

Lamar State College Orange

2018-2020 Catalog, Volume 53

Revised 7/6/2020



The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student and/or faculty member at Lamar State College Orange. The college reserves the right to withdraw courses at any time or to change fees, calendars, curricula, graduation procedures or any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and to the students already enrolled.

Information in this catalog pertains to Lamar State College Orange. For information concerning other Lamar campuses, consult their respective catalogs.

Lamar State College Orange is committed to providing equal access and opportunity to applicants, employees, and students. LSCO complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability, the Age Discrimination Act of 1975, which prohibits discrimination based on age, and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the College's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII. For questions concerning our non-discrimination policy, you may contact our Title IX Coordinator at 409-882-3922 or the Office for Civil Rights at 214-661-9600.

This page intentionally left blank.

A Message from the President

Welcome to Lamar State College Orange!

For more than 50 years, Lamar State College Orange has served a variety of diverse students across multiple disciplines. Throughout that time, much has changed in the way of instructional methods and programs. What has not changed is Lamar State College Orange's commitment to providing a first-class education that prepares students for a four-year degree and the workplace.

Our freshman- and sophomore-level academic courses fulfill the core curriculum requirements for most degrees and are fully transferable to senior institutions. Students interested in vocational/technical programs can choose from a number of options geared toward the local job market.

We're ready to meet you wherever you are in your education journey. Our small class sizes allow for one-on-one learning opportunities, and our tuition makes college affordable for everyone.

As our campus grows and our list of programs expands, we continue to emphasize personal attention at every point of the college experience. Our students are important to us, and we want to see them grow and prosper.

Our job is to improve the lives of our students, respect our students, and serve the needs of our community.

We honor the traditions that paved the way for our success at Lamar State College Orange, and we look ahead to what's next.

Lamar State College Orange is where hope meets opportunity. Call or visit our campus today, and let us help you discover your bright, Orange future!

Your humble servant,

Dr. Thomas Johnson, President



Contents

Campus Map and Academic Calendars.....	8
Campus Map.....	9
Academic Calendars 2018-2020.....	10
Fall Semester 2018.....	10
Spring Semester 2019.....	11
Summer Semester 2019.....	12
Fall Semester 2019.....	13
Winter Mini Session 2019.....	14
Spring Semester 2020.....	15
Summer Semester 2020.....	16
Fall Semester 2020.....	16
About Lamar State College Orange.....	18
General Information.....	19
LSCO's History.....	19
Governance.....	19
Vision: Where Hope Meets Opportunity.....	19
Mission Statement.....	19
Core Values.....	19
Accreditation.....	20
Community Services.....	20
The Brown Estate.....	20
Continuing and Workforce Education.....	20
Health Policies and Regulations.....	21
Bacterial Meningitis Vaccination Requirement.....	21
Tobacco-Free Institution.....	22
Policy Statement on AIDS.....	22
Compliance with the Americans with Disabilities Act of 1990.....	22
Sexual Misconduct Policy.....	23
Concealed Handguns on Campus.....	23
Admission Requirements.....	25
First Time Students.....	26
How to Apply for Admission.....	28
When to Apply for Admission.....	29
Academic Records and Transcripts.....	29
Educational Records and Students' Rights.....	29
Tuition and Fees.....	31

Description of Fees.....	32
Refunds.....	34
Tuition Rebates - Baccalaureate Degrees.....	36
Tuition Charges for Extra Credit Hours.....	36
Summary of Fees.....	37
Financial Aid and Awards.....	40
Types of Aid.....	41
Student Services.....	46
Student Services.....	47
Compact with Texans.....	48
Admission and Records.....	49
Advising and Counseling Center.....	50
Ron E. Lewis Library.....	52
Testing Center.....	52
The Learning Center.....	53
Activities and Organizations.....	53
Conduct and Discipline.....	54
College Affairs.....	56
Campus Security.....	57
Marketing and Public Information.....	58
Print and Design Services.....	59
Alumni Association.....	60
Academic Policies and Procedures.....	61
Academic Policies and Procedures.....	62
Nontraditional Credit Educational Evaluation.....	72
Testing and Placement.....	73
Degrees, Certificates and Institutional Awards.....	79
Degrees, Certificates and Institutional Awards (General Information).....	80
Associate of Arts (AA) and Associate of Science (AS) Degrees.....	80
Associate of Applied Science (AAS) Degrees.....	80
Certificate of Completion (C).....	80
Institutional Awards (IA).....	81
Transfer and Articulation.....	81
General Graduation Requirements.....	82
Core Curriculum.....	84
Degrees, Certificates and Institutional Awards.....	86
Course Descriptions.....	131
Course Descriptions.....	132
Directory of Personnel.....	158

Directory of Personnel.....	159
Important Campus Telephone Numbers.....	164
Index.....	165

This page intentionally left blank.

Campus Map and Academic Calendars

Lamar State College Orange Campus Map

Fall Semester 2018

Spring Semester 2019

Summer Semester 2019

Fall Semester 2019

Spring Semester 2020

Summer Semester 2020

Campus Map



Academic Calendars 2018-2020

*All dates are subject to change and should be verified.

Fall Semester 2018

August

8/22	<i>Payment due if registered for Fall, 8-week Session I, and 8-week Session II</i>
8/25	Saturday on-campus registration 9am - 12pm
8/27	First class day for Fall and 8-week Session I
8/27-28	Schedule revisions and/or late registration <i>with fee</i>
8/31	Application for December 2018 graduation begins

September

9/3	Labor Day Holiday
9/4	6 th class day for 8-week Session I - no penalty for dropping
9/11	Last day to petition for 'no grade' for 8-week Session I
9/12	12 th class day for Fall - no penalty for dropping
9/26	Last day to petition for 'no grade' for Fall <i>First installment due</i>

October

10/9	Last day to drop/withdraw from 8-week Session I
10/17	<i>Payment due if registered for 8-week Session II</i>
10/19	Last class day for 8-week Session I
10/22	First class day for 8-week Session II
10/24	<i>Second installment due</i> <i>Short-term loans due</i>
10/29	6 th class day for 8-week Session II - no penalty for dropping
10/30	<i>Fall 60% complete-critical date for financial aid students</i>

November

11/1	Schedules available for Spring 2019 Registration begins for Spring 2019
11/5	Last day to petition for 'no grade' for 8-week Session II
11/21	Last day to apply for December 2018 graduation
11/22-23	Thanksgiving Holiday
11/30	Last day to pay for December 2018 graduation

December

12/3	Last day to drop/withdraw from Fall and 8-week Session II
12/4	Last class day for Fall and 8-week Session II
12/5	Review Day
12/6-7	Final exams
12/10-12	Final exams
12/13	Grades for graduating students due by noon
12/14	December 2018 Commencement
12/17	Grades for all students due by noon
12/21-31	Christmas Holiday

Spring Semester 2019

January

1/1-2	New Year's Holiday
1/16	<i>Payment due if registered for Spring, 8-week Session I, and 8-week Session II</i>
1/19	Saturday on-campus registration 9am - 12pm
1/21	Martin Luther King, Jr. Day Holiday
1/22	First class day for Spring and 8-week Session I
1/22-23	Schedule revisions and/or late registration <i>with fee</i>
1/25	Application for May 2019 graduation begins
1/29	6 th class day for 8-week Session I - no penalty for dropping

February

2/5	Last day to petition for 'no grade' for 8-week Session I
2/6	12 th class day for Spring - no penalty for dropping
2/20	Last day to petition for 'no grade' for Spring <i>First installment due</i>

March

3/11-14	Spring Break (campus open)
3/15	Spring Break Day (campus closed)
3/20	<i>Payment due if registered for 8-week Session II</i> <i>Second installment due</i> <i>Short-term loans due</i>
3/21	Last day to drop/withdraw from 8-week Session I
3/22	8-week Session I Final exams
3/25	First class day for 8-week Session II

April

4/1	Schedules available for Summer 2019 and Fall 2019 Registration begins for Summer 2019 and Fall 2019 6 th class day for 8-week Session II - no penalty for dropping <i>Spring 60% complete-critical date for financial aid students</i>
4/4	Last day to petition for 'no grade' for 8-week Session II
4/8	Last day to petition for 'no grade' for 8-week Session II
4/19	Good Friday - no classes (campus open)
4/26	Last day to apply for May 2019 graduation

May

5/3	Last day to pay for May 2019 graduation
5/7	Last class day for Spring and 8-week Session II Last day to drop/withdraw from Spring and 8-week Session II
5/8	Review day
5/9-10	Final exams
5/13-15	Final exams
5/16	Grades for graduating students due by noon
5/17	May 2019 Commencement
5/20	Grades for all students due by noon
5/27	Memorial Day Holiday

Summer Semester 2019

May

5/29 *Payment due if registered for Full-Term, Summer I, and Summer II*

June

6/3 First class day for Full Term and Summer Session I (SSI)

6/3-4 Schedule revisions and/or late registration *with fee*

6/6 4th class day for SSI - no penalty for dropping

6/7 Application for August 2019 graduation begins

6/13 Last day to petition for 'no grade' for SSI

6/20 12th class day for Full Term - no penalty for dropping

6/26 *First installment due*

July

7/3 *Payment due if registered for Summer II*

Last day to petition for 'no grade' for Full Term

7/4 Independence Day Holiday

7/8 Last day to drop/withdraw from SSI

7/9 SSI Final exams

7/10 First class day for Summer Session II (SSII)

7/10-11 Schedule revisions and/or late registration *with fee*

7/16 4th class day for SSII - no penalty for dropping

7/23 Last day to petition for 'no grade' for SSII

7/24 *Second installment due*

7/26 Last day to apply for August 2019 graduation

August

8/2 Last day to pay for August 2019 graduation

8/13 Last day to drop/withdraw from Full Term and SSII

8/14 Final exams

8/15 Grades for graduating students due by noon

8/16 August 2019 Commencement

8/19 Grades for all students due by noon

Fall Semester 2019**August**

- 8/21 *Payment due if registered for Fall, 8-week Session I, and 8-week Session II*
8/24 Saturday on-campus registration 9am - 12pm
8/26 First class day for Fall and 8-week Session I
8/26-27 Schedule revisions and/or late registration *with fee*
8/30 Application for December 2019 graduation begins

September

- 9/2 Labor Day Holiday
9/3 6th class day for 8-week Session I - no penalty for dropping
9/10 Last day to petition for 'no grade' for 8-week Session I
9/11 12th class day for Fall - no penalty for dropping
9/25 Last day to petition for 'no grade' for Fall
First installment due

October

- 10/16 *Payment due if registered for 8-week Session II*
10/17 Last day to drop/withdraw from 8-week Session I
10/18 8-week Session I Final exams
10/21 First class day for 8-week Session II
10/23 *Second installment due*
Short-term loans due
10/28 6th class day for 8-week Session II - no penalty for dropping
10/29 *Fall 60% complete-critical date for financial aid students*

November

- 11/4 Schedules available for Spring 2020
Registration begins for Spring 2020
Last day to petition for 'no grade' for 8-week Session II
11/22 Last day to apply for December 2019 graduation
11/27 Last day to pay for December 2019 graduation
11/28-29 Thanksgiving Holiday

December

- 12/3 Last class day for Fall and 8-week Session II
Last day to drop/withdraw from Fall and 8-week Session II
12/4 Review day
12/5-6 Final exams
12/9-11 Final exams
12/12 Grades for graduating students due by noon
12/13 December 2019 Commencement
12/16 Grades for all students due by noon
12/20-31 Christmas Holiday

Winter Mini Session 2019

November 2019

11/4 Schedules available for Winter Mini 2019, Spring 2020
Registration begins for Winter Mini 2019, Spring 2020

December 2019

12/12 Last day to register for Winter Mini
Last day to pay for Winter Mini
First class day
12/13 Class day
12/16-19 Class days
12/20-31 Winter holiday

January 2020

1/1 Winter holiday
1/2-3 Class days
1/6-9 Class days
1/9 Last day to drop from Winter Mini
1/10 Final exam for Winter Mini

Spring Semester 2020

January

- 1/1 New Year's Holiday
- 1/15 *Payment due if registered for Spring, 8-week Session I, and 8-week Session II*
- 1/18 Saturday on-campus registration 9am - 12pm
- 1/20 Martin Luther King, Jr. Day Holiday
- 1/21 First class day for Spring and 8-week Session I
- 1/21-22 Schedule revisions and/or late registration *with fee*
- 1/24 Application for May 2020 graduation begins
- 1/28 6th class day for 8-week Session I - no penalty for dropping

February

- 2/4 Last day to petition for 'no grade' for 8-week Session I
- 2/5 12th class day for Spring - no penalty for dropping
- 2/19 Last day to petition for 'no grade' for Spring
First installment due

March

- 3/12 Last day to drop/withdraw from 8-week Session I
- 3/13 8-week Session I Final exams
- 3/16-19 Spring Break (campus open)
- 3/18 Payment due if registered for 8-week Session II
- 3/20 Spring Break Day (campus closed)
- 3/23 First class day for 8-week Session II
- 3/25 *Second installment due*
Short-term loans due
- 3/30 6th class day for 8-week Session II - no penalty for dropping

April

- 4/1 Schedules available for Summer 2020 and Fall 2020
Registration begins for Summer 2020 and Fall 2020
- 4/2 *Spring 60% complete-critical date for financial aid students*
- 4/6 Last day to petition for 'no grade' for 8-week Session II
- 4/10 Good Friday - no classes (campus open)
- 4/24 Last day to apply for May 2020 graduation

May

- 5/1 Last day to pay for May 2020 graduation
- 5/5 Last class day for Spring and 8-week Session II
Last day to drop/withdraw from Spring and 8-week Session II
- 5/6 Review day
- 5/7-8 Final exams
- 5/11-13 Final exams
- 5/14 Grades for graduating students due by noon
- 5/15 May 2020 Commencement
- 5/18 Grades for all students due by noon
- 5/25 Memorial Day Holiday

Summer Semester 2020

May

5/27 *Payment due if registered for Full-Term, Summer I, and Summer II*

June

6/1 First class day for Full Term and Summer Session I (SSI)

6/1-2 Schedule revisions and/or late registration *with fee*

6/4 4th class day for SSI - no penalty for dropping

6/5 Application for August 2020 graduation begins

6/11 Last day to petition for 'no grade' for SSI

6/18 12th class day for Full Term - no penalty for dropping

6/24 *First installment due*

July

7/1 *Payment due if registered for Summer II*

7/2 Last day to petition for 'no grade' for Full Term

7/6 Last day to drop/withdraw from SSI

7/7 SSI Final exams

7/8 First class day for Summer Session II (SSII)

7/8-9 Schedule revisions and/or late registration *with fee*

7/14 4th class day for SSII - no penalty for dropping

7/21 Last day to petition for 'no grade' for SSII

7/22 *Second installment due*

7/24 Last day to apply for August 2020 graduation

7/31 Last day to pay for August 2020 graduation

August

8/11 Last day to drop/withdraw from Full Term and SSII

8/12 Final exams

8/13 Grades for graduating students due by noon

8/15 August 2020 Commencement

8/17 Grades for all students due by noon

Fall Semester 2020

August

8/19 *Payment due if registered for Full-Term, Summer I, and Summer II*

8/22 Saturday on-campus registration 9am-12pm

8/24 First class day for Fall and 8-week Session I

8/24-8/25 Schedule revisions and/or late registration with fee

8/28 Application for December 2020 graduation begins

8/31 6th class day for 8-week Session I – no penalty for dropping

September

9/7 Labor Day Holiday

9/8 Last day to petition for 'no grade' for 8-week Session I

9/9 12th class day for Fall – no penalty for dropping

9/23 First installment due

9/24 Last day to petition for 'no grade' for Fall

October

10/8 Last day to drop/withdraw from 8-week Session I

10/14 Payment due if registered for 8-week Session II

10/15 8-week Session I Final Exams

10/19 First Class for 8-week Session II

10/21	Second installment due
10/21	Short-term loans due
10/26	6 th class day FOR 8-week Session II – no penalty for dropping
10/27	Fall 60% complete-critical date for financial aid students

November

11/2	Schedules available for Winter Mini 2020 and Spring 2020
11/2	Registration begins for Winter Mini 2020 and Spring 2020
11/2	Last day to petition for 'no grade' for 8-week Session II
11/18	Last day to apply for December 2020 graduation
11/26-11/27	Thanksgiving Holiday
11/16	Last day to drop/withdraw from Fall and 8-week Session II

December

12/1	Last class day for Fall and 8-week Session II
12/2	Review day
12/3-12/4	Final Exams
12/7-12/9	Final Exams
12/10	Grades for graduating students due by noon
12/11	December 2020 Commencement
12/14	Grades for all students due by noon <i>Pending Winter Holiday Dates</i>

Winter Mini 2020**November**

11/2	Schedules available for Winter Mini 2020
11/2	Registration begins for Winter Mini 2020

December

12/14	Last day to register for Winter Mini
12/14	Last day to pay for Winter Mini
12/14	First class day
12/14-12/18	Class days <i>Pending Winter Holiday Dates</i>

January (2021)

1/4-1/8	Class days
1/11-1/12	Class days
1/11	Last day to drop from Winter Mini
1/12	Final exam for Winter Mini
1/14	Grades for all students due by noon

About Lamar State College Orange

General Information

Community Services

Health Policies and Regulations

General Information

LSCO's History

In fall 1969 Lamar University opened its first extension center in Orange, Texas, with classes held in the old Tilley Elementary School. In 1971 the Texas Legislature passed legislation enabling Lamar University to operate a two-year educational center, thus removing the extension status and allowing students to take two full years of coursework on the Orange campus. In 1971 the building was destroyed by fire, and a spirited community-wide fundraising effort netted more than \$250,000 for the purchase of the former Sabine Supply Company building, located at 410 Front Street in Orange. Classes began at this location in fall 1971. Since that time facilities, enrollment and course offerings have grown steadily.

The Texas Legislature authorized the creation of the Lamar University System in 1983. In 1991 the Texas Legislature provided degree-granting authority to Lamar University-Orange. Lamar University-Orange, along with sister institutions in Port Arthur and Beaumont, was merged with the Texas State University System (TSUS), effective September 1, 1995. With system offices located in Austin, TSUS also includes Sam Houston State University, Texas State University-San Marcos and Sul Ross State University.

During the 1999 legislative session Lamar University-Orange was officially renamed Lamar State College Orange.

Lamar State College Orange currently has a student body totaling approximately 2,700. A variety of two-year academic programs is offered, leading to associate of science degrees. These programs will transfer to four-year institutions for students seeking baccalaureate degrees. Several technical/occupational programs are available, which lead to associate of applied science degrees or certificates of completion.

Governance

A board of nine regents, appointed by the governor and approved by the state senate for terms of six years, governs the Texas State University System. The Board of Regents, in turn, delegates the operational authority to the Chancellor and the presidents, campus administrative officers and faculty of each component institution.

Vision: Where Hope Meets Opportunity

Lamar State College Orange will be the college of choice serving Southeast Texas and Southwest Louisiana. As an exemplary place of learning, Lamar State College Orange will prepare the workforce of tomorrow. Our students will arrive with the hope of a productive future and leave with the knowledge and opportunities for success that a Lamar State College Orange education provides.

Mission Statement

Lamar State College Orange transforms lives and communities through the continual pursuit of academic, professional, and personal excellence. We provide new and unique opportunities for growth and success. We are the bridge connecting those we serve to a bright, Orange future.

Core Values

To foster a collaborative environment of integrity and accountability, Lamar State College Orange values:

- **Quality:** Providing excellence through education
- **Growth:** Building a shared vision of opportunity and advancement
- **Service:** Meeting the needs of the communities we serve
- **Innovation:** Creating an array of unique educational opportunities
- **Success:** Achieving personal and professional goals

Accreditation

Lamar State College Orange is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion. 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 Lamar State College Orange. Normal inquiries about the institution such as admission requirements, financial aid, education programs, etc., should be addressed directly to Lamar State College Orange and not to the Commission's office. The Commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard of The Principles of Accreditation: Foundations for Quality Enhancement.

Community Services

The Brown Estate

The Brown Estate is a conference and meeting facility located off Highway 90 west of Orange. It is a center of educational, cultural and social activity, which serves the citizens of Orange County and the surrounding area. The 62 acres of scenic landscaped grounds, including a lake and greenhouses, feature a graceful mansion built and decorated in the southern antebellum plantation tradition.

Lamar State College Orange received the estate in 1976 as a gift from the four sons of the late Edgar W. Brown, Jr., an Orange businessman and philanthropist, who served as a charter member of the Lamar University Foundation, Inc.

The property, which is open to the public for tours, provides visitors with insights into the accomplishments and lifestyle of one of the region's leading citizens. The Brown Estate can be reserved for seminars, meetings, planning retreats, and other public service activities.

