert power and control over a current or former partner.

Domestic violence is committed by a current

<sup>3</sup> Domestic violence is a crime in the State of Alabama. Applicable offenses under Alabama State law include ALA Code § 13A-6-130 through 139. For the full text of selected offenses, see Appendix A

or former spouse/domestic partner of the complainant or an individual who shares a child in common with the complainant. Dating violence is committed by an individual who has or had a dating or engagement relationship with the complainant. The existence of a dating relationship is determined by: (1) the reporting party's statement, (2) the length of the relationship, and/or (3) the type of the relationship, and the interaction of the individuals involved in the relationship.

Conduct that may be considered intimate partner violence includes, but is not limited to:

- Exhibiting control over a partner's actions through verbal or physical threats/violence;
- Attempts to isolate a partner from current or prior relationships (romantic or not romantic);
- Blaming of others for the abuse; or

### Stalking<sup>4</sup>

Stalking is an intentional and repeated course of conduct directed at a particular individual because of his/her gender causing a reasonable person to experience fear or emotional distress. Stalking may be direct communication/interaction between the complainant and respondent or through a third party or medium such as letters, email, text messages, telephone, social media, or friends. Stalking that is not gender-based may be a violation of other College policies.

Conduct that may be considered stalking includes, but is not limited to:

- Following;
- Lying in wait;
- Excess communications; or

<sup>4</sup> Stalking is a crime in the State of Alabama. Applicable offenses under Alabama State law include ALA Code § 13A-6-90 through 94. For the full text of selected offenses, see Appendix A.

- Threats to the individual or threats to the individual's family, friends, or property

### Bystander

An active bystander is someone who intervenes interrupt behaviors in social situations that could lead to sexual violence.

### Bystander Intervention

An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence. Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention:

1. Notice the problem,
2. Understand that the problem demands action,
3. Feel responsibility to act,
4. Choose what form of assistance to provide, and
5. Respond.

### Tips for safe bystander intervention

1. Remember intervention doesn't have to be confrontational, say something or do something to call attention to the situation.
2. Remain calm, and speak up and challenge inappropriate behavior.
3. Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
4. Attempt to calmly reason with the perpetrator or distract him/her.
5. Ask others in the area for assistance with group intervention.
6. Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
7. Call 911.

## **Seeking Help, Reporting & Health Care Options**

Lurleen B. Wallace Community College takes allegations of sexual misconduct very seriously and is committed to taking immediate action. The College encourages students who have experienced any form of gender-based discrimination and/or sexual misconduct to report the incident promptly, to seek all available assistance, to pursue Student Code of Conduct charges, and where appropriate, pursue criminal prosecution of the offender.

Individuals who believe that they are targets of sexual misconduct in their working and academic environments are encouraged to seek immediate assistance from appropriate College officials (outlined below) or local law enforcement.

College personnel can assist the victim in notifying law enforcement authorities, if the victim so chooses. The victim may decline to notify authorities. Victims have the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services.

**If you have a life-threatening emergency, DIAL 911 or go to the nearest hospital emergency room. If using a campus phone, DIAL 9 911.**

### Title IX Coordinator

Title IX Coordinator

Jason Jessie

Dean of Student Affairs

[jjessie@lbwcc.edu](mailto:jjessie@lbwcc.edu)

334.881.2245

Jeff Bishop Student Center, Andalusia Campus

### Campus Counselors

Campus counselors can provide immediate confidential response in a crisis situation whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

- Andalusia
  - Jeff Bishop Student Center
    - 334.881.2271
- Opp
  - Building A – Administration Building
    - 334.493.5333
- Greenville
  - Student Services Building
    - 334.383.6704

#### Local Law Enforcement

- Andalusia Police Department
  - 911
  - 334.222.1155
- Opp Police Department
  - 911
  - 334.493.4511
- Greenville Police Department
  - 911
  - 334.382.7461
- Luverne Police Department
  - 911
  - 334.335.3334

#### Local Hospitals

- Andalusia
  - Andalusia Regional Hospital
    - 334.222.8466
- Opp
  - Mizell Memorial Hospital
    - 334.493.3541
- Greenville
  - L.V. Stabler Memorial Hospital
    - 334.382.2671
- Luverne
  - Crenshaw Community Hospital
    - 334.335.3374

#### 24-Hour Crisis Services

- Alabama Domestic Violence Hotline
  - 1.800.650.6522
- Local Domestic Violence Services
  - 334.493.2320
- National Domestic Violence Hotline
  - 1.800.799.7233

#### Additional Resources

- Alabama Coalition Against Rape
  - <http://www.acaralabama.org>

In the event that sexual assault or violence occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Complaining parties should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed; but if they are, bring all the original clothing to the hospital in a paper bag, as plastic bags may damage the evidence.