Continuing and Workforce Education

Lamar State College Orange (LSCO) offers customized training programs for upgrading employment skills and/or for those pursuing areas of personal interest through its continuing education programs. These classes provide opportunities for individuals to continue their education in the academic and technical/occupational areas. A number of classes are offered for persons interested in pursuing creative activities, cultural endeavors, and/or recreational programs. Additional class offerings include personal development, computer skill enhancement, and professional development along with free community service learning opportunities.

Non-credit courses are open to interested adults without regard to eligibility for admission to college-credit programs. LSCO can award continuing education units (CEUs) to those who complete continuing education courses administered by LSC-O. In no instance should the award of CEUs be equated with college credit toward a degree.

Continuing & Workforce Education (C&WE) offers customized business and industrial training. These programs are designed to fit the needs of local employers. Training can take place on the Lamar State College Orange campus, a local plant, or office location. C&WE has worked with local businesses and industry leaders to deliver courses in computer technology, leadership training, business communication, maintenance technology, and more. Courses vary in length from one hour, to one-day, to multi-faceted, long-term training.

Health Policies and Regulations

Bacterial Meningitis Vaccination Requirement

Texas Senate Bill 1107 and subsequent *Senate Bill 62* requires all students entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination 10 days before the first day of classes. Therefore, if you are under the age of 22 and are 1) a returning student, who did NOT attend classes at LSC-O the preceding long semester, 2) an entering freshman, OR 3) a transfer student, you must submit evidence of vaccination against bacterial meningitis. Students that are taking online only courses DO NOT need to submit evidence of vaccination against bacterial meningitis. However, must complete a signed notarized waiver that may be obtained from the Admission & Records Office and may only enroll in on-line classes. To learn important facts about Bacterial Meningitis <http://www.cdc.gov/meningococcal/about/index.html>.

Proof of bacterial meningitis vaccination or exemption:

Evidence of Vaccination must verify that the vaccination was received at least 10 days prior to attending classes.

- A document bearing the signature or stamp of a physician, his or her designee, or public health official that states the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official immunization record generated by a state or local health authority. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official school record that indicates a current bacterial meningitis vaccination. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.

Evidence to Decline Vaccination must be submitted in the following format:

- To claim an exclusion for medical reasons, the student must present a statement signed by a physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. For information about requesting a conscientious objection exemption form from DSHS click here: <http://collegevaccinerequirements.com/>.

Important Considerations:

- The bacterial meningitis vaccination must be administered by a Health Practitioner authorized by law to administer an immunization.
- Vaccinations older than 5 years will require a booster.

How to provide proof of bacterial meningitis or exemption:

After evaluating multiple platforms, Lamar State College Orange chose an established provider, Magnus Health SMR (Student Medical Record). Magnus Health SMR is already used by more than 900 colleges, universities, and independent schools for managing school health records. We are adopting this system because it:

- Reduces the future burden of paperwork on our students.
- Provides HIPAA and FERPA privacy and security practices to the information.
- Makes this information instantly available to you, the student, if the need arises in the future.
- Advances the speed of care and communication of our staff to you in the event of an outbreak or

an illness.

After applying for admission students will receive an email from Magnus Health SMR containing their username and temporary password to access their account and provide the information required by the state. The bacterial meningitis vaccine or exemption from the vaccine must be provided to Magnus Health before registration. All students are required to submit their information through Magnus Health SMR.

When you log in to your Magnus Health SMR account you will be able to download the forms you need to be completed to provide proof of the vaccination (or exemption). If you have any additional questions please contact customer support from Magnus Health SMR, which is available to you by phone (877-461-6831) and email (service@magnushealthportal.com).

Tobacco-Free Institution

The Texas State University System Board of Regents passed a rule requiring all component institutions to prohibit the use of ALL TOBACCO PRODUCTS on properties owned by the System; there will be no exceptions. The **Tobacco-Free Policy** is in effect as of June 1, 2012. The rule applies to all students, faculty, staff, and visitors. Violators are subject to established administrative/disciplinary policies and procedures. The **Tobacco-Free Policy** may be viewed on the Lamar State College Orange web page at www.lSCO.edu.

Policy Statement on AIDS

The following is an excerpt of the Lamar State College Orange Policy on AIDS. Any employee, student or contractor of the college may request a copy of the *AIDS Policy* in its entirety from the Human Resources Department.

Acquired Immune Deficiency Syndrome (AIDS) is a fatal disease that has become a nationwide public health problem.

Lamar State College Orange acknowledges the seriousness of this problem. In health-related matters such as this, the college follows the guidelines of recognized authorities including the National Center for Disease Control, the United States Public Health Service, the Department of State Health Services and the American College Health Association. Further, the college shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other laws.

No current evidence exists that individuals infected with human immunodeficiency (HIV), the "AIDS Virus," can infect other individuals by casual contact. Accordingly, there is no reason to exclude individuals with AIDS, AIDS-Related Complex (ARC) or a positive test for antibody to HIV from campus academic, from social or cultural activities. Therefore, on the basis of current knowledge of the disease, individuals sharing common living space, work or study areas, libraries, classrooms, recreational facilities, and theaters do not represent a problem or public threat to the campus community.

Compliance with the Americans with Disabilities Act of 1990

Lamar State College Orange does not discriminate on the basis of disability in admission to, access to or operations of its programs, services or activities. Lamar State College Orange does not discriminate on the basis of disability in its hiring or employment practices.

Under the ADA a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity.

This notice is provided as required by *Title II of the Americans with Disabilities Act (ADA) of 1990*.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to Lamar State College Orange's designated ADA Compliance Coordinator in room 364 of the Ron E. Lewis Library Building.

Individuals who need auxiliary aids for effective communication in programs and services of Lamar State College Orange are invited to make their needs and preferences known to the Office of Disability Support Services, third floor of the Ron E. Lewis Library Building.

Sexual Misconduct Policy

The following is an excerpt of the Lamar State College Orange Sexual Misconduct Policy. Any employee, student or contractor of the college may request a copy of the Sexual Misconduct Policy in its entirety from the Human Resources Department. It is also available on the LSCO website at lSCO.edu/titleix/titleix.asp.

The Texas State University System and Lamar State College Orange are committed to creating and maintaining educational communities in which each individual is respected, appreciated, and valued. LSCO diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels. LSCO's focus on tolerance, openness, and respect is key in providing every member of the LSCO community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct. Any employee, student or contractor will be subject to disciplinary action up to and including dismissal for a violation of the Sexual Misconduct Policy.

Lamar State College Orange complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

Concealed Handguns on Campus

In 2015, the Texas Legislature approved and the governor signed legislation permitting individuals who possess a concealed handgun license to carry a concealed handgun on a college campus. The legislation became effective on August 1, 2016. Lamar State College Orange has developed this policy pursuant to the requirements of Texas Government Code, Title 4, Subtitle B, Chapter 411, Subchapter H, Section 411.2031.

An individual possessing a valid concealed handgun license is entitled to carry a concealed handgun on the campus and premises of Lamar State College Orange. License holders who carry a handgun on campus must carry it on or about their persons, concealed at all times, or secured in a locked, privately-owned or leased motor vehicle. A license holder may not carry a handgun that is partially or wholly visible on the campus of Lamar State College Orange. Students who expose or otherwise reveal the presence of a concealed handgun are subject to disciplinary action up to and including suspension or expulsion. Members of the faculty and staff who expose or otherwise reveal the presence of a concealed handgun are subject to disciplinary action up to and including termination of employment. Any individual who fails to meet the responsibilities required of a concealed handgun license holder may be reported to state authorities and may be subject to penalties that result in the revocation of their license. Concealed Handgun License holders are not required to disclose their status to anyone other than a law enforcement officer. Lamar State College – Orange employees may not, under any circumstances, require faculty, staff, students, or visitors to disclose their concealed handgun status.

Prohibited Concealed Carry Locations

- Any premise where a high school interscholastic event is taking place.
- Any premise where a governmental meeting is taking place.
- Any premise where a formal hearing such as student disciplinary hearing, student grade appeal hearing, or employee disciplinary hearing is being held.

- Any and all Prohibited Concealed Carry Locations must be clearly identified and the campus community must be given advance notice of when and where the restrictions will be imposed. Written notices must include the following language:

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

- Any signage designating a Prohibited Concealed Carry Location must meet these minimum requirements: include the above italicized language in both English and Spanish; use contrasting colors with block lettering at least one inch in height; and be displayed in a conspicuous manner clearly visible to the public.

Review

- The president will appoint a Concealed Carry Committee that will in each even numbered year review the policy and its effectiveness. The committee may recommend changes to the Prohibited Conceal Carry Locations and address any other concerns of the campus community.
- Any changes to this policy shall be submitted to the TSUS Board of Regents for approval in accord with the timeline provided in Section 411.2031 of the *Texas Government Code*.
- The president shall submit a report to the Texas Legislature by September 1st of each even numbered year describing Lamar State College – Orange’s policies, rules, regulations, and/or provision relating to the carrying of concealed handguns on campus. The Texas State University System Chancellor and the Board of Regents shall each be provided copies of the report.

Free Speech and Assembly

The LSCO Free Speech and Assembly policies can be found in the [*Student Handbook, General Provisions for Campus Activities, Section 3*](#)

<https://www.lSCO.edu/stuhandbook/LSCO%20Student%20Handbook%20FY2020.pdf>

Admission Requirements

Admission Requirements
Educational Records and Students' Rights

Admission Requirements

Lamar State College Orange welcomes any student interested in education and personal improvement. As a two-year, lower-division component of the Texas State University System, the Lamar State College Orange campus offers educational opportunity to all citizens through an open-door policy that admits all students who can benefit from post-secondary education. Lamar State College Orange believes that each individual student is important and welcomes students with diverse backgrounds and needs.

First Time Students

Students enrolling in college for the first time who fit one of the following categories may apply for admission:

- Graduates with a diploma from an accredited high school or home school program.
- Those who have earned a General Education Diploma (GED).
- Those who are under 18, who do not have a diploma or GED, and who are still in high school may be admitted upon the written recommendation of the high school principal or counselor, and consent from parent/guardian.

Admission to the institution does not guarantee admission to a particular degree or certificate program. Special requirements for various programs of study are described in subsequent sections of the catalog.

Beginning freshmen must submit an application for admission (this can be completed online at www.ApplyTexas.org two-year application), official high school transcript(s) and/or GED certificates, driver's license, and social security card.

All students must comply with requirements relating to the Texas Success Initiative (TSI) and must submit appropriate scores for placement purposes.

EDUC 1300 Learning Frameworks is required for all first-time freshman students. A first-time student is one who has not earned any college credit since graduating from high school or completing the GED.

New students and returning students, with an enrollment lapse of one semester, who are under the age of 22 will not be permitted to register for classes without verification of proof of receiving the Bacterial Meningitis Immunization Vaccination. Please see *Bacterial Meningitis Vaccination Requirement* under the *Health Policies and Regulations* of this catalog.

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit an application for admission (this can be completed online at www.ApplyTexas.org two-year application) and official transcripts sent directly from all colleges previously attended or in a sealed envelope from issuing institution. Transfer applicants must be in good standing with all institutions previously attended. Students on scholastic suspension or probation must meet with an Academic Advisor. Students on disciplinary suspension from another institution must petition the Dean of Student Services for individual approval. Contact the Office of Admission and Records for further information.

Students transferring from a Texas public college or university are subject to the same testing requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities must comply with requirements relating to the Texas Success Initiative.

Former Students

Former LSCO students who have not registered, or who have a break in enrollment of one fall or spring term must file for readmission by submitting an application for admission. Former students who have attended another college are required to submit a complete official transcript of all work done subsequent

to the last date of attendance at LSCO. Students with unsettled financial debts to any TSUS component or incomplete records will not be allowed to register until such problems are resolved.

Proof of Residency

The Office of Admission and Records is responsible for determining residence status of students for the purpose of tuition as set forth by the *Texas Education Code, Rules and Regulations for Determining Status of the Texas Higher Education Coordinating Board* and college regulations. Students classified as Texas residents are required to provide documentation showing the applicant's name (or parent's name if residency is based on parent) with a Texas residence and dated one year prior to registration, such as the following:

- Texas high school transcript for full senior year immediately preceding the census date;
- Unexpired Texas driver's license or Texas ID card with an issue date of more than 12 months preceding the census date for the term enrolling;
- Two consecutive Texas voter registration cards with the most current not expired;
- Pay stubs for the 12 months preceding the census date;
- Bank statements reflecting a Texas address for 12 months preceding the census date;
- Utility bills for the 12 months preceding the census date;
- Registration or verification from licensor showing Texas address for licensee;
- Ownership of real property with copies of utility bills for the 12 months preceding the census date;
- A current credit report that documents the length and place of residence of the person or dependent's parent.

International Students

Students from other countries holding visas other than permanent resident visas are considered international students. Applicants to Lamar State College Orange may be accepted for admission and have a Form I-20 issued when all requirements have been met. These requirements include:

- Application for admission;
- International Student Application and application fee;
- Official secondary school record and official college transcript (translated and evaluated), if applicable;
- Evidence of sufficient financial support for the academic year in the form of an I-34 affidavit of support, an Immigration and Naturalization Service's document;
- Proof of adequate health insurance; and
- Provide proof of English Language Proficiency. International students must provide proof of English language proficiency through scores on the TOEFL or IELTS. This testing requirement is waived only for applicants who have completed at least two consecutive years of study at a college or university in the U.S. or in an English proficiency-exempt country. Scores are valid for two years and must be received directly from the testing agency.

Undergraduate (Freshman & Transfer) English Proficiency Requirements:

TOEFL Internet Based Total	61
TOEFL Computer Based Total	173
TOEFL Paper Based Total	500
IELTS Total	5.0

Transfer students who are out of status must file reinstatement for F-1 status with the Immigration and Naturalization Services before they will be allowed to enroll. Students denied reinstatement will be administratively withdrawn from classes and will be subject to the refund policy in effect at the time of withdrawal.

In fulfillment of immigration regulations, a student must enroll in a full-time course of study which will

lead to the attainment of specific educational objectives. A full-time course load is defined as a minimum of 12 semester hours.

High School Student Dual Credit Enrollment

Lamar State College Orange has a dual credit program allowing qualified high school students to enroll in college courses and earn credit for the courses simultaneously at the high school and college level. Written recommendation from the high school principal or counselor and consent from parent/guardian must be on file prior to enrollment.

High School Concurrent Enrollment

Lamar State College Orange allows qualified high school students to enroll in college courses. Students attend high school and enroll in a course at the college; however, credit is received at the college level only. Written recommendation from the high school principal or counselor and consent from parent/guardian must be on file prior to enrollment.

Graduates of Non-Accredited High Schools

Applicants who have not graduated from accredited high schools may be admitted if they (1) have graduated in the upper two-thirds of their classes, (2) score 700 or above on the Scholastic Aptitude Test, or (3) have the recommended high school preparation credits.

Selected Admission - Health Sciences Programs

Admission to Lamar State College Orange does not guarantee entrance to a specific health sciences program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are admitted on the basis of college reading levels, math abilities, prior educational achievements, and other specific criteria. Application for program admission should be made directly with the program director within published deadlines. Programs that require separate applications include the associate of applied science degrees in upward mobility nursing and the certificates in vocational nursing, dental assisting, pharmacy technology, and emergency medical services.

False Information

A student who provides false information or makes false statements to any college official or on an official form submitted to the college is subject to immediate dismissal.

How to Apply for Admission

The following procedures should be followed in making application for admission. All credentials should be submitted to the Office of Admission and Records, Lamar State College Orange, 410 Front Street, Orange, Texas 77630, Phone # (409) 882-3923, Fax # (409) 882-5096, or admissions@lsco.edu

Students must:

- submit application for admission online at www.ApplyTexas.org (inclusion of a social security number is encouraged);
- submit official transcripts from each high school and/or official college transcripts from all colleges previously attended, sent directly from issuing institutions or in a sealed envelope from issuing institution (this requirement applies, regardless of the length of time in attendance and regardless of whether credit was earned or is desired);
- submit current driver's license; and
- submit social security card, visa or green card, if applicable.

All materials required for admission to Lamar State College Orange should be on file in the Office of Admission and Records prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file. Students should take the prescribed placement tests and/or have records of test scores sent to the Office of

Admission and Records.

NO STUDENT will be permitted to re-enroll until admission requirements have been met.

When to Apply for Admission

Application should be made well in advance, two or three months before the proposed enrollment date. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

The application form should be submitted before transcripts are sent. Official transcripts should normally be sent from the issuing institution after all work to be transferred is completed. Temporary admission will be granted if the time interval is limited between the end of a semester elsewhere and the beginning of the subsequent semester at Lamar State College Orange. In this event an unofficial transcript and/or copy of the last grade report will be required. All credentials must be on file within four weeks after the first class or the student may be withdrawn. Students on temporary admission who are subsequently found to be ineligible for admission will be withdrawn.

In some cases, questions regarding transfer need to be clarified while work is still in progress at another institution. Under these circumstances the partial transcript should be submitted and a complete official transcript furnished by the end of the semester.

Academic Records and Transcripts

Academic records are in the permanent custody of the Office of Admission and Records. Transcripts of academic records may be secured by individuals or will be released on the students' written authorizations. *Chapter 675, Acts of the 61st Legislature, 1969 Regular Session*, provides that "no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document."

A person who violates this act or who aids another in violating this act is guilty of a misdemeanor that upon conviction, is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

Students who owe debts to the college will have their official transcripts withheld until the debts are paid.

Educational Records and Students' Rights

The following information concerning student records maintained by Lamar State College Orange is published in compliance with the *Family Education Rights and Privacy Act of 1974, PL 93-380*.

Access to educational records directly related to a student will be granted to him or her unless the type of record is exempted from the provision of the law.

The types, locations, and names of custodians of educational records maintained by the college are available from the Office of Admission and Records.

Access to records by persons other than the student will be limited to those persons and agencies specified in the statute. Records will be maintained of persons granted such access and the legitimate interest in each case.

The release of information to the public without the consent of the student will be limited to the categories of information that have been designated by the college as directory information and that will be routinely released. The student may request that any or all of this information be withheld from the public by making

a written request to the Office of Admission and Records. The request must be made by the last official day to register for a given session and applies to that session only. Directory information includes name, current and permanent address, telephone listing, e-mail address, photograph, date and place of birth, major, enrollment status, classification, eligibility for and participation in officially recognized activities, dates of attendance, degrees, honors and awards received (with dates), and previous educational agencies or institutions attended.

A student has the right to challenge records and information directly related to him or her if they are considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. A description of the procedure to be followed in a formal hearing is available in the Office of Admission and Records.

The right of parental access to student records may be established by either of two methods: first, by the student filing a written consent statement; or second, by the parent validating the student's dependency as defined by the IRS.

Tuition and Fees

Description of Fees

Refunds

Tuition Rebates

Tuition Charges for Extra Credit Hours

Summary of Fees

Financial Aid

Types of Aid

Description of Fees

Payment of Fees

Lamar State College Orange reserves the right to change fees in accordance with acts of the Texas Legislature and the college's Board of Regents. By registering for classes at the college, each student agrees to abide by all policies of the college. Please visit <http://www.lSCO.edu/tuitionfees/tuitionfees.asp> for the most current Summary of Fees.

A student is not registered until either (1) all fees are paid in full or (2) the required down payment has been paid on the installment plan. Payments made by check, money order, cashier's check or traveler's check should be made payable to Lamar State College Orange and will be accepted subject to clearing the financial institution on which they are drawn. Debit/credit cards and currency are also accepted. The college will not accept counter checks, postdated checks, credit card checks or altered checks. Excess payments will be refunded by direct deposit.

Installment Program

A student is not automatically placed on installments. A student will only be placed on the installment plan if they have paid 50 percent of the total tuition and fees, plus the \$20 nonrefundable installment fee. To receive the installment plan, contact the cashier at (409)882-3371 or view the student account online and apply for an installment plan by logging into Student Services via www.lSCO.edu. Two subsequent payments of 25 percent each are required at a later date. A late fee of \$15 will be assessed beginning the first day after an installment due date for each delinquent installment payment.

Short-Term Loans

Lamar State College Orange provides short-term emergency loans to help students cover the 50 percent down payment of the installment plan. Short-term emergency loans are good for 60 days and are available to students 10 days prior to the first class day. Short-term emergency loans must be repaid within the semester in which the loan is made. Students withdrawing from the college remain responsible for the repayment of the short-term emergency loan. Students interested in acquiring short-term emergency loan should visit the Cashier's Office for information and application forms. Alternatively, students can contact the cashier by telephone at (409) 882-3371 or by email at bursars@lSCO.edu to complete the application online. The form will be sent electronically to the student for signature. A \$20 service fee is required. Late fees for unpaid short-term emergency loans will be charged.

Testing Fees

LSCO offers a variety of tests for career development, placement, entrance exams, etc. Prices vary based on the exam.

Matriculation Fee

A matriculation fee of \$15 will be incurred by students who withdraw prior to the first day of class. This \$15 fee will be deducted from the refund.

Reinstatement Fee

A student seeking reinstatement within the same semester after having withdrawn or having been withdrawn shall pay a \$50 reinstatement fee in addition to late payment fees. Students on installment plans must also pay all past due balances at the time of reinstatement.

Waiving Off-Campus Fees

Students enrolled exclusively in classes that are held off campus may request a waiver of the Student Center fee. Forms are available in the Office of Admission and Records.

Waiving Tuition for Senior Citizens

Senior citizens, 65 years of age or older, may take courses (up to six credit-hours per semester) on a space-available basis without the payment of tuition, **but will be responsible for all applicable fees.** Senior Citizen Tuition Exemption forms are available from the Office of Admission and Records. If credit is not desired, a petition for 'no grade' must be completed and submitted to the Office of Admission and Records by the census date of the term enrolling.

Refunds

Withdrawal Refunds

Withdrawal from the college prior to the first class day results in a 100 percent refund of tuition, student services fee, laboratory fee, designated tuition, Student Center fee, and private lessons fee, but not the \$15 matriculation fee. The student I.D. must be surrendered to receive a refund of the student services fee. The amount of refund decreases beginning on the first class day. For refund purposes the effective drop date is the date the withdrawal petition is received in the Office of Admission and Records with all appropriate signatures. If LSCO campus closes for a national or state disaster, there will be a continuity of operations in places. Therefore, during such crises, LSCO's refund policy will stand and students will not become eligible for refunds strictly due to a national or state disaster. Refunds are calculated according to the following schedules:

Fall, Spring Semesters, 10 and 12-Week Sessions and Summer Extended Session

- prior to the first class day, 100 percent, less matriculation fee
- during the first five class days of the semester, 80 percent
- during the second five class days of the semester, 70 percent
- during the third five class days of the semester, 50 percent
- during the fourth five class days of the semester, 25 percent
- after the fourth week of the semester, no refund

Mini-Sessions

- prior to the first class day, 100 percent, less matriculation fee
- during the first class day, 80 percent, less matriculation fee
- during the second class day, 50 percent, less matriculation fee
- after the second class day, no refund

Summer Sessions I and II and Fall, Spring 8-Week Session

- prior to the first class day, 100 percent, less matriculation fee
- during the first, second or third class days, 80 percent
- during the fourth, fifth or sixth class days, 50 percent
- after the sixth class day, no refund

Dropped Course Refunds

Students who drop courses during the *drop with refund period* and remain enrolled at Lamar State College Orange will receive a refund of tuition and fees for the dropped class. For refund purposes, the effective drop date is the date the drop form is received in the Office of Admission and Records with all appropriate signatures. Students may also drop a course by emailing their instructor; instructor approval is required and should be emailed to Admission.Records@lsco.edu for processing. Refunds are based on the following:

Fall, Spring Semesters

- Through the 12th class day, 100 percent
- After the 12th class day, no refund

Fall, Spring 8-Week Session

- Through the 6th class day, 100 percent
- After the 6th class day, no refund

Fall, Spring 10-week Session

- Through the 7th class day, 100 percent
- After the 7th class day, no refund

Fall, Spring 12-Week Session

- Through the 9th class day, 100 percent
- After the 9th class day, no refund

Summer Extended 10-Week Session

- Through the 12th class day, 100 percent
- After the 12th class day, no refund

Refunds are sent as a direct deposit to the student's bank account as specified by the student. The student is responsible for completing and submitting all necessary documentation with the Cashier's Office on the 3rd floor of the Ron Lewis Library. A direct deposit authorization form must be completed, proof of information must be provided, and the student must show their photo id at the time of submission. Direct deposit forms are only accepted in person at the Cashier Office or via fax. No online submissions are allowed.

Financial Obligations

Dropping courses or withdrawing from the college does not relieve the student of any financial obligations under the installment payment agreement or for student loans. Students withdrawing from the college are required to surrender their student identification cards and parking permits. Student services fees will not be refunded unless the student I.D. card is returned to the college. Withdrawal from the college precludes the student from receiving a refund for dropped courses.

Refunds - Students Receiving Financial Aid

Lamar State College Orange adheres to the *Return of Title IV Funds* policy as proposed in the 1998 amendments to the *Higher Education Act*. Under this policy students who have received Title IV funds (PELL, SEOG, LEAP) who withdraw on or before 60 percent of the semester has been completed may owe repayments of portions of their grants. This repayment will be based on a federal formula which takes into account how much of the semester the student has completed. Students who withdraw will be notified of the amount of repayment they owe within 30 days of the day they withdraw. In addition, the Department of Education will be notified at that time that the student owes a repayment of Title IV funds. Students will not be eligible to receive future Title IV funds until they have repaid these funds or made satisfactory repayment plans with the Department of Education. Students also may owe repayments to the school if the amount from the school refund policy is not enough to cover the school's portion of the Department of Education's repayment policy.

Refunds for students who receive aid other than Title IV funds will be based on a "fixed priority allocation." The full amount received under each program is returned in priority order until the refund amount is exhausted. The amount returned to a specific program cannot exceed the amount the student received from that program. The following listing indicates the priority in which programs will be refunded:

Non-Title IV Refund Priority: Installments; Emergency Tuition Loan (TPEG Loan); Sponsored Students Source; TPEG; Departmental Budgeted Funds; Restricted Scholarship Funds; Student.

Refunds - Students on Installment Plans

Refunds are calculated as a percentage of total fees assessed, not as a percentage of partial payments on installments. Questions regarding refunds should be directed to the cashier in the Business Office.

Delinquent Payments

Checks written in payment to the college and returned because of insufficient funds (NSF) are considered delinquent payments. An NSF check fee of \$25 plus any applicable late fees are charged for each NSF check. Students who write NSF checks are on "cash only" status for the duration of their enrollment. They will be restricted to paying by credit card, money order, cashier's check, traveler's check or currency. All unpaid, delinquent obligations are released to a collection agency and credit bureaus. All costs of collecting

delinquent obligations are payable by the student and may total as much as 30 percent of the student's outstanding obligation. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

Resident Classification

Students are responsible for registering under their legal residence student classification. Questions regarding residency must be answered by the Registrar no later than the time of registration. Students failing to comply with the residence provisions of the state tuition bill (*Art. 2645c, V.C.S. as amended 1957*) are subject to penalties and/or appropriate disciplinary action as set forth in the law.

Tuition Rebates - Baccalaureate Degrees

The state of Texas has authorized a tuition rebate program under *Section 54.0065 of the Texas Education Code* not to exceed a total of \$1,000. The rebate is paid to eligible students after receiving baccalaureate degrees from Texas public colleges within 4 years. The purpose of the program is to provide "incentive for students to prepare for college studies while completing their high school work, avail themselves of academic counseling, make early decisions, and complete their baccalaureate studies with as few extraneous courses as possible." See the *Texas Comptroller of Public Accounts* for more information on tuition rebates upon initial enrollment.

Tuition Charges for Extra Credit Hours

Students initially enrolling in Texas institutions of higher education in the 1999 fall semester or in subsequent terms are subject to *Chapter 13, Subchapter G, Section 13.115* (THECB, Texas Register). A student who has accumulated 70 or more semester hours at a community college, technical college and/or Lamar State College Orange is subject to notification about the limit of credit hours (120) received at the in-state tuition rate. Students who exceed the limit (120 credit hours) are subject to higher tuition rates, not to exceed the rates charged to non-resident undergraduate students.

Credit hours exempt from the cap include hours earned by the student before receiving a baccalaureate degree that have been previously awarded to the student; hours earned through examination; hours from developmental courses, technical courses and workforce education courses; hours earned at a private institution or an out-of-state institution; and any hours not eligible for state formula funding.

Summary of Fees

Fee summaries for Winter Mini 2019 through Fall 2020 are presented on the following pages. Please visit www.lSCO.edu/tuitionfees/tuitionfees.asp for the most current tuition and fees.

Note that "total charge" does not include the following fees:

Lab Fees	\$4	1-3 Semester Credit Hour Course
Lab Fees	\$8	4 or more Semester Credit Hour Course
Lab Fees	\$10	All Science Labs
Applied Music	\$18	
Internet/Hybrid Fee	\$50	Per Course
Late Registration Fee	\$10	
Reinstatement Fee	\$50	
Returned Checks	\$25	
Installment Late Penalty	\$15	
Short-term Loan Late Penalty	\$50	
Credit by Exam	\$25	

The cost to transcript credit by examination is \$25 per semester hour.

	Texas/Louisiana*	Non Texas/Louisiana**
E & G Tuition	\$50/SCH	\$472/SCH
Designated Tuition	\$45/SCH	\$45/SCH
Student Services, maximum \$180	\$5/SCH	\$5/SCH
Student Center Fee	\$2/SCH	\$2/SCH
Institutional Service Fee	\$31/SCH	\$31/SCH

*U.S. citizens who are legal residents of Texas/Louisiana. Louisiana residents MUST qualify for Texas tuition rates through the Office of Admission and Records.

**U.S. citizens who are not legal residents of Texas/Louisiana. Foreign students should contact the Business Office for information regarding applicable rates.

SUMMARY OF FEES – Winter Mini 2019 - Fall 2020 TEXAS/LOUISIANA RESIDENTS					
No. of Semester Hours	Tuition	Student Services Fee	Student Center Fee	Institutional Service Fee	Total*
1	\$95	\$5	\$2	\$31	\$133
2	\$190	\$10	\$4	\$62	\$266
3	\$285	\$15	\$6	\$93	\$399
4	\$380	\$20	\$8	\$124	\$532
5	\$475	\$25	\$10	\$155	\$665
6	\$570	\$30	\$12	\$186	\$798
7	\$665	\$35	\$14	\$217	\$931
8	\$760	\$40	\$16	\$248	\$1,064
9	\$855	\$45	\$18	\$279	\$1,197
10	\$950	\$50	\$20	\$310	\$1,330
11	\$1,045	\$55	\$22	\$341	\$1,463
12	\$1,140	\$60	\$24	\$372	\$1,596
13	\$1,235	\$65	\$26	\$403	\$1,729
14	\$1,330	\$70	\$28	\$434	\$1,862
15	\$1,425	\$75	\$30	\$465	\$1,995
16	\$1,520	\$80	\$32	\$496	\$2,128
17	\$1,615	\$85	\$34	\$527	\$2,261
18	\$1,710	\$90	\$36	\$558	\$2,394
19	\$1,805	\$95	\$38	\$589	\$2,527
20	\$1,900	\$100	\$40	\$620	\$2,660

- Louisiana students must qualify to pay Texas tuition rates by applying in the Office of Admission and Records prior to registration.
- Tuition and Fees are subject to change without notice by the action of the Board of Regents or the Texas State Legislature. Please visit www.lSCO.edu/tuitionfees/tuitionfees.asp for the most current Tuition and Fees.
- *Total does not include all applicable fees.

SUMMARY OF FEES – Winter Mini 2019 - Fall 2020 NON-TEXAS RESIDENTS					
No. of Semester Hours	Tuition	Student Services Fee	Student Center Fee	Institutional Service Fee	Total*
1	\$517	\$5	\$2	\$31	\$555
2	\$1,034	\$10	\$4	\$62	\$1,110
3	\$1,551	\$15	\$6	\$93	\$1,665
4	\$2,068	\$20	\$8	\$124	\$2,220
5	\$2,585	\$25	\$10	\$155	\$2,775
6	\$3,102	\$30	\$12	\$186	\$3,330
7	\$3,619	\$35	\$14	\$217	\$3,885
8	\$4,136	\$40	\$16	\$248	\$4,440
9	\$4,653	\$45	\$18	\$279	\$4,995
10	\$5,170	\$50	\$20	\$310	\$5,550
11	\$5,687	\$55	\$22	\$341	\$6,105
12	\$6,204	\$60	\$24	\$372	\$6,660
13	\$6,721	\$65	\$26	\$403	\$7,215
14	\$7,238	\$70	\$28	\$434	\$7,770
15	\$7,755	\$75	\$30	\$465	\$8,325
16	\$8,272	\$80	\$32	\$496	\$8,880
17	\$8,789	\$85	\$34	\$527	\$9,435
18	\$9,306	\$90	\$36	\$558	\$9,990
19	\$9,823	\$95	\$38	\$589	\$10,545
20	\$10,340	\$100	\$40	\$620	\$11,100

- Please visit www.lsc.edu/tuitionfees/tuitionfees.asp for the most current Tuition and Fees.
- Tuition and Fees are subject to change without notice by the action of the Board of Regents or the Texas State Legislature
- *Student ID Fee is charged only ONCE per academic year.
- *Total does not include all applicable fees.

Financial Aid and Awards

Financial assistance in the form of scholarships, grants, loans, and employment is available to a number of qualified students. Information regarding programs and eligibility criteria can be obtained from the Office of Financial Aid, 410 Front Street, Orange, Texas 77630, at (409) 882-3317.

When to Apply for Financial Aid and Awards

Applications should be completed by April 1 for the following academic year. Award notifications are emailed in late spring and early summer, as well as being posted in students' account in the Student Services area. The college will continue to award student aid as long as funds are available. The most desirable types of aid are normally expended early; therefore, students should make every effort to meet the April 1 priority date.

How to Apply for Financial Aid and Awards

Students wishing to apply for grants and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at www.fafsa.gov. After the application is submitted, the student will receive a *Student Aid Report* (SAR) from the Department of Education. The Student Aid Report contains the Estimated Family Contribution (EFC) that is used in determining the student's eligibility to receive financial aid. The type and amount of assistance will be determined by the Office of Financial Aid based on several factors.

Students wishing to be considered for scholarships should request the scholarship application. Students should be aware that scholarship funds are limited and that recipients normally must have grade point averages above 2.5 to be considered.

Satisfactory Academic Progress

In order to be eligible to receive Federal or State financial aid, students must meet the standards for Satisfactory Academic Progress.

The financial aid office will review SAP, each semester, after the student applies for financial aid. New students, transfers and returning students in good standing will be awarded for the semester they are enrolled. Students must maintain a 2.00 GPA to remain eligible to receive financial aid, and a completion percentage (earned hours/attempted hours) of at least 70% to remain eligible to receive aid. Courses attempted include all courses for which a student is registered. In order for a course to be considered complete, the student must receive a grade of A, B, C, D or S. Grades of W, Q, F, U, NG or I will not be considered as complete for SAP purposes. Grade changes due to the grade replacement policy, completing coursework towards an incomplete, or an instructor-initiated change will not be considered until the official change is made in the records office.

A student may receive financial aid for no more than 150% of the published length of their declared degree program. For example, if the stated number of hours for a degree program is 64 hours, the student may receive aid for no more than 96 hours ($64 \times 1.5 = 96$). Included in this total will be all college coursework attempted at all schools attended.

A student enrolled in a regular program may receive financial aid for no more than 30 semester hours of remedial coursework. Remedial courses will be considered when calculating a student's completion rate and will count towards their total number of hours for SAP.

Summer and mini-session coursework will be included in all completion rate and GPA calculations. Students denied aid may appeal in writing to the financial aid office. This appeal should explain any mitigating circumstances, which have caused the student's failure to make academic progress. The Coordinator of Financial Aid will review appeals. Relevant documentation necessary to verify or support

the appeal (e.g. death in immediate family, extended personal illness, recent divorce, etc.) should be submitted with the appeal letter. Students shall be notified of their appeal decisions through their student services account within two (2) weeks of the appeal letter being received in the financial aid office. Students denied their appeal may then make an additional appeal to the Director of Financial Aid. (**NOTE:** If a student's appeal is denied, new information and documentation is required at each level of appeal to enhance the chances for granting subsequent appeals.) If appeal is denied by the Director, students may then appeal to the Dean of Student Services. The decision of the Dean is final. Ten (10) working days should be allowed at each level of appeal. Students will be notified of all appeal decisions through their student services account. A student not meeting SAP, but who has their appeal accepted, will be placed on probation or be placed on a Satisfactory Academic Plan. They will receive notification by status updates on their student services account. Under the terms of probation, the student must complete 75% of all attempted coursework for that semester, and attain a GPA of 2.0 for the semester. Their status will be reevaluated at the end of the semester, which is when they are placed on probation. They will be notified of their new status on their student services account at the end of that semester.

A student not meeting SAP, and who will not be able to attain that status after one semester will be denied financial aid. This status will remain in effect until the student is granted an appeal or completes coursework, which brings them in compliance with all standards for academic progress.

Types of Aid

Grants

The Federal Pell Grant is the foundation for all other need-based programs. Students are considered for other financial aid awards after their eligibility for the Federal Pell Grant has been determined. Students must adhere to the satisfactory academic progress policy along with meeting the need-based eligibility requirement to receive financial aid. The requirements of the satisfactory academic progress policy are available in the Office of Financial Aid.

The final amount of the Federal Pell Grant is determined at the time of Leverage Educational Assistance Partnership Program enrollment.

In addition to the Federal Pell Grant Program, Lamar State College Orange participates in the following need-based grant programs:

Federal SEOG	Federal Supplemental Education Opportunity Grant
TPEG	Texas Public Education Grant
STS	State Tuition Scholarship
SDS	Student Deposit Scholarship
CWS	College Work Study
TEOG	Texas Educational Opportunity Grant
TEXAS	Toward Excellence, Access, and Success

Loans

Federal Direct Loans are available through the U.S. Department of Education. In order to apply for Direct Loans, the student must complete the FAFSA form. They must also complete an online entrance counseling session and a Master Promissory Note.

Direct Loans must be repaid. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on loan (subsidizes the loan) until the student graduates, withdraws, or drops below half-time status. An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full.

Scholarships

Scholarships are funds that cover portions of students' expenses. A limited number of Lamar State College Orange and endowed scholarships are available to students who qualify based on merit and/or need. The amounts and numbers of these awards will vary each year depending on available funding and student need.

Scholarships at Lamar State College Orange are of two types: those administered solely by the college, including the selection of recipients; and those administered by the college at the request of donors who select the recipients themselves. Scholarship application forms and information concerning other requirements and deadlines are available in the Office of Financial Aid and online at <http://www.lSCO.edu/scholarships/scholarships.asp>.

General Scholarships

- **Better Business Bureau**—for full-time students, based on merit and need.
- **Chevron/Phillips Scholarship**—entering freshmen and/or non-traditional students from an Orange County high school with a 3.0 GPA, based on merit.
- **Del Papa Centennial Scholarship**—for students majoring in a business or marketing field.
- **Don & Claire Marshall Memorial Scholarship**—a student who has a physical disability.
- **Donald T. Boumans Memorial Scholarship**—this scholarship fund is established by the Donald T. Boumans Foundation to honor and perpetuate his memory, for students enrolled in process technology or business management.
- **Hulda and Carroll B. Shaddock, Jr., MD**—this scholarship fund is established by Mr. Bill Shaddock to honor and perpetuate the memory of his mother and father, for residents of Orange County.
- **Mary Schlesinger Endowed Scholarship**—entering freshmen or presently enrolled students with full-time status, based on merit.
- **Master Gardener Scholarship**—for all students, based on merit and need.
- **Orange Memorial Scholarship**—for Orange County students enrolled in a medical program such as nursing, dental assisting, or pharmacy technology and in good academic standing.
- **Sabine Federal Credit Union**—members of the DuPont Credit Union or members of their families, based on merit.
- **Service League Health Care Scholarship**—for students enrolled in allied health programs.
- **Tony Houseman Memorial Scholarship**—for students majoring in business or a related field.

Lamar State College Orange Foundation Scholarships

The Lamar State College Orange Foundation provides scholarship assistance to students who meet the minimum eligibility requirements. In addition to the general scholarship fund, the foundation has endowed programs designed for specific purposes:

- **A.H. Montagne Memorial Scholarship**—Orangefield High School graduate, based on merit and need.
- **Betty Jo Spence Scholarship Fund**—for students seeking an associate degree in liberal arts, based on merit and need.
- **Cecil Beeson Endowment**—for Orange County students who are pursuing technical programs of study.
- **Claude W. Smith Endowment**—for Orange County students, based on need.
- **Martin Thomen Fund**—provides scholarship aid to students enrolled in allied health programs, based on need.
- **President's Scholarship**—for first-time entering freshmen, based on merit, recommended by high schools.

- **Service League of Orange Scholarship**—for high school seniors selected by the Service League.
- **Womack Scholarship**—for all students, based on merit and need.

Stark Foundation Scholarships

- **Lutcher Stark Scholarship**—focuses on students majoring in industrial arts and similar business, economic-related studies, or education fields of study.
- **Nelda C. Stark Scholarship**—focuses on students majoring in allied health and similar medical, health, nursing, or science-related fields of study.