When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after the medical examination.

#### **Grievance Procedure**

Any member of the College community who believes that he or she has been the victim of sexual misconduct, as defined previously, may bring the matter to the attention of any academic or administrative officer, Dean, Associate Dean, Director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate college official, who has been designated by the President to coordinate the investigation of such complaints. At LBWCC the designated college official for complaints

involving students is the Title IX Coordinator; all other complaints shall be directed to the Director of Human Resources. College employees have an obligation to report any suspected sexual misconduct. The President of the institution shall be promptly notified of the complaint. The President must be kept informed regarding the progress and results of the investigation of the complaint.

### **Student Procedure**

Once a complaint of sex discrimination is made, an investigation of the report shall be pursued within seven calendar days. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:

- The name, department, and/or position of the person or persons allegedly causing the sex discrimination (which includes: sexual misconduct, sexual violence, and harassment) or retaliation;
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses;
- The names of other students or employees who might have been subject to the same or similar sex discrimination or retaliation;
- Any steps the complainant has taken to try to stop the sex discrimination or retaliation; and
- Any other information the complainant believes to be relevant to the sex discrimination, harassment, or retaliation.

An investigation into the report shall be conducted. The Title IX Coordinator will

assign investigators. All investigations will be conducted by at least two investigators who have received appropriate training approved by the Title IX Coordinator. This may include but is not limited to the Title IX Coordinator, or other appropriate LBWCC employees. The investigation shall be concluded as quickly as possible, typically within seven calendar days or within a reasonable amount of time required to complete the investigation. The investigation will be conducted in a manner so that it is adequate, reliable and impartial.

The investigation may include any of the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information.

Parties to the complaint may present witnesses and other evidence. At any time during the investigation, the investigators may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate LBWCC officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative, classroom, workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation(s) of the Student Conduct Code.

Once the investigation is concluded, a written investigative report shall be submitted to the Title IX Coordinator within three (3) days. The investigation report is a written report describing the factual findings gathered from the investigation with description of all the interviews and any other documents reviewed. The Title IX Coordinator will determine whether further action is needed pursuant to LBWCC policy and/or state or federal law, and respond accordingly. If

further action is deemed necessary an informal resolution process or disciplinary procedures will be initiated.

LBWCC shall take reasonable steps to prevent the recurrence of sex discrimination or retaliation in any form. If the reoccurrence takes place, those responsible for such behavior may be subject to disciplinary action under the Student Conduct Code or Employee Handbook if the person is an employee or third party.

#### Employee Procedure

1. The complaint should present the complaint as promptly as possible after the alleged sexual misconduct occurs. The complainant should submit a written statement of the allegations. Retaliation against an employee for bringing a sexual misconduct complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.
2. It is the intention of this policy to resolve complaints of sexual misconduct as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties.
3. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The

investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

#### Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted.
2. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation, which were not known to the complainant or the institution when the initial complaint was filed.
3. The appropriate college official will notify the accused in writing of the decision to take formal action. Formal action will consist of the Title IX procedures in effect for the Alabama Community College System.
4. It is the intent of the policy to provide a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

#### Appeal

The accused or the complainant may, by written request, appeal the decision to the Chancellor of the Alabama Community

College System within fifteen (15) calendar days of a decision.

#### Remedial Action

Based on the findings of the hearing panel and the decision of the president of the institution and the Chancellor, disciplinary action will be imposed as appropriate depending on the severity of the findings.

### **Sexual Violence Consideration and Rights**

Consideration and rights to be afforded to all campus community members who are victims of sexual assault:

1. The right to have all sexual assaults against them treated with seriousness and the right to be treated with dignity.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurs and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities.
3. The right to be free from pressure that would suggest that the victim not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials or to report crimes as lesser offenses than the victim perceives them to be.
4. The right to be free from suggestions that sexual assault victims not report or under-report crimes because:
  - a. victims are somehow “responsible” for the commission of crimes against them;
  - b. victims were contributorily negligent or assumed the risk of being assaulted or

- c. by reporting crimes they would incur unwanted personal publicity.