Short-Term Loans

Lamar State College Orange provides short-term loans. Short-term loans for 60 days are designated to pay tuition and fees during registration and must be repaid within the semester in which the loan is made. Students withdrawing from the college remain responsible for the repayment of the short-term loan. **Students** interested in acquiring short-term loans should contact the Business Office/Cashiers Office for information and application forms.

Employment

Employment opportunities under Federal Work-Study, State Work-Study and other employment programs of the college are available to Lamar State College Orange students as part of the financial assistance program. The college and local businesses and industries provide a number of part-time jobs that enable students to earn part or all of their expenses while attending the college. Students are able to apply for student assistant and work-study job programs on line at <https://jobs.lSCO.edu>.

Exemptions

The state of Texas allows certain students to be exempt from paying all or a portion of tuition and fees. Students should contact the Office of Financial Aid if they meet any of the conditions listed:

- Residents of the state of Louisiana
- Highest ranking high school graduate
- Veterans who do not receive Post 9/11 or VA Voc Rehab veteran education benefits
- Students who graduate from high school in three years or fewer
- Children of fire/peace officers who were killed in the line of duty
- Fire fighters enrolling in classes related to fire fighting
- Peace officers enrolled in Law Enforcement or Criminal Justice courses
- Students who are blind and/or deaf
- Senior Citizen Tuition

For more information on these exemptions, visit www.collegeforalltexas.com.

Financial Assistance and Special Services for Disabled Students

The Texas Workforce Solutions Vocational Rehabilitation Services offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TWS-VRS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist handicapped students to become employable. Application for such services should be made at the Texas Workforce Solutions, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 924-7320 or (800) 242-8334.

The Advising and Counseling Office works closely with the Texas Workforce Solutions. Visually and hearing impaired students may be eligible for assistance, aid for the purchase of books, and assistance in acquiring specialized equipment. For more information call the Texas Workforce Solutions Division of the

Blind, 5550 Eastex Freeway, Suite D, Beaumont, Texas, 77708, at (409) 899-8490 or (800) 687-7013.

Veterans' Affairs Office

A Veterans' Affairs Office is maintained in the Office of Financial Aid and assists veterans in obtaining their educational benefits. Possible VA benefits available for eligible veterans and their dependents include:

- Post 9/11 GI Bill, Chapter 33
- Montgomery GI Bill, Chapter 30
- Montgomery GI Bill- Selected Reserve Chapter, 1606
- Montgomery GI Bill- Reserve Educational Assistance Program, Chapter 1607
- Vocational Rehabilitation and Employment Vet Success Program, Chapter 31
- Survivors and Dependents Assistance, Chapter 35

For more information on any of these programs contact the financial aid office or visit www.gibill.va.gov.

Hazlewood Exemption for Texas Veterans

The purpose of the Hazlewood Exemption is to provide an education benefit to honorable discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. For eligibility requirements and other information visit <https://www.tvc.texas.gov/education>.

Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct

In the event that an applicant is suspected of participating in fraud or other criminal misconduct in connection with application for *Title IV*, HEA program assistance, the information will be referred to the appropriate college, state and/or federal authorities. These authorities may include, but are not limited to, college discipline officer, college police, Orange Police, and the Office of the Inspector General of the U.S. Department of Education.

This page intentionally left blank.

Student Services

Student Services

Compact with Texans

Admission and Records

Advising and Counseling Center

Ron E. Lewis Library

Testing Center

The Learning Center

Activities and Organizations

Conduct and Discipline

Student Services

The Student Services Division provides services and programs to enhance the general education and development of students, enrich the quality of student life and support the teaching and service mission of the college.

The division consists of student activities, admission and records, advising and counseling, testing, financial aid, orientation, registration, recruitment, campus bookstore and student organizations.

Student Handbook

Policies and procedures related to student life and to the rights and responsibilities that accompany student citizenship are found in the *Student Conduct Code*. This code and other important information pertaining to student life may be found in the *Student Handbook*. It is the student's responsibility to be knowledgeable of established college policies and procedures that are contained in the *Student Handbook* and to comply with them. Copies of the *Student Handbook* are available upon request in the office of the Dean of Student Services and may also be viewed at www.lSCO.edu.

Health Services and Student Insurance

Because Lamar State College Orange is a commuter school, the college does not employ a full-time health professional. The existence of a local ambulance service and the posting of emergency telephone numbers in each office provide adequate medical service for the staff and student body. Students are encouraged to contact their personal physicians or the County Health Clinic in case of illness. Any campus accident or serious illness must be reported to the Dean of Student Services.

All registered students enrolled in six or more credit hours (three or more during the summer) are eligible to purchase health insurance for an entire year or for one semester. Health and accident insurance is required of all international students and all participants in the intramural sports and Spring Day Program. Insurance information is available from the Dean of Student Services.

Compact with Texans

Agency Name

Lamar State College Orange

Services Rendered

LSCO is a state supported, two-year institution of higher education offering students both an academic transfer curriculum and a variety of high-quality vocational, technical programs. Additionally, non-credit classes and training opportunities are provided for the continuing education of community members and the customized training needs of local business and industry.

Service Principles

LSCO is committed to providing quality service to students who can expect:

- **reliability**-consistent quality performance, access to services, and timely and accurate completion of tasks.
- **credibility**-qualified faculty and staff, trustworthy administrators, prompt problem solving, and accurate printed materials.
- **environment**-conducive to learning—safe premises, appropriately dressed faculty and staff, and friendly and accurate information.
- **responsiveness**-helpful and accessible staff, quick service, prompt communication, and satisfactory student information.
- **concern**-expeditious and caring attention to student needs, empathetic faculty and staff, and reliable and credible problem solving.

Service Goals and Objectives

LSCO is committed to maintaining an appropriate and current curriculum; maintaining excellence in instruction; providing personal and academic counseling for students; providing extracurricular opportunities conducive to lifelong personal development; providing a functional and aesthetically pleasing campus; and cooperating with individual and community groups to promote education, economic development and cultural opportunities.

Standards for Maximum Wait Time

LSCO is committed to processing transcript requests within a 24-48 hour period; determining financial aid awards within three weeks of receiving a completed file; registering (enrolling) students for classes within 15-30 minutes of initial contact (unless the student registers themselves via Self Service Banner); receiving service at the Cashier's Office within 15 minutes; determining admission into competitive-entry programs within 30 days; reporting results of credit-by-exam within one week; responding to requests for ADA accommodations in one day; answering the phone in four rings; completing transcript evaluations within a week after receiving official transcript; and processing admission applications within 24 hours.

Complaints

Students desiring to file initial complaints regarding **non-academic** issues should bring the complaints to the attention of the appropriate department head for resolution. If an acceptable resolution is not reached within five working days, the student can then file a formal written complaint on the **Complaint Intake Form** (located on Blackboard or in the Office of the Dean of Student Services). The complaint is logged in at this time and routed to the department against which the complaint has been made. If resolution is not achieved, the complainant may appeal to the Dean of Student Services. Students may expect a maximum of five (5) days per step in the complaint resolution procedure. The decision of the Dean of Student Services is final. **Academic** complaints/grievances should first be filed in writing with the instructor. If resolution is not achieved, the complainant may appeal through the chain-of-command possibly

culminating with a hearing before the Academic Appeals Committee. Students are then notified, in writing, of the decision. Procedures for pursuing specific types of grievances are detailed in the Texas State University System *Rules and Regulations*, the *LSCO Faculty Handbook*, the *LSCO Student Handbook*, and the *LSCO Catalog*. Students may expect a maximum of five (5) working days per step in the grievance procedure.

Student Relations Representative

Brian Hull

Dean of Student Services

Ron E. Lewis Library Building, Room 359

(409) 882-3342

Brian.Hull@lSCO.edu

Admission and Records

The Office of Admission and Records provides student access to accurate and timely information regarding application, registration, record maintenance, and academic policies. Application documents and transcripts from high schools and/or former colleges, as well as any questions regarding admittance to the college, should be addressed to this office. Questions regarding multi-campus enrollment, copies of current college credit, and requests for IDs are also handled by this office.

Notification of Emergencies

In the event of an emergency between the hours of 8 a.m. and 5 p.m., the Office of Admission and Records will attempt to locate a student on campus and/or to relay an emergency message to him or her.

Change of Address or Name

Students are responsible for all communications addressed to them at the address on file in the Office of Admission and Records. Students who move during a semester must immediately register their changes of address in the Office of Admission and Records.

Change of name because of marriage or correction of name because of spelling errors may be made by completing a name change form at the Office of Admission and Records. All name changes must be accompanied by copies of the legal documents making the name official. This document will be kept on file in the student's confidential folder.

New Student Orientation

A freshman orientation program is offered during August for the fall enrollment and in January for the spring enrollment. These sessions are designed to acquaint new students with campus facilities, academic and student support services, and give individual students opportunities to confer with advisors, division directors, and program directors about academic programs. Details of the orientation programs can be found at <https://www.lSCO.edu/orientation/orientation.asp> or by contacting the Recruiting Office at (409) 882-3955.

DegreeWorks

Students, faculty mentors, academic advisors, and staff members have access to DegreeWorks; a degree audit system within LSCO's Self Service Banner System. The tool allows all parties to see the same information about what courses students have successfully completed and what courses are still required for students' chosen degree plan.

For students, DegreeWorks:

- Provides real-time advice and counsel

- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, and FAQs

For advisors and staff members, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

Students and advisors can also use DegreeWorks to test “what if” scenarios with alternate majors to see how a change of major might affect the student’s expected graduation date.

Current students may access DegreeWorks, view course schedules, and register for classes online by logging into Student Services or Blackboard from our website www.lSCO.edu.

Advising and Counseling Center

The college provides a wide range of advising and counseling services to all students. The goal of the center is to assist in the resolution of student problems and questions and ultimately support personal growth and development.

The Advising and Counseling Center can provide specific assistance with class schedule planning, change of major, general information about various career choices, and transferring college credits. Questions concerning Texas Success Initiative (TSI) may also be directed to the center's staff. The staff can provide current information concerning degree plans for all degree, certificate and institutional awards, as well as programs at other colleges and universities. The Transfer Success advisor is available to facilitate a successful transfer in order to meet your educational and career goals.

Trained personnel offer both academic and career counseling as well as limited social and personal counseling on an individual and confidential basis.

Students are always welcome to drop in to the Advising and Counseling Center to discuss any kind of concern. The philosophy of the center is that no concern is too small to bring to the counselors' attention. When a problem exists that requires special professional expertise, the Advising and Counseling Center is the best place to receive a referral to an off-campus resource.

The center is open from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday. The center is closed during observed holidays as noted on the academic calendar in this catalog.

The Advising and Counseling Center is located in room 354 of the Ron E. Lewis Library Building. Students do not need an appointment to see an advisor. For more information, please call (409) 882-3340.

Academic Advising

Academic advising is necessary to ensure that all students are in compliance with the Texas Success Initiative testing requirements and Lamar State College Orange policies. Participation in continuous academic advising is vital to students' academic successes. Thus, students are expected to participate in the advising process throughout their careers on the Lamar State College Orange campus. All first-time students, students with fewer than 15 credit hours, students with undecided majors, students on academic probation or suspension, and students who have not completed the Texas Success Initiative (TSI) provisions

are required to register through the Advising and Counseling Center.

Career Advising

Career advising is available to each student to assist in the clarification of career objectives. The counselors have available the comprehensive, online interactive career guidance system, MyNextMove.org, the Myers-Briggs Personality Type Indicator (MBTI), and the Strong Interest Inventory (SII). Students are advised to make appointments with the Testing Center staff to take the MBTI or SII.

MyNextMove.org is a comprehensive computer-delivered career guidance and information system. You can log in to this user friendly website for free! Students may also participate in résumé writing workshops and job interviewing training sessions as part of their preparation for LSCO's job fair.

Carl Perkins Programs

The *Carl Perkins Vocational Education Act* makes available a variety of special services for qualified students who are majoring in technical/ occupational areas. Special populations include:

- Single Parent/Displaced Homemaker—an unmarried individual who must prepare to enter the workforce, yet has full or joint custody of a minor child or children;
- Disadvantaged—individuals who have academic or economic disadvantages and need special services or assistance in order to succeed in educational programs; and
- Services for Students with Disabilities—see *Disability Support Services* section below.

Some of the special services offered by the Carl Perkins Program include childcare assistance, tutoring, career and personal counseling. The Learning Center provides assistance in basic skills development, job placement services, and seminars in test taking, study skills, résumé writing, interviewing, and job-hunting skills.

Disability Support Services

Lamar State College Orange offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Students requesting academic adjustments and/or accommodations must document their requests for services in the Disability Support Services Office in the Advising Office.

Services are arranged to fit students' individual needs and may include individualized test administration, registration assistance, resource referral, sign language interpreters, note takers, tutors, readers, scribes, and the loan of specialized equipment, such as audio recorders, assistive listening devices, magnification technology, and access to a TDD.

When necessary, the advisor for students with disabilities acts as a liaison among students and faculty, administrators, and outside agencies.

The Disability Support Services Office works closely with the Texas Workforce Solutions Vocational Rehabilitation Services. The department provides disabled persons opportunities to enter into or return to gainful employment. Assistance with tuition and fees--in addition to diagnostic evaluation, vocational counseling, and physical restoration--may be provided. For more information contact or write the Texas Workforce Solutions, Orange Field Office, 2415 N 16th Street, Orange, Texas 77630 at (409) 882-0302 or (877) 834-JOBS (5627) or www.setworks.org

Visually and hearing impaired students and other qualified students with disabilities may be eligible for assistance, including mobility training, professional counseling, placement services, tuition assistance, reader services, personal assistants, and other services through the Texas Workforce Solutions. The department also maintains special equipment for its clients. To reach the Division of the Blind, call (409) 899-8490 or (800) 687-7013.

Ron E. Lewis Library

The purpose of the Ron E. Lewis Library is to support the educational mission of Lamar State College Orange by providing activities, services, resources, and programs to students, faculty, staff and the community. The library, located at the center of campus, opened in June 2001 and is an integral part of the college's learning experience. The library contains a collection of resources, both electronic and print, which support the school's curriculum and the information needs of students and faculty. The collection contains more than 45,000 print items and subscribes to more than 150 periodicals covering education and leisure. Included in the media library are 2,500+ titles of both educational films and popular movies. Students have access to 68 computers to search dozens of licensed electronic databases which include products from EBSCO, Gale-Cengage, Proquest, and NexisUni among others. These databases provide access to nearly 175,000 eBook, journal, newspaper, and magazine titles. Students may access these databases and eBooks via the Internet from anywhere by using their LSCO login information.

To facilitate cooperation and resource sharing, the library is a member of Amigos Library Services and participates in the TexShare Program. This project is managed by the Texas State Library and Archives Commission and funded by the Texas Legislature. The TexShare Program is designed to facilitate access to library materials for all Texans. All printed resources, except reference and reserve materials, circulate and are readily available on open shelves. The student identification card serves as the library card when checking out these items.

While students are encouraged to learn how to find and use their own resources in the library, librarians and library staff are always willing and available to assist students in the location and use of library materials. Instruction in the use of the library is provided to classes and individuals. Online tutorials are available through the library's web page. Photocopiers, computers, audio/visual equipment and individual and group study rooms are also available.

As part of the community service mission of the college, library facilities and privileges are extended to adult patrons of the Orange Public Library. The Ron E. Lewis Library maintains a reciprocal borrowing agreement with the Orange Public Library and maintains a cooperative working arrangement with the Mary and John Gray Library at Lamar University. The Ron E. Lewis Library also honors the TexShare borrower card when presented with acceptable photo identification. Some use and access restrictions may apply to resources and materials with contractual and licensing restrictions.

Testing Center

The Lamar State College Orange Testing Center is located in room 107 of the Ron E. Lewis Library Building. The Testing Center provides a quiet and comfortable setting for group and individual testing of students. The center is completely handicapped accessible. Testing Center hours are from 8 a.m. to 8 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday; and 9 a.m. to 1 p.m. Saturday during fall and spring semesters. The center observes reduced hours during the Summer semesters, 8 a.m. through 6 p.m., Monday through Thursday; and 8 a.m. through 5 p.m. on Friday.

Individual testing for career assessment inventories, make-up exams, finals, English and math placement, credit by examination, etc., is done on an appointment basis. During registration a student can generally get the results for the reading, writing, and math sections of the TSI Assessment immediately, be advised and register in one day if the student has already been accepted for admissions.

Career development exams are offered to assist students who want to explore career alternatives. The Lamar State College Orange Testing Center offers the newest in valid and reliable career assessment instruments. Two such instruments are the Myers-Briggs Personality Type Indicator (MBTI) Career Report and the newly revised Strong Interest Inventory (SII). Tests are administered on a computer, and a profile is available at the end of the test session. Students may see counselors at the Advising and Counseling

Center for explanations of the results.

Special Accommodations Testing

Needs for special accommodations must be identified and documented on the Request for Special Accommodations Form located in the Disability Support Services Office. Students who qualify for special testing accommodations for regular classroom tests must confer with their instructors who will forward exam material to the Testing Center. Instructions for special accommodations must be submitted by the instructor along with the student's test and must explain in detail the required accommodations.

For more information or to schedule appointments, please call (409) 882-3330.

The Learning Center

The Learning Center, is located in room 113 of the Ron E. Lewis Library. Learning Center staff routinely curate and create online, multi-media, and printed content to reinforce basic math, reading, and writing skills, as well as broaden students' knowledge outside the classroom. The Learning Center continually strives to develop tutorial services and resources that accommodate students' needs and compliments the curricula at Lamar State College Orange.

The Learning Center provides free peer and professional tutoring online via Live Chat at <https://www.lSCO.edu/learningcenter/learningcenter.asp>. Free access to 24/7 tutoring is also available online through Upswing at <https://lSCO.upswing.io/>. Students may also schedule free tutoring via Blackboard Collaborate sessions by requests as well as face to face tutoring sessions through email at learning.center@lSCO.edu or by calling 409 882-3373.

The Learning Center offers LSCO students, access to printers, scanners, assistive technology, and a variety of software. Upon arrival at the Learning Center students will check in with their LSCO IDs, enjoy a relaxed atmosphere in which to work independently or collaboratively. Staff tutors stand ready to answer questions, facilitate learning, and customize tutoring to specific classes and faculty. The Learning Center's goal is to foster sound study habits to sustain students' academic success.

Activities and Organizations

Student Government Association

The Student Government Association (SGA) serves as the representative voice of students, as a major facilitator of new and improved student services and programs, and in an important role relative to student judicial proceedings. All students enrolled in good standing at Lamar State College Orange are eligible to become members of the Student Government Association, affording each student an opportunity to promote, support, and participate in a well-rounded student life program.

The president and officers of the Student Government Association are elected each spring in a general student election. Student senators are elected each semester. Student opinions may be expressed at the open meetings of the SGA, held during the fall and spring semesters every Thursday at 3 P.M. in Student Center Room 202.

Student Organizations

Many student organizations offer membership opportunities in one or more groups: professional, religious, academic, honor, spirit, sports or activity. Participation in student organization activities enhances the education of students, and students are strongly encouraged to affiliate with the organization(s) of their choice and participate in the programs.

Student Center

The Student Center provides facilities for leisure-time recreation and is the campus center for many extracurricular activities. The center includes a TV, café, games, and recreational facilities. All students must present their Lamar State College Orange student identification cards at the front check-in counter in order to use these facilities.

Student Publications

Cypress Branches is a literary journal which encourages and promotes the literary, artistic, and photographic expression of students of Lamar State College Orange. Entries are judged by a qualified panel of judges. Entries are received, judged, published, and awarded prizes every spring semester. Students from all majors and fields of study are encouraged to make submissions.

Recreational Sports

All faculty, staff, and currently enrolled students with valid Lamar State College Orange I.D. cards have access to the recreational facilities and may participate in activities offered by the college.

Published schedules and reservations allow students, faculty, or staff members to exercise and enjoy competition with friends.

The intramural program provides an opportunity to participate in supervised, competitive sports among groups within the college community. The stated purpose of the intramural program is to promote human understanding, fair play, and behavioral control through the interrelationships occurring in athletic competition.

Further information on any facet of the recreational sports program may be obtained from the Coordinator of Student Activities.

LSCO Alumni

Lamar State College Orange offers on-campus services and activities to ex-students. Anyone wanting to participate or take advantage of these services may purchase an Alumni ID Card. The card has an annual cost of \$35 (September 1 through August 31) and may be paid for at the Cashier's Office. The paid receipt should then be presented in the Office of Admission and Records and a photo ID will be made at that time. The ID card must be renewed annually beginning September 1.

Conduct and Discipline

Student Conduct

In order to meet its educational objectives, an institution of higher learning must expect rational, mature behavior from its constituency. To accept anything less is to invite the destruction of not only academic freedom but also the system of higher education itself.

Disciplinary Action

A student is subject to disciplinary action for unacceptable behavior as outlined in the *Student Handbook* under "*Code of Student Conduct and Discipline*." The Dean of Student Services may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation and decision. The student has the right to appeal the decision to the College Discipline Committee. This appeal is made through the Office of the Dean of Student Services, and the action of the Discipline Committee is subject to review by the President of Lamar State College Orange.

Student discipline at Lamar State College Orange is based on an educational philosophy of helping students

grow and mature into responsible citizens. When a student behaves in a manner that may require disciplinary action, a careful investigation of all facts is made and the student is afforded every opportunity to participate in the process of arriving at a just and equitable decision. Counseling, conferences with instructors, conferences with peer groups, and other techniques may be employed in making discipline an educational experience.

Hazing

Hazing is prohibited in state educational institutions by the Texas *Education Code, Section 4.19*. Students of Lamar State College Orange are forbidden to engage in, encourage, aid or assist any person(s) participating in what is commonly known and recognized as hazing. Any student who does so will be subject to college disciplinary action and may also face civil authority. Refer to the *Student Handbook* for more information relative to the legal implications of hazing.

Official Summons

An official summons takes precedence over all other college activities of the student and should be answered promptly on the day and hour designated. Failure to heed an official summons may subject the student to serious disciplinary action.

Debts

The college is not responsible for debts contracted by individual students or student organizations and will not act as a collection agency for organizations, firms or individuals to whom a student may owe bills.

Students and student organizations are expected to honor contractual obligations promptly, but in case of flagrant disregard of such obligations, the Chief Student Affairs Officer or his or her designated representative will take appropriate action.

After the 12th week in the long semester and the fourth week in the summer term, failure to pay fees by the specified date will result in suspension at the end of the current semester and will include denial of readmission, withholding of grades and transcripts and/or withholding of degrees or certificates.

Parking Regulations

Each student is issued a vehicle permit that allows parking on the campus and other specific areas adjoining the campus. This permit is to be displayed as instructed in official parking and traffic regulations materials. Strict observance of traffic and parking regulations is necessary for the safe, orderly flow of vehicles in the campus area. Parking passes can be obtained in the Student Center.

College Affairs

Campus Security

Marketing and Public Information

Print Shop

Alumni

Campus Security

The Lamar State College Orange security department can be reached at 409.670.0789. The 24/7 emergency number answered by Orange Police Department dispatch is 409.883.1026. Campus security officers have enforcement authority on property owned and controlled by the college. The streets contiguous to and running through the campus are under the authority of the Orange Police Department. Campus security officers are authorized by state statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of LSCO. Security guards patrol all LSCO campus facilities. They patrol on foot or in golf carts marked with SECURITY. LSCO officers are available to provide escort service to anyone whom may be concerned with their safety. LSCO officers enjoy a good working relationship with federal, state, local, city, and county law enforcement authorities. The Security Department's working relationship with other area law enforcement agencies ensures that crimes and violations at nearby campus sites may be reported to LSCO officers and, if further assistance is needed, at on-campus locations. Lamar State College Orange and the City of Orange Police Department have a memoranda of understanding for the investigation of alleged criminal offenses on and near campus. Both entities recognize the importance of having effective communication and coordination regarding alleged criminal offenses, including but not limited to, allegations of sexual harassment, sexual assault, dating violence and stalking that involve the College's students or take place on and around the LSCO's campus.

BLACKBOARDCONNECT EMERGENCY ALERT MESSAGING SYSTEM

Lamar State College Orange utilizes the communications system, BlackboardConnect, which allows the delivery of time-sensitive emergency notification via voice messages, e-mails and text messages in the event of a campus emergency. The BlackboardConnect service provides a safer environment, enhances emergency preparedness and will keep students, faculty and staff better informed. LSCO will use this service solely for the purpose of notifying the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, or students.

Marketing and Public Information

The Office of Marketing and Public Information informs the campus and surrounding community of important news, events, and opportunities available to students and the public. The office manages the college's relations with traditional media including newspapers, radio stations, and television stations. The office also manages, maintains, and regularly updates information distributed through social media outlets including Facebook, Twitter, and Instagram. The office issues press releases, news articles, and dispatches covering educational programs, social events open to the public, activities sponsored by campus groups, and student success stories. It also publicizes campus closures and special hours of operations during holidays and/or emergencies.

Print and Design Services

Print and Design Services produces syllabi, testing materials, study guides, handouts, and other instructional material by order for faculty use in their courses. It also produces LSCO course schedules, catalogs, diplomas, graduation programs, brochures, flyers, and promotional materials for courses and programs. All other print media, including special orders and graphics design for use on campus as well as the community, are produced on site, in a state-of-the-art digital and multi-media design environment

Services are available by order for student use in printing course materials from Open Educational Resources. Fees for these services are assessed as a price per printed page unless the instructor orders prepared course packs to be sold through the LSCO Bookstore. Walk-up copier use is available for faculty and staff. Copier service is available to students in the library. All leased printing and copying equipment is maintained by Print and Design Services personnel, who also program and disseminate copy codes for individual LSCO departments and service units.

Alumni Association

Lamar State College Orange is proud of the many individuals who have taken advantage of the educational opportunities that we have been providing since 1969. Some of you will graduate with certificates and/or degrees while others will start your college careers at LSCO before finishing at a senior institution. Some of you will take specific courses that give you the knowledge and skills needed to start or improve your career. Regardless of your motivation, once you attend Lamar State College Orange you become part of our campus Gator family.

As a member of the Gator family, we want to keep you informed about campus events and activities and give you a chance to stay in touch. Alumni Association dues are \$35 annually and provide members with campus information, access to a range of services and college-sponsored events, and help fund scholarships for our students.

Academic Policies and Procedures

Academic Policies and Procedures
Nontraditional Credit Education Evaluation
Testing and Placement

Academic Policies and Procedures

Registration for Classes

Students will be permitted to attend classes only when the instructors have received evidence of proper registration. Registration dates and deadlines are listed in the academic calendar. Students may add courses, make section changes or drop courses only within the period specified in the calendar.

New students and returning students, with an enrollment lapse of one semester, who are under the age of 22, will not be permitted to register for classes without verification of proof of receiving the Bacterial Meningitis Immunization Vaccination. Please see *Bacterial Meningitis Vaccination Requirement* under the *Health Policies and Regulations* of this catalog.

English Requirement

A full-time student (one taking 12 or more semester hours) enrolled in a program of study requiring English must register for freshman English until credit for six semester hours in composition coursework has been earned. This policy does not apply during the summer terms.

Full-Time Student Status

During the fall and spring semesters, a full-time student is one who is enrolled for at least 12 hours of courses, including both credit and college prep courses. Full-time status may be required of some students, depending upon financial aid or scholarship status. Some students are also required to be full-time if covered under parental health insurance. A student must be enrolled for four credit hours in a summer term to be considered full-time.

Maximum Course Loads

The normal maximum course load in a long semester is 15-18 semester hours. Overloads (more than 18 credit hours) must be approved by the division dean or Executive Vice President/Provost for Academic and Student Affairs. No student will be allowed to enroll for more than 21 semester hours regardless of the number of grade points earned the preceding semester.

Course Numbering

Lamar State College Orange uses the state approved Texas Common Course Numbering System for all academic courses. Each academic course has a letter code and/or numerical code. The letters are an abbreviation for the subject. For example, ENGL indicates an English course. Most courses meet three hours each week and have a credit value of three semester hours. Each number contains three or more figures:

- The first number indicates the rank of the course: 1, freshman level; 2, sophomore level.
- The second number indicates the number of semester hours of credit.
- The last number(s) indicates the order in which the course normally is taken.

Applied music courses are numbered so the second number indicates both semester hours of credit and number of private lessons each week.

Semester Hours

The unit of measure for credit purposes is the semester hour. Two or more hours of laboratory work are counted equivalent to one classroom hour. For laboratory work that requires reports to be written outside of class, two clock hours are usually counted as one semester hour.

New Courses

In order to meet changing educational requirements, the college reserves the right to add any needed courses

at any time without regard to the listing of such courses in the catalog.

Minimum Class Enrollment

The college reserves the right not to offer any courses listed in the class schedule if fewer than 10 students register for the course.

Distance Education

The college offers a variety of hybrid and fully online courses. Blackboard is the school's learning management system and provides the foundation for the distance education program. The distance education program is managed by the Office of Learning Technology. Student training on Blackboard is offered each semester; videos are also available on the LSCO website.

Classification of Students

Students are classified as freshmen, sophomores and post-baccalaureate. For the purpose of determining eligibility to hold certain offices and for other reasons, officially enrolled students are classified as follows:

Freshman: has met all entrance requirements but has completed fewer than 30 semester hours;

Sophomore: has completed a minimum of 30 semester hours with 60 grade points;

Post-baccalaureate: holds a bachelor's degree but is not pursuing a degree program.

Changing Schedules

All section changes, adds, and drops must be approved by either the advisor, the division dean, Advising and Counseling Center personnel, or the Registrar. All such changes are initiated by the completion of the proper form. A course may not be added after the first week of a long semester or the first two days of a summer session.

Change of Major

Students wishing to change their majors must have the approval of the division dean. The approval must be in writing on the Change of Major form. These forms are available in the Advising and Counseling Center and the Office of Admission and Records. All such changes are initiated by the completion of the proper form. Prior to changing majors students should meet with an academic advisor.

Class Attendance

Students must attend classes regularly and punctually to achieve their educational objectives. Therefore, instructors shall formulate and state in course syllabi attendance policies that best support student success. The college would prefer that faculty keep an accurate attendance record throughout the course.

When an instructor intends to use class participation as a grading criterion in a course, it shall be so stated in his/her course syllabus in objective measures. While attendance may be reflected in the instructor's evaluation of a student's class participation or affect a student's performance on other graded material or skills, attendance (or lack of attendance) in class should not be used as a sole criterion in determining a student's grade in a course.

The Office of Student Services maintains a list of college-sponsored extra-curricular activities. Instructors may or may not approve college-sponsored student absences. Instructor-approved absences entitle students to make up exams and written assignments without penalty.

Students with absences approved by the instructor for LSCO-sponsored activities should present properly completed college-sponsored absence forms to their instructors prior to the absence, if possible. If this is not possible, students should present the forms as soon as they return to class.

Students may request the Office of Student Services to notify faculty members prior to or during an extended absence due to personal or family illness, accident, hospitalization, etc. This notification does not

require the instructor to regard the absence as excused; however, it does explain to instructors why a student is absent and when he/she will return to class.

Observance of Religious Holy Days

A student who misses an examination, work assignment or other project because of the observance of a religious holy day will be given the opportunity to complete the work missed within a reasonable time after the absence. The student may not be penalized for these excused absences unless the student fails to complete satisfactorily the missed assignment or examination within a reasonable time after the excused absence. The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day. Arrangements must be made with the instructor in advance. This policy does not apply to any student absence which may interfere with patient care.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under *Section 11.20* of the *Tax Code*.

Academic Honesty

The college does not tolerate cheating or plagiarism. Cheating involves either giving assistance to another student or receiving assistance from another student during a quiz, test, examination or other individual assignment unless the instructor has explicitly permitted such assistance.

Plagiarism means "to take and use as one's own the writings or ideas of another" (*American Heritage Dictionary*). Before submitting any paper for any course at the college, the student must acknowledge each source used consciously, whether published or unpublished. Even an idea presented in the student's own words but consciously taken from a source must be acknowledged. In addition, quotation marks (or indenting) must set off phrases or longer passages copied verbatim. Each instructor will explain any special means required to avoid plagiarism in his or her own field.

The assignment of grades is the responsibility of the instructor. Thus, if the instructor determines that a student's work has been intellectually dishonest, the instructor may award the student an "F" for the course or for the specific task determined to have been dishonestly accomplished. Such action will be preceded by a meeting with the student to provide an occasion for refutation, explanation or mitigation. In cases where the faculty member and student cannot reach agreement, and after consultation with the division dean, the student may make a written appeal to the Executive Vice President/Provost for Academic and Student Affairs within five school days of the meeting with the faculty member.

The faculty member's charge must include an academic penalty, the most severe being removal from the course with a grade of "F." Additionally, LSCO may propose an institutional sanction in repeated or blatant cases of academic dishonesty. A student involved in an appeal of an intellectual dishonesty case has the right to remain in class until a decision is made.

Grading System

A	Excellent	S	Satisfactory
B	Good	U	Unsatisfactory
C	Satisfactory	NG	No grade
D	Poor	Q	Dropped course
F	Failing	W	Withdraw from all classes
I	Incomplete		

The grade of "Q" or "W" is given if the drop or withdrawal is made before the due date.

Incomplete

The grade of "I" may be given when any requirement of the course, including the final examination, is not completed. Students seeking an incomplete should have completed 75% of the course requirements and be

passing the course at the time of the request. Arrangements to complete deficiencies in a course should be made with the instructor. The instructor will obtain the incomplete form from his/her division dean and facilitate the process. Incomplete work must be finished during the next long semester. If not, the Office of Admission and Records must change the "I" grade to the grade of "F." The course must then be repeated if credit is desired.

An "I" grade also automatically becomes an "F" if the student registers for the course prior to removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

Grade Replacement

Students may replace a course grade by repeating the same course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College Orange course. Eligibility for all College honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar State College Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division dean of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the *Grade Replacement* for any courses used to award a degree or calculate the cumulated grade point average.

Grade Changes

A grade may not be corrected or changed without the written authorization of the instructor giving the grade; or, in the event that an instructor is no longer employed by Lamar State College Orange, the Executive Vice President/Provost for Academic and Student Affairs may authorize a grade change after reviewing grade records. The grade change should include a statement explaining the reason for the change and must be provided to the program director/department head (if applicable) and dean. The instructor will follow the grade change online form process located in Blackboard. The student, instructor, program director/department head (if applicable), and dean will receive a confirmation email. The Office of Admissions and Records will receive the grade change information via email for processing.

Grade Point Average Computation

The grade point average is a measure of the student's overall academic performance and is used in the determination of academic standing, rank in class, eligibility for graduation, etc. To compute a grade point average, grade points are assigned to a letter as follows: "A," 4 points; "B," 3 points; "C," 2 points; "D," 1 point; and "F," "I," "S," "NG," "Q," "U," and "W," 0 points. The number of grade points earned in a course is obtained by multiplying the number of semester hours of credit by the number of points assigned to the letter grade made in the course.

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours attempted in courses for which the grades "A," "B," "C," "D," "F," and "I" are assigned. Thus, for grades "S," "U," "NG," "W," and "Q," neither semester hours nor grade points are used in the computation of the grade point average. Hours attempted reflect all work taken, whether passed, failed or repeated.

Beginning spring 2010 with the implementation of a new student system LSCO modified the academic transcript. Undergraduate academic and undergraduate technical careers are combined into one undergraduate level on one undergraduate transcript. Students with questions regarding their grade point average computation should be directed to the Office of Admission and Records.

Final Grades

Final grades are available at all times by logging into Student Services via www.lSCO.edu, and by logging on to Blackboard with username and password. Instructions on how to access grades via web for students are available in the Lamar State College Orange Schedule of Classes and the Office of Admission and Records.

Grade Appeals and Academic Grievances

A student may appeal a final grade by first contacting the instructor concerning the grounds for appeal within five days. If the dispute is not resolved at this level, the student must follow the procedures outlined in the *Student Handbook*. Other grievances of an academic nature are subject to the same appeals process.

Dean's List

At the end of each fall and spring semester, the Office of Admission and Records prepares a list of all full-time (those who completed 12 or more semester hours) students who have earned a grade point average of 3.4 or above for that semester. Students will receive a letter and notation on their transcript.

President's List

At the end of each fall and spring semester, the Office of Admission and Records prepares a list of all full-time (those who complete 12 or more semester hours) students who have earned a grade point average of 4.0 for that semester. Students will receive a letter and notation on their transcript.

Dropping Courses

From first class day to census day, a student wishing to make a schedule change or drop a class will meet with an academic advisor. After the census date, students will meet with, email or call their instructor to discuss their progress in the class. After coaching and discussing student progress, if the student wishes to drop the course the instructor will complete the online drop form located in Blackboard. **Dual Credit (DUHS) and Early College High School (ECHS) students wishing to drop a class must refer to their high school counselors for advising.**

Prior to dropping a course students should meet with their advisors. (See also Six Drop Rule) It is the student's responsibility to initiate dropping a course by the drop deadline published in the Academic Calendar.

For refund purposes the effective drop date is the date the drop form is received in the Office of Admission and Records. The student, instructor, cashier, and admissions will receive a confirmation email.

Six Drop Rule

Limitations on the Number of Courses that may be Dropped by Undergraduate Students: Legislation passed by the Texas Senate (SB 1231) in late spring 2007 could seriously impact your college career.

This legislation applies to all students entering into any Texas public institution of higher education as a first time freshman beginning fall 2007 and subsequent terms.

- Under *Section 51.907* of the *Texas Education Code*, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas and applies to students who enroll in a public institution of higher education as first-time freshman in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade (A,B,C,D,F,S,U or Q) or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course [signified by a ‘QL’ grade at Lamar State College Orange (LSCO)]; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit,

but it is the responsibility of the student to establish that good cause. Contact the Office of the Registrar, (409) 882-3318, for more information before you drop a course.

- This statute applies to all Texas public colleges and universities. Therefore, a LSCO student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.
- Any course dropped at LSCO prior to the 12th class day for a fall and spring semester, 4th class day for a summer term and 1st class day for a mini-session will not count toward the six-course drop limit.

Reinstatement to Class

A student may be reinstated to class upon written approval by the major instructor of the course and the instructor's division director or the Executive Vice President/Provost for Academic and Student Affairs. The official form must be processed in the Office of Admission and Records.

Instructor Initiated Drop

When absences, other than approved absences, interfere with the student's performance, the instructor may recommend to the division dean that the student be dropped from the course. In the case of an instructor initiated drop, the advising office will be notified. In the event the student has accumulated six drops and the drop is not eligible for an exemption to the rule, the instructor will not be able to drop the student. In this instance the student will have to receive the grade they have earned.

Academic Probation

Students are expected to make satisfactory academic progress toward their degree objectives. A "C" is the minimum satisfactory grade and a "C" average (2.0 GPA) constitutes satisfactory performance. The cumulative grade point average is based only on course work at Lamar State College-Orange for which the student earns the grade of A, B, C, D or F. The marks of Q, W, NG, XC or U are not counted as hours attempted in figuring the cumulative grade point average.

A student is placed on probation after the first long semester in which a student's institutional cumulative GPA falls below 2.0. Students on academic probation whose institutional term GPA is a 2.0 or higher will be allowed to continue on probation until the institutional cumulative GPA reaches 2.0 or higher. Students on academic probation must see an academic advisor to be advised and registered for classes each semester until they are off probation. If, after one semester on probation, a student fails to raise their cumulative GPA above 2.0, the student will be limited to enrolling in 7 credit hours during subsequent semesters until the cumulative GPA reaches 2.0 or higher.

Academic probation is assessed at the end of the Fall and Spring semesters.

Suspension and Reinstatement

A student who has been on academic probation for two consecutive semesters will be placed on academic suspension if the student fails to maintain a 2.0 institutional term GPA. A student who has been suspended may return to LSC-O after sitting out one long semester.

Veterans' Satisfactory Academic Progress

The Veterans' Administration must be notified of unsatisfactory progress the second semester a student has not completed classes with a 2.0 grade point average. Veterans should contact the Veterans' Affairs Office, (409) 882-3317, for additional information.

Academic Forgiveness

After an enrollment lapse of four or more years from Lamar State College Orange and after completing successfully (2.2 average) 24 semester hours of coursework, a student may petition to disregard a maximum

of two entire successive semesters of work taken previously at Lamar State College Orange. The petition shall be filed with the Registrar and approved by the Dean of Student Services.

When approved by the Dean of Student Services, disregarded coursework shall not count in determining the student's grade point average for academic progress or for graduation; however, the work shall remain on the transcript with an appropriate notation and shall be used in determining honors. Once a degree has been conferred, a student may not use the academic forgiveness for any courses used to award the degree or to calculate the cumulative grade point average.

Withdrawals

Students wishing to withdraw from all classes must meet with, email, or call their instructor/program director to discuss their desire and reason for withdrawing. After coaching and discussing if the student wishes to withdraw from the college, meaning they wish to drop all their courses, the instructor/program director will complete the online withdrawal form located in Blackboard. **Dual Credit (DUHS) and Early College High School (ECHS) students wishing to withdrawal from the college must refer to their high school counselors for advising.** Students must clear all financial obligations and return all books, laboratory equipment, and other materials. For refund purposes the effective withdrawal date is the date the withdrawal petition is received in the Office of Admission and Records with all appropriate signatures. The student, instructor/program director, cashier, financial aid, library, and admissions will receive a confirmation email. The cashier, financial aid, and library will communicate directly with the student via mylsco.edu email regarding any money due and holds placed on the account.