5. The right to the full and prompt cooperation from campus personnel in responding to the incident.

Consideration and additional rights will to be afforded to campus community members who are victims of sexual assaults which occur on College property. After campus sexual assaults have been reported, the victims of such crimes shall have:

- a. the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants; including changes to academic and working situations if requested and reasonably available, whether or not a formal report is made.
- b. the right to be informed of the disciplinary proceedings as well as the outcome of such proceedings and
- c. the same right to assistance or ability to have others present which is afforded to the accused during any campus disciplinary proceedings.
- d. the right to the same appeal process which is afforded to the accused.

### **Student Disciplinary Action**

In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to pursue separate disciplinary action. Upon completion of an investigation, the Title IX coordinator may initiate disciplinary procedures. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and LBWCC reserves the right to impose different sanctions ranging from written warning to expulsion, depending on the severity of the offense. Policies and

procedures contained in the College Catalog and Student Handbook or in the LBWCC Policies and Procedures Manual will be followed in all disciplinary procedures.

### Disciplinary Procedure

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College also assures each student that no disciplinary action is taken on grounds that are not supported by substantial evidence. Any case involving violation of published policies and regulations in this catalog will be brought to the immediate attention of the Dean of Student Affairs.

1. Charges of disciplinary nature may be referred against a student by a fellow student or members of the administration, faculty, or staff. The individual(s) preferring the charge must do so in writing to the Dean of Student Affairs.
2. The Dean of Student Affairs will notify the student of the charges against him/her. (This initial notification may be verbal in nature.) If the Dean of Student Affairs deems that the presence of the student(s) poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, student(s) may be temporarily or indefinitely suspended. In this case a hearing will be held within 72 hours of the student's removal.
3. Depending on the circumstances, the Dean of Student Affairs may discuss the case with the student(s) and may arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached, the Dean of Student Affairs will appoint a Student Disciplinary Committee.

4. The Dean of Student Affairs will notify the student(s), in writing, of the charges and provide the date, time, and location of the Student Disciplinary Committee hearing.
5. The chair of the Student Disciplinary Committee will submit the official findings of the committee to the Dean of Student Affairs.
6. The Dean of Student Affairs will notify the student(s), in writing the results of the findings of the Student Disciplinary Committee.

### Students Rights

The student does not forfeit any constitutional rights upon entrance into the student body of the College. The student does agree to abide by the College's rules, regulation, policies, and the Student Code of Conduct.

The student may have one person present to serve as counsel at the hearing for advisement only. Counsel will not have the right of cross-examination. The student's refusal to answer questions shall not be construed as admission of guilt.

A Student Disciplinary Committee hearing may be requested by a student; to review a decision made by institutional personnel whom the student feels is a violation of the right to due process. The student has the right to appeal the Student Disciplinary Committee's decision through procedure described under "Process for Right of Appeal" herein.

The Student Disciplinary Committee shall have the equal function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

### Students Disciplinary Committee Composition

### and Responsibilities

The Student Disciplinary Committee shall have the equal function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

1. The Committee shall consist of two faculty members, one Student Services professional, one student, and a Chair.
2. The Committee members shall be appointed by the Dean of Student Affairs. The members shall serve for the hearing of one case and may be reappointed to serve on subsequent committees. The student representative will serve in the same manner as the faculty members. The chair will provide and shall cast a vote only when necessary to break a tie. Any committee member who has any personal interest or special information concerning the case will be disqualified from the case. A replacement shall be appointed by the Dean of Student Affairs.
3. The Committee shall maintain an adequate record of the history and disposition of each case. The record shall include a summary of the evidence upon which the Committee based its decision.
4. The decision of the Student Disciplinary Committee will be reached by majority vote.
5. A finding of the facts, decisions, and recommendations of the Student Disciplinary Committee shall be forwarded to the Dean of Student Affairs.
6. The Dean of Student Affairs will immediately notify the student of the Committee's findings and provide information on the course of any appeal.

### Process for Right of Appeal

The Dean of Student Affairs shall be the final authority in the appeal process. The student may file a written request with the Dean of Student Affairs asking that Lurleen B. Wallace Community College review the decision of the Student Disciplinary Committee. The written request must be filed within five days (excluding Saturdays, Sunday and holidays) of official notification of the Committee's findings. No new evidence will be admitted in the appeal process. The Dean of Student Affairs will then make an independent decision based on all information. The Dean of Student Affairs will notify the student of that decision which is final.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System. Information regarding student complaints to the Alabama Community College System can be found at:  
<https://www.accs.cc/index.cfm/contact/>.

#### **Standards of Proof Required for Administrative/Disciplinary Hearings**

The standard proof in disciplinary hearings goes to the preponderance of the evidence. This type of evidence means that the information presented in the case is more likely true than not true; there must be greater than 50% probability that the evidence is true. The probability can be as close as 51% vs. 49% and meet this standard as opposed the guilty beyond reasonable doubt, which is the standard for criminal cases.

#### **Retaliation**

The College takes steps to ensure that students are safe and not subject to further harassment or retaliation. Retaliation is any

adverse action taken against a person because of that person's participation in protected activity. The College strictly prohibits retaliation against any person for making a good faith report or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination. A student found responsible for retaliation will be sanctioned as outlined in the Student Code of Conduct.

### **Confidentiality**

Lurleen B. Wallace Community College will protect the confidentiality of victims of sexual assault, including the protection of any identifiable information of victims in records that may be accessed by the public, to the extent permissible by federal and state laws. To the extent possible, the college will make every effort to maintain the privacy of all parties involved in alleged sexual offenses, relationship violence, harassment, and stalking incidences. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses with consent of the complainant. Privacy, however, cannot be guaranteed in some incidences due to the responsibility to the overall campus safety.

### **Mandated Reporter (LBWCC Employees)**

A Mandated Reporter is any employee of the College who becomes aware of an act of sexual harassment (including sexual misconduct) or behavior which could be characterized as sexual harassment, when perpetrated against a faculty, staff, student or visitor of the College.

### Exceptions

Employees with a legal obligation or privilege of confidentiality (including health care providers, counselors, lawyers, and their associated staff) are not considered Mandated Reporters and are not required to

report when the information is learned in the course of a confidential communication.

This also means that the employee seeking the exemption is employed by the College for that specific purpose and was acting in that capacity when the confidential disclosure was made. If the information is not learned in the course of confidential communication (for example, behavior is observed in class) then the employee has the same obligation as a Mandated Reporter.

### Required Training

Federal regulations require all employees to be trained on institution Title IX policies and procedures. New employee orientation should include Title IX information. All employees are required to complete annual training on Title IX policy and responsibilities as a mandated reporter. Employees should successfully complete Title IX trainings by October 1 each year. Human Resources is responsible for facilitating and monitoring Title IX training for employees.

### In response to an incident, Mandated Reporters should:

- Assess safety and need for emergency response.
  - In emergency situations, where a person's health or safety is in immediate danger, please call 911.
- Explain that you are not a confidential contact.
  - You are required to report information you obtain about an incident. All conversations should be considered private, but you cannot guarantee confidentiality to someone. Those mandated are required to report any sexual

harassment to the Title IX coordinator.

- If a person begins talking about an incident with no warning:
  - Interrupt immediately (but nicely) and inform the person that the conversation cannot be considered confidential.
  - Assure him/her that you want to be supportive, but if he or she does not want the incident to potentially be reported then they should make an appointment with a confidential provider.
  - Advise the person to call 911 or seek help from law enforcement if he or she is in immediate danger or, if needed, advise them to seek emergency medical and mental health assistance.
- Be an empathetic listener.
  - Use active listening skills.
  - Listen without judgment.
  - Be open in your posture.
  - Let the individual lead the conversation.
- Provide resources & referrals such as those listed in this policy.

#### Submit a report

Even if someone does not want to participate in an investigation of the incident, Mandated Reporters are still required to report the incident. Reports involving students may be emailed to the Title IX Coordinator, Jason Jessie at [jjessie@lbwcc.edu](mailto:jjessie@lbwcc.edu) or call at 334.881.2245 or in the Jeff Bishop Student Center on the Andalusia campus. Other

reports may be submitted to the Senior Personnel Officer, Lisa Carnley at [lcarnley@lbwcc.edu](mailto:lcarnley@lbwcc.edu) or 334.881.2216 or in the George Wallace Administration Building on the Andalusia campus.

A report does not necessarily lead to a full investigation. However, the College will make a safety assessment to determine if the respondent or the respondent's actions present a safety risk to the community or any of its members. If it is likely that there is continuing risk as a result of the incident, then College may have to proceed with an investigation even without the injured party's consent.