The Business Office will return such fees as are refundable according to the schedule shown under "Fees".

A student may not withdraw after the published deadline. A student who leaves without officially withdrawing will receive a grade of "F" in all courses, will forfeit all refundable fees, and is not relieved of outstanding financial debts.

Prior to withdrawing from classes students should meet with an advisor.

Eligibility for Extracurricular Activities

An extracurricular activity is understood to be any non-class-related activity representing the student body, a student organization, a department or division organization or any such activity representing the college.

Any full-time student not on disciplinary or scholastic probation who is officially registered is eligible to become a candidate and/or to hold student office. In some cases part-time students are also eligible to hold office. Any full-time or part-time student not on disciplinary or scholastic probation is eligible to represent the college in any extracurricular activity provided the student has a grade point average of at least 2.0 for both the whole of college work completed at Lamar State College Orange and for the preceding semester.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester.

Transfer students have the same eligibility as freshman students until completion of one semester at Lamar State College Orange.

Credit by Examination and Advanced Standing Examination

Advanced standing examinations are intended only for those students who have had the equivalent, in formal or informal training, of the work being presented in the course in question. These exams may be taken only once unless otherwise approved by the division dean or Executive Vice President/Provost for Academic and Student Affairs. Credit may be granted to those who pass departmental advanced standing examinations with a grade of "B" or better. Normally, departmental examinations will be given only if College Level Examinations Program (CLEP) subject examinations are not available.

To secure permission for such examination, a student must obtain the written permission of the division dean responsible for the course. A fee of \$25 must be paid to the Cashier's Office. Forms are available in the Testing Center.

A student who has previously and/or is currently enrolled in a course or has received a grade (passing or failing) in a course may not take an advanced standing examination in that course. Credit earned by examination is not granted or transcribed if the student does not complete at least one course at LSCO subsequent to earning credit by exam. A fee of \$25 per credit hour must be paid to the Cashier's Office for credit to be transcribed.

Advanced Placement

The first two optional testing programs listed below are offered to enable first-time college students to qualify for advanced standing and/or college credit. These tests must be taken before enrollment. Applicants also may qualify for credit through the College Level Examination Program (CLEP).

1. Advanced Placement Examinations (Optional)

Applicants who wish to receive credit for college-level work completed in high school may do so by submitting scores from the College Entrance Examination Board's Advanced Placement Examinations. Examinations are given each May by high schools. Arrangements are made through high school counselors. Subject matter areas and the basis for granting credits are as follows:

Subject Area	Required Score	Credit Granted
Art	Score of 3 or above	Art 1316, 1311
Biology	Score of 3 or above	Biology 1306-1307
Calculus		
AB Test	Score of 3 or above	Math 1325 or Math 2413
BC Test	Score of 3 or above	Math 2312, 2413, & 2414
Chemistry	Score of 3 or above	Chemistry 1311
Computer Science		
A Test	Score of 4 or 5	Computer Science 1420
AB Test	Score of 4 or 5	Computer Science 2420
Macroeconomics	Score of 3 or above	Economics 2301
Microeconomics	Score of 3 or above	Economics 2302
English	Score of 4 or 5	English 1301-1302
	Score of 3	English 1301
Foreign Language	Score of 3	Spanish 1311
	Score of 4	Spanish 1311, 1312
	Score of 5	Spanish 1311, 1312, 2311
Government/Compar.	Score of 3 or above	3 hrs. elective (non-advanced)
Government/Political Science	Score of 3 or above	Government 2306
History/American	Score of 3 or above	History 1301-1302*
History/European	Score of 3 or above	History 2321-2322

* State law requires three semester hours of classroom instruction in some phase of American history in addition to credit by examination.

2. SAT II - Subject Tests

Students with outstanding high school records or who have participated in accelerated programs are encouraged to take the College Entrance Examination Board's Subject Tests in available academic areas. The results of those tests may allow the student to bypass introductory level courses. Students scoring at or above college standards are awarded credit according to the following chart. SAT II Subject Tests are given on most of the regularly scheduled SAT test dates. Registration bulletins are available from high

schools.

Subject Area	CEEB Test Required	Credit Granted
English	English	ENGL 1301
Composition		Completion of ENGL 1302 with a grade of "C" or better
Foreign Language	Spanish	0 to 6 semester hours
Chemistry	Chemistry	CHEM 1311 if validated by completion of CHEM 1312 with a grade of "C" or better
Mathematics	Level I	Up to 6 semester hours depending on placement and validation.

3. College Level Examination Program (CLEP)

Lamar State College Orange awards credit on the basis of most of the subject examinations on the College Level Examination Program (CLEP). A complete list is available from the Testing Center and on our website at www.lsc.edu/testing/clep. The essay sections of the English Composition and Literature examinations are required and the determination for the awarding of equivalent English credit is based upon the strength of the written essays.

The amount of credit awarded to a student who attended college before taking the examination will depend upon which college courses the student completed. Credit will not be awarded if the student received prior credit for the same course or its equivalent. Grades will not be assigned and hours will not be used in the computation of grade point averages.

4. International Baccalaureate (IB) Diploma Program

Lamar State College Orange recognizes the IB Diploma Program. Students who receive an IB diploma and receive scores of "4" or above on Higher Level (HL) or Standard Level (SL) examinations will be awarded a minimum of 24 semester credit hours (see table). Students who have not received an IB diploma may be granted credit on an individual course-by-course basis as determined by participating academic departments. A copy of the official IB transcript must be submitted to the Office of Admissions and Records to receive transfer credit. All applicable Texas statutes and Lamar State College Orange policies must be complied with and are in effect for course transferability.

Exam	Score = 4+ On all levels	Credit Granted	Equivalent Course
Group 1 - Language (A1)			
English	HL	6 hrs.	ENGL 1301, 1302
	SL	3 hrs.	ENGL 1301
	A or B	3 hrs.	ENGL 1302
Group 2 - Second Language (A2)			
Spanish	SL	6 hrs.	SPAN 1311, 1312
Group 3 - Individuals and Society			
History Americas	HL	6 hrs.	HIST 1301, 1302
	SL	3 hrs.	HIST 1301
Economics	HL	6 hrs.	ECON 2301, 2302
	SL	3 hrs.	ECON 2301
Philosophy	HL or SL	3 hrs.	PHIL 1301
Psychology	HL or SL	3 hrs.	PSYC 2301
Group 4 - Experimental Sciences			
Chemistry	HL	8 hrs.	CHEM 1311, 1312

	SL	4 hrs.	CHEM 1311
Biology	HL	8 hrs.	BIOL 1306, 1307
	SL	4 hrs.	BIOL 1306
Physics	SL	4 hrs.	PHYS 1301
Group 5 - Math and Computer Sciences			
Mathematics	HL	3 hrs.	MATH 1325
	SL	3 hrs.	MATH 1314
Computer Sciences	SL	3 hrs.	COSC 1301
Group 6 - Arts			
Visual Arts (A)	HL or SL	3 hrs.	DRAM 1310
Visual Arts (B)	HL or SL	3 hrs.	ARTS 1301
Music	HL or SL	3 hrs.	MUSI 1306

Transfer Credit for Correspondence Courses

The following regulations will apply to work completed through correspondence:

- Lamar State College Orange does not offer correspondence courses but will accept for transfer and application toward an associate degree or certificate up to nine (9) semester credit hours of correspondence courses which have been satisfactorily completed in a correspondence division of an accredited college or university.
- Students who desire to earn credit by correspondence and apply the credit toward a degree or certificate at LSCO must secure the approval of their major advisor and the division director. Forms for this purpose may be obtained in the Office of Admission and Records.
- All correspondence work in which a student is enrolled during a given semester will count as a part of the student's maximum load permitted for that semester. A student will not be given permission to exceed the maximum load by enrolling in correspondence courses, and any correspondence work which is completed without approval will not be accepted for transfer to Lamar State College Orange.
- Correspondence work must be completed, and an official transcript showing the grades and credits earned must be filed in the Office of Admission and Records at LSCO no later than 14 days before the date of graduation. If credit is filed after this period, the student's graduation may be deferred to the following semester or summer. It is the student's responsibility to have an official transcript sent to the Office of Admission and Records at LSCO from the Registrar's Office where the correspondence work was completed.
- Correspondence courses will not be approved for students who are ineligible to enroll at LSCO, for those students who may be on academic or disciplinary probation or suspension and/or for beginning freshmen prior to registration at LSCO.
- Also, correspondence courses may not be used to repeat courses.

A maximum of nine (9) semester credit hours may be earned through correspondence work and applied toward a degree or certificate at LSCO; the work normally should be in general education, minor or elective areas. Correspondence work cannot be used to satisfy major field requirements.

Transfer Credit Evaluation

Credit earned at other accredited institutions may be considered for credit by Lamar State College Orange according to the following policies:

- Official transcripts reflecting all completed coursework must be sent directly to Lamar State College Orange Office of Admission and Records from the issuing institution or in a sealed envelope from issuing institution.
- Transfer credit evaluation will not be processed until all official transcripts have been received.
- Courses will be transferred as credit only; however, a transfer credit GPA will be maintained and used in the case of honor graduates, where all courses attempted will be used in calculating the

cumulative grade point average for the determination of honors.

- “D” grades earned at other institutions are transferable, but departments may refuse to count them toward degrees.
- Transfer credit evaluations can be viewed on the unofficial academic transcript by logging into Student Services via the website at www.lSCO.edu or by logging on to Blackboard. This information will be available no later than the end of the first academic term in which they are enrolled.

Transfer of Military Credit

Credit may be granted for military experience. A Transfer Credit Evaluation Request form must be completed and turned into the Office of Admission and Records. Credit will be evaluated upon the evaluation recommendations outlined in the *American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services*. Students must submit the following documents:

- Form DD214
- Military Transcript Summary sent directly from the American Council on Education

Nontraditional Credit Educational Evaluation

Academic credit may be granted for education obtained through a variety of nontraditional methods including continuing education, non-accredited private and technical college coursework, military training, and credit by examination. Students planning to transfer to a four-year institution are advised to confer with the institution to which they plan to transfer regarding acceptance of nontraditional credit.

The evaluation of nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs published by the American Council on Education.

Nontraditional credit will be evaluated and approved by the division director of the subject area for which the credit is being requested, using the following guidelines:

- Texas Success Initiative requirements, including course pre/corequisites, must be met prior to the award of nontraditional credit.
- A maximum of 21 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an LSCO matriculated student after the census date of the first semester of enrollment.
- Credit is noted as nontraditional on the transcript and will receive a grade of “S” (satisfactory), with the exception of LSCO departmental credit by exam, which are shown with a letter grade of “A” or “B.”
- Applicants seeking nontraditional credit for courses that do not meet SACSCOC criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of LSCO Continuing Education overlay classes.

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Office of Admission and Records by completing the appropriate form and presenting documentation, if required.
2. The Office of Admission and Records sends the form to the appropriate division director for evaluation. Departmental approval is not normally required of ACE Guide recommendations.
3. The form is returned to the Office of Admission and Records and a copy of the completed evaluation is mailed to the student.
4. After payment is received, the nontraditional credit is posted to the student’s academic record. A transcript showing posted credit is mailed to the student.

Testing and Placement

The Texas Success Initiative (TSI)

The purpose of the Texas Success Initiative is to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework.

All students subject to the requirements of the Texas Success Initiative must take the TSI Assessment. Students must present scores to register for classes unless otherwise exempt, or are majoring in programs of less than 43 credit hours.

The LSCO Testing Center is dedicated to providing students ample opportunities to obtain TSI scores necessary for late enrollment through the twelfth class day.

The following students shall be exempt from the requirements of the Texas Success Initiative:

- (a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):
 - (1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - (A) ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
 - (B) SAT
 - (i) SAT administered prior to March 5, 2016: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
 - (ii) SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
 - (iii) Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.
 - (2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
 - (3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

- (A) On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections;
or
- (B) STAAR end-of-course (EOC) with a minimum Level 2 score of 4000 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum Level 2 score of 4000 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
- (4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- (5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- (6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of this title (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324/1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.
- (7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- (8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- (9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- (10) A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
- (b) An institution may exempt a non-degree-seeking or non-certificate-seeking student.
- (c) ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate

ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(1)(1) and (2) for developmental education still apply.

- (d) Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Otherwise, all full-time and part-time students enrolled in a college-level certificate (see counselors for exceptions) or degree program must take the TSI Assessment for reading, writing, and mathematical skills.

Pre-collegiate courses, such as developmental reading, writing and math, are not counted in calculating the credit hours for meeting testing requirements. For further information please contact the Testing Center at (409) 882-3330.

Entering LSCO students who are not otherwise exempt must take the TSI Assessment. Students should contact Advising to determine if TSI testing will be required prior to enrolling in classes.

LSCO Placement scores for the TSI Assessment:

	College Ready	Developmental Education
Mathematics	350 or above – MATH 1314 College Algebra or appropriate class for degree plan	336 and below – DMTH 0300 337-345 – DMTH 0301 Intro to Algebra + NCBM 0101 346-349 – DMTH 0302 Intermediate Algebra + NCBM 0102
Reading	351 or above	350 or below – DIRW 0400 Integrated Reading/Writing
Writing	Multiple-choice score of 340, and an essay score of at least 4; or a multiple choice score of less than 340, and an ABE Diagnostic level of at least 4, and an essay score of at least 5.	Multiple-choice score of below 340 and/or an essay score below 4; or a multiple choice score of less than 340, and/or an ABE Diagnostic level lower than 4 and/or an essay score of lower than 5

Graduation with Honors

To be designated as an honor graduate, a student must:

- have completed at least 30 semester hours at Lamar State College Orange; and
- have a grade point average of at least 3.5 for all coursework attempted at Lamar State College Orange and all attempted work at other institutions attended (cumulative GPA for all work taken).

A grade point average of 3.5-3.64 qualifies a student for "honors" (cum laude), 3.65-3.79 for "high honors" (magna cum laude) and 3.80-4.00 for "highest honors" (summa cum laude).

Grades earned the semester of graduation are included in the calculation of grade point averages for honors. Both diplomas and permanent records indicate graduation honors.

Second Associate Degree

When two associate degrees are taken simultaneously or one has been taken previously, the second associate degree may be granted upon the completion of all required work for the second degree. However, a total of 15 semester hours above the number required for the degree having the greater semester hour requirements must be completed.

Graduation under a Particular Catalog

A student normally is entitled to graduate under the degree provisions of the catalog in effect at the time of the first completed semester of enrollment with this exception: a catalog more than seven years old shall not be used (unless state law or state guidelines prohibit the practice).

The program of the student who interrupts enrollment for reasons other than involuntary military service for more than one calendar year shall be governed by the catalog in effect at the time of the student's re-entry to the college. The student who interrupts enrollment for involuntary military service must re-enroll within one year from the date of separation from military service in order for this provision to apply. For these purposes enrollment shall be defined as registration for and successful completion of at least one course during an academic term. A student forced to withdraw for adequate cause before completion of a course may petition for a waiver of this provision at the time of withdrawal.

The program of the student who changes a major from one department to another within the college shall be governed by the degree requirements in effect at the time the change of major becomes effective.

At the discretion of the division dean, the student will be required to comply with all changes in the curriculum made subsequent to the year in which the student was enrolled. Deletions and additions of courses will be of approximate equal credit so that no student will have an overall appreciable increase of total credits required for graduation.

Graduate Guarantee Policy

Lamar State College Orange guarantees that students who successfully complete two-year programs of study in technical fields will have the job skills for entry-level employment in the occupational fields for which they have been trained. Graduates with associate of applied science (AAS) degrees who are judged by their employers to lack these basic skills will be entitled to a maximum of twelve (12) additional credit hours of tuition-free training in their field of study.

The following conditions apply:

- The graduate must have earned the AAS degree beginning May 1993 or thereafter in a technical, vocational or occupational program published in the college catalog.
- The graduate must have completed the AAS degree at Lamar State College Orange with a minimum of 75 percent of the necessary credits earned at Lamar State College Orange and must have completed the degree program within a four-year time span from the date of initial enrollment.
- Graduates must be employed full-time in job fields directly related to their AAS programs of study as certified by the appropriate academic officer.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Lamar State College Orange as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division dean, and other appropriate academic officers will agree upon a written plan for educational retraining. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed

upon.

- The graduate and/or employer are responsible for all costs associated with enrollment except tuition. This includes fees, books, insurance, uniforms and other course-related expenses.
- The guarantee does not imply that a graduate will pass any licensing or qualifying examinations for a particular career.
- A graduate's sole remedy against the institution and its employees for skill deficiencies shall be limited to 12 hours of tuition-free education as outlined under the conditions described above.
- A request to implement the graduate guarantee policy can be initiated through a written contract with the President's Office within 90 days of the graduate's initial employment.

This page intentionally left blank.

Degrees, Certificates and Institutional Awards

Degrees, Certificates and Institutional Awards

Transfer and Articulation

General Graduation Requirements

Core Curriculum

Degrees, Certificates and Institutional Awards (General Information)

Lamar State College Orange offers courses that are equivalent in content and quality to freshman and sophomore courses at all Texas four-year colleges and universities. Students can complete programs of study, preparing them to transfer to four-year institutions or to seek immediate employment. Those students seeking personal enrichment, new, or updated job skills will also find what they need at Lamar State College Orange.

Lamar State College Orange is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone 404-679-4500, or by visiting the website <http://www.sacscoc.org> for questions regarding the accreditation of Lamar State College Orange. Normal inquiries about the institution such as admission requirements, financial aid, education programs, etc., should be addressed directly to Lamar State College Orange and not to the Commission's office. The Commission should be contacted *only* if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard of *The Principles of Accreditation: Foundations for Quality Enhancement*.

The college is approved by the Texas Education Agency for the training of veterans under all classifications. In addition, the Vocational Nursing and Upward Mobility Nursing Programs are accredited by the Texas Board of Nursing. The Pharmacy Technology Program is accredited by the American Society of Health-System Pharmacists. The Emergency Medical Services Program is certified by the Texas Department of State Health Services. The Process Operating Technology Program is accredited by the North American Process Technology Alliance.

Associate of Arts (AA) and Associate of Science (AS) Degrees

AA and AS degrees are designed for transfer to four-year institutions and form the basis for several career options and majors. Students must select courses which provide the best preparation for transfer in a particular major field at the specific institution planned for transfer.

The AA and AS curricula include electives as well as required courses for particular concentrations of study. It is imperative that a transferring student work closely with an advisor to plan a successful program for the selected senior institution. Students pursuing Associate of Arts or Associate of Science degrees must meet the testing requirements of Texas Success Initiative (TSI).

Associate of Applied Science (AAS) Degrees

Associate of Applied Science (AAS) degrees are intense programs of study designed to prepare students for employment after graduation. All programs are developed to ensure that students achieve competencies in job skills. Some courses may transfer to four-year institutions, but students planning to pursue bachelor degrees should work closely with advisors to plan for successful transfer of coursework. Requirements for the AAS degree include general education courses, specified courses in the chosen area of study, and a capstone or external learning experience course. Students pursuing Associate of Applied Science degrees must meet the testing requirements of the Texas Success Initiative (TSI).

Certificate of Completion (C)

Certificate programs are traditionally one-year courses of study that provide specialized technical career training. Successful students develop essential skills and gain technical background that prepares them to enter the workforce. All technical certificate programs with 42 credit hours or less offered at Lamar State College Orange are waived from the testing requirements of the Texas Success Initiative (TSI).

Institutional Awards (IA)

The college offers Institutional Awards reflecting a course or series of courses that represent achievement of marketable skills or meet a student's self-defined educational objective.

Transfer and Articulation

All lower-division academic courses shall be fully transferable among public institutions in Texas. The Texas Higher Education Coordinating Board rules (*Chapter 5, Subchapter S, Section 5.390*) state:

Requirements and Limitations

- Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the *Lower-Division Academic Course Guide Manual*.
- All colleges and universities must identify at least 42 semester credit hours of academic courses that are substantially equivalent to courses listed in the *Lower-Division Academic Course Guide Manual*, including those that fulfill the lower-division portion of the institution's core curriculum.
- All public colleges and universities must accept for credit successfully completed courses identified in the first two bullets above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.
- Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major which are allowed for their non-transfer students in that major; however,
 - No institution shall be required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major, as prescribed by the current issue of the *Coordinating Board's Guide to Transfer Curricula and Transfer of Credit, Transfer of Credit Policies and Curricula*;
 - In any major for which there is no Coordinating Board-approved Transfer Curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major; and
 - A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's major.
- All senior institutions of higher education in Texas shall provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshmen.
- No university shall be required to accept in transfer or toward a degree more than 66 semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

Resolution of Transfer Disputes for Lower-Division Courses

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course is denied.
- A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Coordinating Board's rules and guidelines.

- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written denial, the institution that denies the course credit for transfer shall notify the commissioner of its denial and the reasons for the denial.

The Commissioner of Higher Education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

General Graduation Requirements

Associate of Science and Associate of Arts Degrees

Students must meet the following requirements for an AS or AA degree:

- satisfy all admission requirements;
- have twenty-five (25) percent of the total semester hours required in residence at Lamar State College Orange with a minimum of twelve (12) hours from the 2000 level, sophomore classification or from core curriculum courses;
- attain 2.00 GPA (grade points/hours attempted) on all coursework completed at LSCO;
- attain no lower than a grade of "C" in each and every class in their major fields of study (concentration);
- have all transfer work evaluated on a credit basis only; transfer work will not be used to determine the LSCO GPA (credit will be awarded for a transfer grade of "D"; however, if the transferred course is on the degree plan under the major field of study, a grade of "C" must be attained);
- complete the required core curriculum;
- confer with the appropriate division director to establish a formal degree plan and complete the associate of science or the associate of arts degree program as prescribed;
- have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined; and
- complete the Collegiate Assessment of Academic Proficiency (CAPP) test.

Note: College prep (developmental) courses do not apply to any degree or certificate.

Associate of Applied Science Degrees

Students must meet these requirements for an AAS degree:

- satisfy all admission requirements;
- have twenty-five (25) percent of the total semester hours required in residence at Lamar State College Orange with a minimum of twelve (12) hours from the 2000 level, sophomore classification or from core curriculum courses;
- attain 2.00 GPA (grade points/hours attempted) on all coursework completed at LSCO;
- attain no lower than a grade of "C" in each and every class in their major fields of study (concentration);
- have all transfer work evaluated on a credit basis only; transfer work will not be used to determine the GPA (credit will be awarded for a transfer grade of "D"; however, if the LSC-O transferred course is on the degree plan under the major field of study, a grade of "C" must be attained);
- complete at least fifteen (15) credit hours of general education courses with a minimum of three credit hours in each of the following: natural science/mathematics, humanities/fine arts, and social sciences/behavioral sciences;
- complete the associate of applied science degree program as prescribed; and
- have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined.

Note: College prep (developmental) courses do not apply to any degree or certificate.

Certificates of Completion and Institutional Awards

Students must meet these requirements for a certificate of completion or institutional award:

- satisfy all admission requirements;
- complete an approved certificate or institutional award plan;
- have at least a 2.00 grade point average overall submitted on the certificate or institutional award plan;
- attain no lower than a "C" in each and every class in the major field of study; and
- have at least 60 percent of semester credit hours in residence at Lamar State College Orange.

Note: College prep (developmental) courses do not apply to any degree or certificate. All technical certificate programs with 42 credit hours or less offered at LSCO are waived from the testing requirements of the Texas Success Initiative (TSI).

Core Curriculum

Core Curriculum

If a student successfully completes the core curriculum, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution.

A student who transfers without completing the core curriculum shall receive academic credit within the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core of the sending institution. The student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution.

A student completing an Associate of Science or an Associate of Arts degree must successfully complete the following core curriculum:

LSCO 42-Hour Core Curriculum

THECB Component Area	Hours
Communication	6
Mathematics	3
Life and Physical Sciences	6
Language, Philosophy, and Culture	3
Creative Arts	3
American History	6
Government/Political Science	6
Social and Behavioral Sciences	3
Component Area Option	6
Total Curriculum Hours	42

Core Curriculum Courses

6 hours	Communication	
	ENGL 1301-Composition I (<i>required</i>)	<i>And one of:</i> SPCH 1311-Introduction to Speech Communications SPCH 1315-Public Speaking SPCH 1321-Business & Professional Communication
3 hours	Mathematics	
	<i>Choose one from these options:</i> MATH 1314-College Algebra MATH 1324-Math for Business & Social Sciences I MATH 1332-Contemporary Mathematics I	MATH 1342-Elementary Statistical Methods MATH 2312-Pre-Calculus Math MATH 2413-Calculus I*
6 hours	Life and Physical Sciences**	
	<i>Choose two from these options:</i> BIOL 1306-Biology for Science Majors I BIOL 1307-Biology for Science Majors II BIOL 1308-Biology for Non-Science Majors I BIOL 1309-Biology for Non-Science Majors II BIOL 1311-Biology for Science Majors I BIOL 1313-Biology for Science Majors I BIOL 2301-Anatomy and Physiology I BIOL 2302-Anatomy and Physiology II BIOL 2306-Environmental Biology	CHEM 1306-Introductory Chemistry I CHEM 1307-Introductory Chemistry II CHEM 1311-General Chemistry I CHEM 1312-General Chemistry II PHYS 1301-College Physics I PHYS 1305-Elementary Physics I PHYS 1307-Elementary Physics II PHYS 2325-University Physics I
	GEOL 1303-Physical Geology GEOL 1304-Historical Geology	
3 hours	Language, Philosophy, and Culture	
	<i>Choose one from these options:</i> ENGL 2322-British Literature I ENGL 2323-British Literature II ENGL 2326-American Literature ENGL 2331-World Literature ENGL 2341-Forms of Literature	HIST 2321-World Civilizations I HIST 2322-World Civilizations II HUMA 1315-Fine Arts Appreciation PHIL 1301-Introduction to Philosophy SPAN 2311-Intermediate Spanish I
3 hours	Creative Arts	
	<i>Choose one from these options:</i> ARTS 1301-Art Appreciation DRAM 1310-Introduction to Theater MUSI 1306-Music Appreciation	
6 hours	American History	
	<i>Choose two from these options:</i> HIST 1301-United States History I HIST 1302-United States History II	HIST 2301-Texas History
6 hours	Government/Political Science	
	GOVT 2305-Federal Government (<i>required</i>) GOVT 2306-Texas Government (<i>required</i>)	
3 hours	Social and Behavioral Sciences	
	<i>Choose one from these options:</i> ECON 2301-Principles of Macroeconomics ECON 2302-Principles of Microeconomics	GEOG 1301-Physical Geography GEOG 1302-Cultural Geography PSYC 2301-General Psychology SOCI 1301-Introductory Sociology
6 hours	Component Area Option	
	ENGL 1302-Composition II (<i>required</i>)	<i>And one of:</i> COSC 1301-Introduction to Computing PHED 1304-Personal/Community Health I PSYC 2314-Lifespan Growth and Development SPCH 1318-Interpersonal Communications
42 Total Hours		
*The one-hour will have to be moved manually. **The one-hour lab course will be dropped to the major component.		

Degrees, Certificates and Institutional Awards

	See Page
Associate of Arts Degrees	
Communication	93
Liberal Arts	111
Sociology	119
Teaching - Grades EC-6, 4-8, Special Ed EC-12.....	121
Teaching - Grades 8-12, EC-12.....	122
Associate of Applied Science Degrees	
Business Management	90
Industrial Technology	105
Information Technology Support Specialist	107
Instrumentation	109
Process Operating Technology	116
Registered Nursing	118
Associate of Science Degree	
Biology-Medical Profession Emphasis	88
Business	90
Computer Information Systems	94
Computer Science	95
Criminal Justice	96
Natural Science	115
Certificates of Completion	
Academic Certificate in General Studies	86
Business Management Accounting	91
CISCO Networking/Cybersecurity Technician	92
Criminal Justice	97
Criminal Justice Corrections	98
Cybersecurity Specialist	100
Dental Assisting	101
Entrepreneurship	105
Information Technology Support Assistant - Networking Specialist	106
Information Technology Support Assistant - Software Development	108
Instrumentation	110
Ordinary Seaman/Basic Safety Training	116
Pharmacy Technology	115
Process Technology	117
Safety, Health and Environmental	118
Vocational Nursing	125
Welding Technology	128
Institutional Awards	
Advanced Nurse Aide	88
Customer Service	100
Emergency Medical Services	102
Emergency Medical Technician-Intermediate	103
Pharmacy Technology	114

Academic Certificate in General Studies

Certificate of Completion

This certificate is designed for students who do not desire to complete an associate's degree but wish to transfer their core class work to serve as a foundation for the Bachelor of Arts or Bachelor of Science degrees at a public university in the state of Texas. Students earning this certificate will be guaranteed full transferability of core curriculum courses to public institutions as per the Texas legislative mandate.

First Semester	Credit Hours
ENGL 1301 Composition I.....	3
GOVT 2305 Federal Government.....	3
MATHEMATICS* ^Δ	3
COMMUNICATION*.....	3
CREATIVE ARTS*.....	3
Semester Hours	15
Second Semester	
ENGL 1302 Composition II.....	3
GOVT 2306 Texas Government.....	3
AMERICAN HISTORY*.....	3
LANGUAGE, PHILOSOPHY, AND CULTURE*.....	3
LIFE AND PHYSICAL SCIENCES*.....	3
Semester Hours	15
Third Semester	
AMERICAN HISTORY*.....	3
LIFE AND PHYSICAL SCIENCES*.....	3
SOCIAL AND BEHAVIORAL SCIENCES*.....	3
COMPONENT AREA OPTION*.....	3
Semester Hours	12
Total Program Hours	42

^ΔStudents must check with the institution they are planning to transfer to for advice on which Math works best for their major.

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, PSYC 2314, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Advanced Nurse Aide

Institutional Award

This program offers students the opportunity to obtain nurse aide skills, nutritional information, and phlebotomy skills in one semester. This award gives students multiple marketable skills for the workplace.

Students must have the following to attend clinicals:

- Health assessment by physician or nurse practitioner on form provided
- Hepatitis B Vaccination
- TB Skin Test
- Clear Background Check

First Semester	Credit Hours
BIOL 1322 Nutrition and Diet Therapy I.....	3
PLAB 1160 Clinical-Phlebotomy.....	1
PLAB 1223 Phlebotomy	2
VNSG 1160 Clinical I-Practical Nurse	1
VNSG 1323 Basic Nursing Skills	3
Semester Hours	10
<i>Total Program Hours</i>	<i>10</i>

Biology-Medical Professions Emphasis

Associate of Science Degree

This degree is a foundation for most pre-medical and pre-dental four-year premedical students. This is a recommended curriculum only. Some courses may be taken in different order and students do not have to complete the degree in four semesters.

	Credit Hours
First Semester	
ENGL 1301 Composition I	3
MATH 1342 Elementary Statistical Methods	3
AMERICAN HISTORY*	3
COMMUNICATION*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
Second Semester	
ENGL 1302 Composition II	3
GOVT 2305 Federal Government	3
AMERICAN HISTORY*	3
CREATIVE ARTS*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
Third Semester	
GOVT 2306 Texas Government	3
COMPONENT AREA OPTION*	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
LIFE AND PHYSICAL SCIENCES*	4
SOCIAL AND BEHAVIORAL SCIENCES*	3
Semester Hours	16
Fourth Semester	
LIFE AND PHYSICAL SCIENCES*	4
LIFE AND PHYSICAL SCIENCES*	4
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	12
Total Program Hours	60

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, PSYC 2314, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, CHEM 1311/1111, CHEM 1312/1112, or PHYS 1301/1101

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, MATH 2312, or MATH 2413

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Business

Associate of Science Degree

This two-year academic degree prepares individuals to be entry-level business professionals, supervisors, managers, and may transfer to a four-year university. This is a recommended curriculum only.

First Semester	Credit Hours
ACCT 2301 Principles of Accounting I-Financial	3
COSC 1301 Introduction to Computing.....	3
ECON 2301 Principles of Macroeconomics	3
ENGL 1301 Composition I.....	3
AMERICAN HISTORY*.....	3
Semester Hours	15
 Second Semester	
ACCT 2302 Principles of Accounting II-Managerial.....	3
BUSI 1301 Business Principles.....	3
ECON 2302 Principles of Microeconomics.....	3
ENGL 1302 Composition II	3
AMERICAN HISTORY*.....	3
Semester Hours	15
 Third Semester	
GOVT 2305 Federal Government.....	3
BUSI 1307 Personal Finance	3
MATHEMATICS*	3
COMMUNICATION*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
 Fourth Semester	
GOVT 2306 Texas Government	3
APPROVED ELECTIVE†.....	1
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
CREATIVE ARTS*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	14
Total Program Hours	60

†See Division Dean

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Business Management

Associate of Applied Science Degree

This two-year program prepares individuals for careers as business professionals, supervisors, managers or small business owners. The curriculum is designed for students who want to take the business and technical courses necessary to enter the workforce and begin careers with the option to take the general academic courses associated with a four-year Bachelor of Applied Arts and Sciences degree at a later time.

First Semester			Credit Hours
ACCT 2301	Principles of Accounting I-Financial		3
BMGT 1301	Supervision.....		3
BUSI 1301	Business Principles		3
COSC 1301	Introduction to Computing.....		3
ECON 2301	Principles of Macroeconomics.....		3
Semester Hours			15
Second Semester			
ACCT 2302	Principles of Accounting II-Managerial.....		3
ACNT 1311	Introduction to Computerized Accounting.....		3
ECON 2302	Principles of Microeconomics.....		3
ENGL 1301	Composition I.....		3
ITSW 1304	Introduction to Spreadsheets		3
Semester Hours			15
Third Semester			
BUSI 1307	Personal Finance		3
BUSI 2301	Business Law		3
MRKG 1301	Customer Relationship Management		3
BUSI 2304	Business Report Writing and Correspondence.....		3
COMMUNICATION*		3
or COMPONENT AREA OPTION			
Semester Hours			15
Fourth Semester			
BMGT 2341 [◇]	Strategic Management.....		3
BUSG 2309	Small Business Management		3
MRKG 1311	Principles of Marketing.....		3
LANGUAGE, PHILOSOPHY, AND CULTURE*		3
or CREATIVE ARTS*			3
LIFE AND PHYSICAL SCIENCES*		3
or MATHEMATICS*			3
Semester Hours			
Total Program Hours			15
			60

[◇]Capstone Course

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - PHED 1304 or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, MATH 2312, or MATH 2413

Business Management Accounting

Certificate of Completion

This one-year certificate program is designed to provide students with the accounting, computer, and business knowledge needed for accounting positions in both the private and public business sectors. Principles addressed are applicable to sole proprietorships, partnerships, and corporations as well as service, merchandising, and manufacturing firms.

First Semester		Credit Hours
ACCT 2301	Principles of Accounting I-Financial.....	3
ACNT 1329	Payroll and Business Tax Accounting.....	3
BMGT 1301	Supervision.....	3
BUSI 1301	Business Principles.....	3
COSC 1301	Introduction to Computers.....	3
Semester Hours		15
Second Semester		
ACCT 2302	Principles of Accounting II-Managerial.....	3
ACNT 1311 [◊]	Introduction to Computerized Accounting.....	3
ENGL 1301	Composition I.....	3
ITSW 1304	Introduction to Spreadsheets	3
MRKG 1301	Customer Relations Management.....	3
Semester Hours		15
Total Program Hours		30

[◊]Capstone Course

CISCO Networking/Cybersecurity Technician

Certificate of Completion

This certificate is recommended for students who plan to pursue careers as network and cybersecurity technicians, network engineers, network administrators, and network help-desk staff. This program prepares students to certify as Cisco Certified Entry Network Technician (CCENT).

First Semester	Credit Hours
ITCC 1314 Introduction to Networks.....	3
ITCY 1342 Information Technology Security	3
Semester Hours	6
Second Semester	
ITCC 1340 [◇] Routing and Switching Essentials.....	3
ITDF 1300 Introduction to Digital Forensics.....	3
Semester Hours	6
Either first or second semester	
INFORMATION TECHNOLOGY*	3
Total Program Hours	15

[◇]Capstone Course

***Information Technology** - BCIS 1310, COSC 1301, COSC 1336, COSC 1337, IMED 1316, ITNW 1313, ITNW 1354, ITSC 1325, ITSE 1345, or ITSW 1304

Communication

Associate of Arts Degree

This degree is recommended for students who plan to pursue Bachelor of Arts degrees in communication. This is a recommended curriculum only. Some courses may be taken in different order and students do not have to complete the degree in four semesters.

	Credit Hours
First Semester	
ENGL 1301 Composition I.....	3
COMMUNICATION*	3
LIFE AND PHYSICAL SCIENCES*	4
COMPONENT AREA OPTION*	3
SOCIAL AND BEHAVIORAL SCIENCES*	3
Semester Hours	16
Second Semester	
ENGL 1302 Composition II	3
GOVT 2305 Federal Government.....	3
SPCH 1315 Public Speaking.....	3
AMERICAN HISTORY*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
Third Semester	
GOVT 2306 Texas Government	3
PHED 1164 Introduction to Physical Fitness and Sport.....	1
SPCH 2335 Argumentation and Debate.....	3
MATHEMATICS*	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
Semester Hours	13
Fourth Semester	
SPCH 1318 Interpersonal Communication.....	3
SPCH 2341 Oral Interpretation.....	3
AMERICAN HISTORY*	3
CREATIVE ARTS*	3
APPROVED ACADEMIC ELECTIVE*	3
Semester Hours	15
Total Program Hours	60

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311 or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, or PSYC 2314

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Computer Information Systems

Associate of Science Degree

This degree focuses on the practical application of technology in a business setting, combining theory and practice to put computing technology in context with the goal of solving business problems. This is a recommended curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters.

First Semester	Credit Hours
ACCT 2301 Principles of Accounting I	3
COSC 1301 Introduction to Computing	3
ENGL 1301 Composition I	3
AMERICAN HISTORY*	3
MATHEMATICS*	3
Semester Hours	15
 Second Semester	
ACCT 2302 Principles of Accounting II.....	3
ECON 2301 Principles of Microeconomics	3
ENGL 1302 Composition II.....	3
AMERICAN HISTORY*	3
CREATIVE ARTS*	3
Semester Hours	15
 Third Semester	
COSC 1336 Programming Fundamentals I	3
GOVT 2305 Federal Government	3
COMMUNICATION*	3
LIFE AND PHYSICAL SCIENCES*	4
APPROVED ELECTIVE [†]	1
Semester Hours	14
 Fourth Semester	
COSC 1337 Programming Fundamentals II	3
GOVT 2306 Texas Government.....	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	13
Total Program Hours	60

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301 or HIST 1302

Communication - SPCH 1311 or SPCH 1315

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322 or PHIL 1301

Life and Physical Sciences - BIOL 1308/1108, BIOL 1309/1109, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, PHYS 1301/1101, PHYS 1305/1105 or PHYS 1307/1107

Mathematics - MATH 1324 or MATH 1342

Computer Science

Associate of Science Degree

This degree is recommended for students who plan to pursue Bachelor of Science degrees in computer science. This is a recommended curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters.

	Credit Hours
First Semester	
BCIS 1310 BASIC Programming	3
COSC 1301 Introduction to Computing	3
ENGL 1301 Composition I	3
AMERICAN HISTORY*	3
MATHEMATICS*	3
Semester Hours	15
Second Semester	
ACCT 2301 Principles of Accounting I	3
BUSI 1307 Personal Finance	3
ENGL 1302 Composition II	3
AMERICAN HISTORY*	3
CREATIVE ARTS*	3
Semester Hours	15
Third Semester	
COSC 1436 Programming I**	3
GOVT 2305 Federal Government	3
COMMUNICATION*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	13
Fourth Semester	
COSC 1437 Programming II**	3
GOVT 2306 Texas Government	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
LIFE AND PHYSICAL SCIENCES*	4
SOCIAL AND BEHAVIORAL SCIENCES*	3
APPROVED ELECTIVE†	1
Semester Hours	17
Total Program Hours	60

† See Division Dean

**Requires a 'B' or better to transfer to Lamar University.

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, PHYS 1301/1101, PHYS 1305/1105, or PHYS 1307/1107

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, MATH 2312, or MATH 2413

Social and Behavioral Sciences - ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Criminal Justice

Associate of Science Degree

This degree is recommended for students who plan to pursue Bachelor of Science or Bachelor of Arts degrees in criminal justice or for students seeking employment in law enforcement or criminal justice fields. This is a recommended curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. Students in remediation will require a different course sequence.