Even if an incident occurs off campus, you may still be required to report it. The College has an obligation to address the resulting or continuing effects of off-campus harassment that interferes with a student's educational rights or an employee's employment rights.

#### **Prevention, Education and Awareness**

Lurleen B. Wallace Community College undertakes various prevention activities in an effort to create a safe, secure, and hostile free environment that is conducive to the educational and personal developmental needs of students. The College encourages students and employees to be responsible for their own security and the security of others.

A sexual harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual misconduct; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in

addressing complaints.

## **Sexual Misconduct Policy**

### **Appendix A:**

Alabama Criminal Code Definitions for Select Offenses Related to Sexual Assault, Domestic Violence, & Stalking, and Lack of Consent

#### Some Sexual Assault-Related Offenses

Section 13A-6-61. Rape in the first degree.

(a) A person commits the crime of rape in the first degree if: (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old. (b) Rape in the first degree is a Class A felony.

Section 13A-6-62. Rape in the second degree.

(a) A person commits the crime of rape in the second degree if: (1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex. (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective. (b) Rape in the second degree is a Class B felony.

Section 13A-6-63. Sodomy in the first degree.

(a) A person commits the crime of sodomy in the first degree if: (1) He engages in deviate sexual intercourse with another person by

forcible compulsion; or (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or (3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old. (b) Sodomy in the first degree is a Class A felony.

Section 13A-6-64. Sodomy in the second degree.

(a) A person commits the crime of sodomy in the second degree if: (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old. (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective. (b) Sodomy in the second degree is a Class B felony.

§ 13A-6-65.1. Sexual torture.

(a) A person commits the crime of sexual torture: (1) By penetrating the vagina or anus or mouth of another person with an inanimate object by forcible compulsion with the intent to sexually torture or to sexually abuse. (2) By penetrating the vagina or anus or mouth of a person who is incapable of consent by reason of physical helplessness or mental incapacity with an inanimate object, with the intent to sexually torture or to sexually abuse. (3) By penetrating the vagina or anus or mouth of a person who is less than 12 years old with an inanimate object, by a person who is 16 years old or older with the intent to sexually torture or to sexually abuse. (b) The crime of sexual torture is a Class A felony.

Section 13A-6-66. Sexual abuse in the first degree.

(a) A person commits the crime of sexual

abuse in the first degree if: (1) He subjects another person to sexual contact by forcible compulsion; or (2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated. (b) Sexual abuse in the first degree is a Class C felony.

Section 13A-6-67. Sexual abuse in the second degree.

a) A person commits the crime of sexual abuse in the second degree if: (1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or (2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old. (b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony.

Section 13A-6-68. Indecent exposure.

(a) A person commits the crime of indecent exposure if, with intent to arouse or gratify sexual desire of himself or of any person other than his spouse, he exposes his genitals under circumstances in which he knows his conduct is likely to cause affront or alarm in any public place or on the private premises of another or so near thereto as to be seen from such private premises. (b) Indecent exposure is a Class A misdemeanor except a third or subsequent conviction shall be a Class C felony.

Section 13A-6-69. Enticing child to enter vehicle, house for immoral purposes.

(a) It shall be unlawful for any person with lascivious intent to entice, allure, persuade, or

invite, or attempt to entice, allure, persuade, or invite, any child under 16 years of age to enter any vehicle, room, house, office, or other place for the purpose of proposing to such child the performance of an act of sexual intercourse or an act which constitutes the offense of sodomy or for the purpose of proposing the fondling or feeling of the sexual or genital parts of such child or the breast of such child, or for the purpose of committing an aggravated assault on such child, or for the purpose of proposing that such child fondle or feel the sexual or genital parts of such person. (b) A violation of this section is a Class C felony.

Section 13A-6-69.1. Sexual abuse of a child less than 12 years old.

(a) A person commits the crime of sexual abuse of a child less than 12 years old if he or she, being 16 years old or older, subjects another person who is less than 12 years old to sexual contact. (b) Sexual abuse of a child less than 12 years old is a Class B felony.

Section 13A-6-70. Lack of consent.

(a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a)(3) of Section 13A-6-65, that the sexual act was committed without consent of the victim. (b) Lack of consent results from: (1) Forcible compulsion; or (2) Incapacity to consent; or (3) If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. (c) A person is deemed incapable of consent if he is: (1) Less than 16 years old; or (2) Mentally defective; or (3) Mentally incapacitated; or (4) Physically helpless.

Section § 13A-6-81. School employee engaging in a sex act or deviant sexual intercourse with a student under the age of 19 years.

(a) A person commits the crime of a school employee engaging in a sex act or deviant sexual intercourse with a student under the age of 19 years if he or she is a school employee and engages in a sex act or deviant sexual intercourse with a student, regardless of whether the student is male or female. Consent is not a defense to a charge under this section. (b) As used in this section, sex act means sexual intercourse with any penetration, however slight; emission is not required. (c) As used in this section, deviant sexual intercourse means any act of sexual gratification between persons not married to each other involving the sex organs of one person and the mouth or anus of another. (d) The crime of a school employee engaging in a sex act or deviant sexual intercourse with a student is a Class B felony.

Section § 13A-6-82. School employee having sexual contact with a student under the age of 19 years.

(a) A person commits the crime of a school employee having sexual contact with a student under the age of 19 years if he or she is a school employee and engaging in sexual contact with a student, regardless of whether the student is male or female. Consent is not a defense to a charge under this section. (b) As used in this section, sexual contact means any touching of the sexual or other intimate parts of a student, done for the purpose of gratifying the sexual desire of either party. The term includes soliciting or harassing a student to perform a sex act. (c) The crime of a school employee having sexual contact with a student is a Class A misdemeanor.

## Student Name Change Policy

Students are required to provide their official legal name at the time of application to Lurleen B. Wallace Community College. Name change requests must be submitted in writing to the Office of Admissions and Records and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Admissions and Records, Lurleen B. Wallace Community College, P.O. Drawer 1418, Andalusia, AL 36420.

Current or former students may submit a "Change of Student Information" form along with appropriate legal documentation. Acceptable documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

## Student Publications Policy

The purpose of the student publications policy is to provide guidance to students in developing student publications, specifically a student newsletter. A student newsletter is a collection of information about the happenings of Lurleen B. Wallace Community College and will be utilized to assist in keeping the student body informed on campus activities and issues.

Policies applying to student publications include the following:

1. In all phases, student publications shall be published, so as to reflect credit upon Lurleen B. Wallace Community College, as an institution, and upon the student body.
2. Principles of sound business practice will be followed.

3. Recognized principles of journalism ethics will be followed, including the following practices:
  - a. Student publications should be edited in a spirit of tolerance, restraint, and good will, both in its attitude toward persons on and off campus.
  - b. Recognizing the fact that student publications have circulation off-campus, care should be taken to follow standards of good taste. Vulgar, crude, and uncouth expressions have no place in publications and will not be published.
  - c. The editor and advisor shall be conscientious to avoid libelous statements.
4. Publications must be submitted at least two (2) weeks prior to printing for approval by the Dean of Student Affairs.
5. Advertisements must be approved in advance by the advisor and may not include advertisements for alcoholic beverages, tobacco products, political candidates or other advertisements that are in any way offensive to the staff, students, or community.

## Social Media Policy

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Lurleen B. Wallace Community College has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, LinkedIn, MySpace, Twitter, and YouTube.

Lurleen B. Wallace Community College created a Facebook page in 2009, and the College welcomes your questions, comments, and concerns. Our goal is to provide a community where friends of LBWCC can share content, ideas, and experiences and find helpful information. To keep the site fun and lively, we ask that you respect the rules of the social media site as well as the rules listed below. ***The College reserves the right to remove posts that do not comply with these rules.***

### Be respectful

Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and/or the College and its institutional voice. The College is committed to respecting the dignity of others and to the civil and thoughtful discussion of opposing ideas. It is okay to voice a complaint or disagree with another post, but please do so in a polite and constructive manner. ***Obscenities, personal attacks, and defamatory comments about any person, group, organization, or belief will be removed.***

### Remember your audience

Be aware that a presence in the social media world is or can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups. On personal sites, identify your views as your own. If you identify yourself as an LBW Community

College faculty or staff member online, it should be clear that the views expressed are not necessarily those of Lurleen B. Wallace Community College.

### **Be accurate**

Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of LBWCC in any capacity. ***The College will correct or remove factual errors.***

### **Focus on LBWCC, and do not spam**

Please keep your posts relevant to LBWCC and its students, faculty, staff, and alumni. Do not use this site to promote businesses, causes, or political candidates. If you are part of the LBWCC community, it is okay to post a link to your LBWCC-based group, or to invite community members to vote for you in an online contest, as long as you do not do it every week. ***Excessive posts will be removed.***

***Posts by non-LBWCC organizations will be deleted.***

This includes, but is not limited to:

- Discounts offered to LBWCC students, alumni, or employees
- Promotions for non-LBWCC events
- Promotions by non-LBWCC organizations, including political, religious, and activist groups.

### **Protect your privacy**

Your comments are visible to all. Never include your personal information, such as phone number, e-mail address, or other personal information in a post. If you want individual follow-up, send a message through the site to a page administrator. LBWCC's administrators are the Public Information Officer and Director of Marketing and Development, Renee

LeMaire (334-881-2320), and the Director of Recruitment, Heather Owen (334-881-2282).

LBWCC is not responsible for the content of any website outside of the lbw.edu domain. The inclusion of any non-LBWCC link, whether by a LBWCC employee or anyone posting on the site, does not imply endorsement by Lurleen B. Wallace Community College of that website.

Posts by page administrators or any other comments on the site do not necessarily reflect the opinions and positions of LBWCC. ***It is important to understand that you are legally responsible for the comments you post.***

### **Your commitment**

By posting any comments, links, or other material on LBWCC-sponsored websites, you give LBWCC the irrevocable right to reproduce, distribute, publish, display, edit, modify, create derivative works from, and otherwise use your submission for any purpose in any form and on any media. You also agree that you will not post the following:

1. Post material that infringes on the rights of any third party, including intellectual property, privacy, or public rights.
2. Post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful, or embarrassing to any other person or entity as determined by LBW Community College in its sole discretion.
3. Post ads or solicitations of business.
4. Post the same note more than once ("spam").
5. Post chain letters or pyramid schemes.
6. Impersonate another person.

7. Allow any other person or entity to use your identification for posting or viewing comments.

### **Protect confidential and proprietary information**

Do not post confidential or proprietary information about Lurleen B. Wallace Community College, students, employees, or alumni. Employees must follow the applicable federal requirements such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPA) of 1996 (health information privacy) and adhere to all applicable college privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.

### **Photography**

Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800 x 600 resolutions to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing. Remember that the policies of LBW Community College related to using images apply online as well as in print. Contact [Lisa Patterson](#), Advertising and Publications Specialist, at 334-881-2293 with questions.

### **Respect copyright and fair use**

When posting, be mindful of the copyright and intellectual property rights of others and of LBW Community College. Direct any questions about fair use or copyrighted material to the Director of Learning Resources, [Hugh Carter](#) at 334-881-2266.

### **Do not use the Lurleen B. Wallace Community College logos for endorsements**

Do not use the LBWCC logo or any other college images or iconography on personal social media sites. Do not use LBWCC's name to promote a product, cause, or political party or candidate.

### **Respect college time and property**

College computers and time on the job are reserved for LBWCC related business as approved by supervisors and in accordance with the Information Technology Policies and Procedures- Acceptable Use Policy.

### **Terms of Service**

Obey the Terms of Service of any social media platform employed.

### **Think twice before posting**

***Privacy does not exist in the world of social media.*** Consider what could happen if a post becomes widely known and how that may reflect both on the person posting and the College. Search engines can turn up posts years after they are created and comments can be forwarded or copied. If you would not say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor or instructor for input or contact [Renée LeMaire](#), Public Information Officer and Director of Marketing and Development (334-881-2320).

### **Institutional Social Media**

If you post on behalf of an official Lurleen B. Wallace Community College unit, the following policies must be adhered to in addition to all policies listed above:

### **Notification**

Department or college units that have a social

media page or would like to start one should contact Renée LeMaire at 334-881-2320. All institutional pages must have an employee appointed who is identified as being responsible for content and monitoring. Ideally, this should be the head of the department.

### **Acknowledge who you are**

If you are representing LBWCC when posting on a social media platform, acknowledge this.

### **Have a plan**

Consider your messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. [Renée LeMaire](#), LBWCC Public Information Officer and Director of Marketing and Development (334-881-2320) can assist and advise you with your social media planning.

### **Link back to the College**

Whenever possible, link back to the LBWCC web site. Ideally, posts should be very brief; redirecting a visitor to content that resides within the LBWCC environment. When linking to a news article about LBWCC, check first to see whether you can link to a release on the LBWCC website (<http://www.lbwcc.edu/news.aspx>) instead of to a publication or other media outlet.

### **Protect the institutional voice**

Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. No individual LBW Community College unit should construe its social media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post – names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

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