First Semester	Credit Hours
CRIJ 1301 Introduction to Criminal Justice.....	3
ENGL 1301 Composition I	3
COMMUNICATION*.....	3
GOVT 2305 Federal Government	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
 Second Semester	
CRIJ 2313 Correctional Systems and Practices	3
ENGL 1302 Composition II	3
MATHEMATICS* ^Δ	3
GOVT 2306 Texas Government	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
 Third Semester	
CRIJ 1306 Court Systems and Practices	3
CRIJ 1307 Crime in America.....	3
or CRIJ 1310 or CRIJ 1313	
or CRIJ 2301 or CRIJ 2314 or CRIJ 2323	
CREATIVE ARTS*.....	3
AMERICAN HISTORY*	3
SOCIAL AND BEHAVIORAL SCIENCES*	3
Semester Hours	15
 Fourth Semester	
CRIJ 2328 Police Systems and Practices	3
Approved Elective [†]	1
AMERICAN HISTORY*	3
LANGUAGE, PHILOSOPHY, AND CULTURE*.....	3
COMPONENT AREA OPTION*	3
Semester Hours	13
Total Program Hours	60

^ΔStudents must check with the institution they are planning to transfer to for advice on which Math works best for their major.

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, PSYC 2314, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Criminal Justice

Certificate of Completion

This curriculum will prepare students for entry into a field of criminal justice by combining both academic and technical concepts. Upon completion of this program, students may apply their coursework toward an associate degree program.

First Semester			Credit Hours
CRIJ	1301	Introduction to Criminal Justice.....	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	1310	Fundamentals of Criminal Justice.....	3
CRIJ	1307	Crime in America.....	3
		or CRIJ 1313	
ENGL	1301	Composition I.....	3
		Semester Hours	15
Second Semester			
CRIJ	2313	Correctional Systems and Practices	3
CRIJ	2314	Criminal Investigation.....	3
CRIJ	2328	Police Systems and Practices	3
CJCR	1381 [◇]	Co-op in Criminal Justice*	3
		APPROVED ELECTIVE.....	3
		Semester Hours	15
		Total Program Hours	30

[◇]Capstone Course

*Must be approved by Program Director.

Criminal Justice Corrections

Certificate of Completion

Upon completion of this certificate, students may apply most of their coursework to the 30 credit hour criminal justice certificate or the associate degree program in criminal justice.

First Semester			Credit Hours
CRIJ	1301	Introduction to Criminal Justice.....	3
CRIJ	2314	Criminal Investigation	3
CRIJ	2323	Legal Aspects of Law Enforcement.....	3
Semester Hours			9
Second Semester			
CJCR	1381 [◇]	Co-op in Criminal Justice*	3
CRIJ	2313	Correctional Systems and Practices	3
Semester Hours			6
Total Program Hours			15

[◇]Capstone Course

*Must be approved by Program Director.

Customer Service

Institutional Award

This program is designed to provide students with the skills necessary for success in customer service environments. All courses can be transferred into the Associate of Applied Science degree program in Business Management.

First Semester		Credit Hours
BMGT 1301	Supervision	3
BUSI 1301	Business Principles	3
Semester Hours		6
Second Semester		
COSC 1301	Introduction to Computing.....	3
MRKG 1301	Customer Relationship Management	3
Semester Hours		6
Total Program Hours		12

Cybersecurity Specialist

Certificate of Completion

The Cybersecurity program prepares the student for entry into this exciting field by providing introductory training in fundamental security concepts, firewalls and network security, hardware/software knowledge, basic scripting, operating systems security, intrusion detection, and incident response.

First Semester			Credit Hours
COSC	1301	Introduction to Computing	3
ITCC	1314	Introduction to Networks	3
ITSC	1325	PC Hardware/Software	3
ITSY	1342	Information Technology Security	3
Semester Hours			12
Second Semester			
ITDF	1300	Introduction to Digital Forensics	3
ITNW	1313	Computer Virtualization	3
ITNW	1354	Implementing and Supporting Servers	3
ITSE	1359	Introduction to Scripting Languages	3
ITSY	2301 [◇]	Firewalls and Network Security	3
Semester Hours			15
Total Program Hours			27

[◇]Capstone Course

Dental Assisting

Certificate of Completion

The Dental Assisting Program is competency-based and will teach the appropriate skills, knowledge, and perspectives needed to succeed within the dental assisting field. Students will be given the opportunity to attain competence in oral and written communications as well as skills specific to the workplace.

Admissions requirements are that students be at least 18 years of age and have high school diplomas or G.E.D. certificates. Students must pass a background check before entrance to the program is granted. Students in the program are waived from TSI requirements.

Students must maintain 75 percent averages in all dental assisting courses and satisfactory (S) grades for clinical experiences in order to progress to the next course in the sequence. Students must have course grades of "C" or better in all DNTA courses listed on the dental assisting degree plan and overall 2.0 grade point averages in order to graduate with a certificate in dental assisting.

First Semester	Credit Hours
DNTA 1305 Dental Radiology.....	3
DNTA 1311 Dental Science.....	3
DNTA 1315 Chairside Assisting.....	3
DNTA 1401 Dental Materials.....	4
Semester Hours	13
Second Semester	
DNTA 1241 Dental Laboratory Procedures.....	2
DNTA 1245 Preventive Dentistry.....	2
DNTA 1249 Dental Radiology in the Clinic.....	2
DNTA 1251 Dental Office Management.....	2
DNTA 1353 Dental Assisting Applications.....	3
DNTA 1660 Clinical I-Dental Assistant.....	6
Semester Hours	17
Third Semester	
DNTA 2461 Clinical II-Dental Assisting.....	4
Semester Hours	4
Total Program Hours	34

Emergency Medical Services

Institutional Award

The Emergency Medical Services Program offers students the opportunity to obtain the EMT-Basic requirements in one semester. Students must have the following to attend clinicals:

- Health assessment by physician or nurse practitioner on form provided
- Hepatitis B Vaccination
- TB Skin Test
- Clear Background Check

Students must keep a current CPR card throughout enrollment in the EMSP courses.

First Semester			Credit Hours
EMSP	1501	Emergency Medical Technician- Basic.....	5
EMSP	1160	Clinical EMT-Basic.....	1
Semester Hours			6
<i>Total Program Hours</i>			6

Students will be eligible to sit for the NREMT-Basic Certification Exam upon successful completion of coursework.

Emergency Medical Technician-Intermediate

Institutional Award

The Emergency Medical Services Program offers students the opportunity to obtain the EMT-Intermediate requirements in one semester. All curricula combine classroom teaching with supervised clinical, laboratory, and ambulance internship experience. Emphasis is placed on patient assessment and initial treatment techniques of medical and traumatic emergencies appropriate to the certification and licensure level being sought. The student must be currently certified as an Emergency Medical Technician to enroll in this class (NREMT or TEXAS).

First Semester		Credit Hours
EMSP 1438	Introduction to Advanced Practice	4
EMSP 2260	Clinical-Emergency Medical Technology/Technician.....	2
	Semester Hours	6
	<i>Total Program Hours</i>	6

Entrepreneurship

Certificate of Completion

The program introduces individuals to fields essential to small business management, including accounting, economics, finance, management, and marketing. Computer and bookkeeping-accounting systems will also be presented. These skills are also useful to individuals working within large corporate environments.

All courses can be transferred into the Associate of Applied Science degree program in Business Management.

First Semester			Credit Hours
ACCT	2301	Principles of Accounting I-Financial.....	3
BMGT	1301	Supervision.....	3
BUSI	1301	Business Principles.....	3
BUSI	2301	Business Law.....	3
COSC	1301	Introduction to Computing.....	3
Semester Hours			15
Second Semester			
ACCT	2302	Principles of Accounting II-Managerial.....	3
ACNT	1311	Introduction to Computerized Accounting.....	3
BUSG	2309 [◊]	Small Business Management/Entrepreneurship.....	3
ECON	2301	Principles of Macroeconomics.....	3
ENGL	1301	Composition I.....	3
MRKG	1311	Principles of Marketing.....	3
Semester Hours			18
Total Program Hours			33

[◊]Capstone Course

Industrial Technology

Associate of Applied Science Degree

This program is designed to develop basic skills in various specialized courses to prepare students for entry-level positions in the petrochemical industry. Upon successful completion of the coursework, students will be able to transfer to the four-year degree program in Industrial Technology at Lamar University.

First Semester			Credit Hours
COSC 1301	Introduction to Computing		3
ENGL 1301	Composition I		3
PTAC 1302	Introduction to Process Technology		3
PTAC 1408	Safety, Health and Environment I		4
PTAC 1432	Process Instrumentation I		4
Semester Hours			17
Second Semester			
MATH 1314	College Algebra		3
	or MATH 1332		
PTAC 1410	Process Technology I-Equipment.....		4
CETT 1403	DC Circuits		4
	or CETT 1405		
SPCH 1311	Introduction to Speech Communication		3
	or SPCH 1315 or SPCH 1318 or SPCH 1321		
Semester Hours			14
Third Semester			
EPCT 1301	Hazardous Waste Op. and Emergency Response		3
EPCT 1305	Environmental Regulations Overview.....		3
EPCT 1349	Environmental Regulation Interp. & Applications		3
LANGUAGE, PHILOSOPHY, AND CULTURE*		3
	or CREATIVE ARTS*		
Semester Hours			12
Fourth Semester			
EPCT 1341	Principles of Industrial Hygiene		3
EPCT 2489 [◇]	Internship-Environmental Engineering Tech.....		4
	or CTEC 2387		
PTAC 2314	Principles of Quality		3
PTAC 2446	Process Troubleshooting.....		4
PSYC 2301	General Psychology		3
	or SOCI 1301		
Semester Hours			17
Total Program Hours			60

[◇] Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Information Technology Support Assistant

Networking Specialist

Certificate of Completion

This certificate is designed for those with little or minimal computer training. The computer core courses allow students to explore computer hardware. This certificate transfers into the Information Technology Support Specialist Associate of Applied Science degree.

First Semester			Credit Hours
COSC	1301	Introduction to Computing.....	3
ITCC	1314	CCNA 1: Introduction to Networks.....	3
ITSC	1325	Personal Computer Hardware.....	3
ITSY	1342	Information Technology Security.....	3
ITNW	1313	Computer Virtualization	3
Semester Hours			15
Second Semester			
ITCC	1340 [◊]	Routing and Switching Essentials.....	3
ITDF	1300	Introduction to Digital Forensics	3
ITNW	1354	Implementing and Supporting Servers	3
ITSW	1304	Introduction to Spreadsheets.....	3
BUSI	2304	Business Writing	3
Semester Hours			15
Total Program Hours			30

[◊]Capstone Course

Information Technology Support Assistant

Software Development

Certificate of Completion

This certificate is designed for those with little or minimal computer training. The computer core courses allow students to explore computer software. This certificate transfers into the Information Technology Support Specialist Associate of Applied Science degree.

First Semester			Credit Hours
ITSE	1331	Introduction to Visual Basic Programming	3
COSC	1301	Introduction to Computing.....	3
ITCC	1314	Introduction to Networks.....	3
ITSC	1325	Personal Computer Hardware.....	3
ITSY	1342	Information Technology Security.....	3
Semester Hours			15
Second Semester			
ITNW	1336	Cloud Deployment and Infrastructure Management.....	3
ITSE	1345	Introduction to Oracle SQL	3
ITSE	1359 [∅]	Introduction to Scripting Languages.....	3
ITSW	1304	Introduction to Spreadsheets.....	3
BUSI	2304	Business Writing	3
Semester Hours			15
<i>Total Program Hours</i>			<i>30</i>

[∅]Capstone Course

Information Technology Support Specialist

Associate of Applied Science Degree

This degree prepares students for entry-level positions as computer specialist technicians. It includes general knowledge of computer hardware, networking, digital forensics/cybersecurity, software, program design, programming languages, specific skills in troubleshooting, problem-solving, and user assistance.

First Semester			Credit Hours
COSC	1301	Introduction to Computing.....	3
ITCC	1314	Introduction to Networks.....	3
ITSY	1342	Information Technology Security	
ITSC	1325	Personal Computer Hardware.....	3
LANGUAGE, PHILOSOPHY, AND CULTURE*			3
or CREATIVE ARTS*			3
Semester Hours			15
Second Semester			
ITCC	1340	Routing and Switching Essentials.....	3
ITDF	1300	Introduction to Digital Forensics	3
ITSW	1304	Introduction to Spreadsheets.....	
ITNW	1354	Implementing and Supporting Servers.....	3
SOCIAL AND BEHAVIORAL SCIENCES*			3
Semester Hours			15
Third Semester			
ITSE	1331	Introduction to Visual Basic Programming	3
ITNW	1313	Computer Virtualization	3
ITSY	2301	Firewalls and Network Security.....	3
MATH	1314	College Algebra	3
or MATH 1324			
or MATH 1332			
BUSI	2304	Business Writing	3
Semester Hours			15
Fourth Semester			
ITNW	1336	Cloud Deployment and Infrastructure Management.....	3
ITSC	2387 ^o	Internship-Computer and Information Sciences	3
ITSE	1345	Introduction to Oracle SQL	3
ITSE	1359	Introduction to Scripting Languages.....	3
SPCH	1311	Introduction to Speech Communications.....	3
or SPCH 1315 or SPCH 1318 or SPCH 1321			
Semester Hours			15
Total Program Hours			60

^oCapstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social and Behavioral Sciences - ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Instrumentation

Associate of Applied Science

This program prepares students for careers in an entry-level maintenance, instrument and electrical positions within chemical plants, refineries, pipeline transmission companies, and industrial manufacturing. Students will understand the basics in theory, physics, fundamentals, and safety in the field of instrumentation (including the measurement of flow, level, and maintenance), and electricity (including AC and DC circuits).

First Semester			Credit Hours
CETT 1403	DC Circuits		4
COSC 1301	Introduction to Computing.....		3
INCR 1402	Physics of Instrumentation.....		4
INTC 1358	Flow and Measurement Calibration.....		3
MATH 1314	College Algebra.....		3
	or MATH 1332		
Semester Hours			17
Second Semester			
CETT 1405	AC Circuits		4
INCR 1442 [◇]	Measurement and Process Control Theory.....		4
INTC 1301	Principles of Industrial Measurements I.....		3
PTAC 1408	Safety, Health, and Environment I.....		4
Semester Hours			15
Third Semester			
CPMT 2302	Home Technology Integration		3
CETT 1415	Digital Applications.....		4
INTC 1457	AC/DC Motor Control.....		4
LANGUAGE, PHILOSOPHY, AND CULTURE*			3
	or CREATIVE ARTS*		
Semester Hours			14
Fourth Semester			
CETT 1441	Solid State Circuits		4
	or INTC 2480		
RBTC 1401	Programmable Logic Controllers.....		4
COMMUNICATION*			3
SOCIAL AND BEHAVIORAL SCIENCES*			3
Semester Hours			14
Total Program Hours			60

[◇]Capstone Course

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - HUMA 1315

Social and Behavioral Sciences - PSYC 2301 or SOCI 1301

Instrumentation

Certificate of Completion

This program prepares students for careers in an entry-level maintenance, instrument and electrical positions within chemical plants, refineries, pipeline transmission companies, and industrial manufacturing. This certificate helps students understand the basics in theory, physics, fundamentals, and safety in the field of instrumentation (including the measurement of flow, level, and temperature), and electricity (including AC and DC circuits).

First Semester			Credit Hours
CETT	1403	DC Circuits	4
COSC	1301	Introduction to Computing	3
INCR	1402	Physics of Instrumentation	4
INTC	1358	Flow & Measurement Calibration	3
MATH	1314	College Algebra.....	3
		or MATH 1332	
Semester Hours			17
Second Semester			
CETT	1405	AC Circuits.....	4
INCR	1442 [◇]	Measurement and Process Control Theory.....	4
INTC	1301	Principles of Industrial Measurement I.....	3
PTAC	1408	Safety, Health and Environment I	4
Semester Hours			15
Total Program Hours			32

[◇]Capstone Course

Liberal Arts

Associate of Arts Degree

This degree is recommended for students who plan to pursue Bachelor of Arts or Bachelor of Science degrees in fields for which no specific associate degree is offered. This is a recommended curriculum only. Some courses may be taken in different order and students do not have to complete the degree in four semesters.

First Semester	Credit Hours
ENGL 1301 Composition I	3
GOVT 2305 Federal Government	3
PHED 1164 Introduction to Physical Fitness and Sport	1
LIFE AND PHYSICAL SCIENCES*	4
APPROVED ACADEMIC ELECTIVE*	3
Semester Hours	14
Second Semester	
ENGL 1302 Composition II	3
AMERICAN HISTORY*	3
COMMUNICATION*	3
LIFE AND PHYSICAL SCIENCES*	4
COMPONENT AREA OPTION*	3
Semester Hours	16
Third Semester	
GOVT 2306 Texas Government	3
MATHEMATICS*	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
CREATIVE ARTS*	3
APPROVED ACADEMIC ELECTIVE*	3
Semester Hours	15
Fourth Semester	
AMERICAN HISTORY*	3
SOCIAL AND BEHAVIORAL SCIENCES*	3
APPROVED ACADEMIC ELECTIVE*	3
APPROVED ACADEMIC ELECTIVE*	3
APPROVED ACADEMIC ELECTIVE*	3
Semester Hours	15
Total Program Hours	60

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, PSYC 2314, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Natural Science

Associate of Science Degree

This degree is a foundation for most four-year science degrees or premedical curricula. This is a recommended curriculum only. Some courses may be taken in different order and students do not have to complete the degree in four semesters.

	Credit Hours
First Semester	
ENGL 1301 Composition I.....	3
MATH 2312 Pre-Calculus Math.....	3
LIFE AND PHYSICAL SCIENCES*	4
COMMUNICATION*	3
AMERICAN HISTORY*.....	3
Semester Hours	16
Second Semester	
ENGL 1302 Composition II.....	3
GOVT 2305 Federal Government.....	3
LIFE AND PHYSICAL SCIENCES*	4
CREATIVE ARTS*	3
AMERICAN HISTORY*.....	3
Semester Hours	16
Third Semester	
GOVT 2306 Texas Government.....	3
LIFE AND PHYSICAL SCIENCES*	4
SOCIAL AND BEHAVIORAL SCIENCES*	3
COMPONENT AREA OPTION*	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
Semester Hours	16
Fourth Semester	
LIFE AND PHYSICAL SCIENCES*	4
or MATHEMATICS*	
LIFE AND PHYSICAL SCIENCES*	4
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	12
Total Program Hours	60

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, PSYC 2314, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341,

HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1311/1111, BIOL 1313/1113, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, BIOL 2420, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, or PHYS 2325/2125

Mathematics - MATH 2413

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Ordinary Seaman/BST

(Certificate of Completion)

The extent and nature of the subject matter of the program as it relates to the approval request is to ensure an Ordinary Seaman has the knowledge and skills to safely function as an Ordinary Seaman onboard a vessel. Upon completion the student will qualify for a United States Coast Guard merchant mariner document with a Standards for Training and Conducting Watches-Basic Safety Training (STCW-BST) certification.

First Semester	Credit Hours
EDUC 1300 Learning Frameworks	3
NAUT 1372 Seamanship I.....	3
NAUT 1374 Basic Safety and Survival Training	3
NAUT 1471 Introduction to Ships and Shipping.....	4
NAUT 2274 Basic Stability and Ship Construction	2
Semester Hours	15
<i>Total Program Hours</i>	<i>15</i>

Pharmacy Technology

Institutional Award

This program consists of a sequence of courses designed to prepare students for employment as pharmacy technicians. The pharmacy technician functions under the direct supervision of the registered pharmacist. This program is competency-based and will teach the appropriate skills, knowledge, and perspectives needed to succeed within the pharmacy technology field. Students will be given the opportunity to attain competence in oral and written communication as well as math and computer skills specific to the workplace.

First Semester			Credit Hours
PHRA	1301	Introduction to Pharmacy.....	3
PHRA	1305	Drug Classification	3
PHRA	1313	Community Pharmacy Practice.....	3
PHRA	2360	Clinical-Pharmacy Technician.....	3
Semester Hours			12
<i>Total Program Hours</i>			<i>12</i>

Pharmacy Technology

Certificate of Completion

This program consists of a sequence of courses designed to prepare students for employment as pharmacy technicians. The pharmacy technician functions under the direct supervision of the registered pharmacist. This program is competency-based and will teach the appropriate skills, knowledge, and perspectives needed to succeed within the pharmacy technology field. Students will be given the opportunity to attain competence in oral and written communication as well as math and computer skills specific to the workplace.

Students are required to pass the AccuplacerTest and register with the Texas State Board of Pharmacy prior to being accepted into the program.

Students must maintain “C” or better grades in ALL PHRA courses and an overall 2.0 grade point average (GPA) to graduate from the Lamar State College Orange Pharmacy Technology Program.

The Pharmacy Technology Program holds full accreditation status from the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000.

First Semester			Credit Hours
PHRA	1301	Introduction to Pharmacy	3
PHRA	1305	Drug Classification	3
PHRA	1313	Community Pharmacy Practice	3
PHRA	2360	Clinical-Pharmacy Technician	3
Semester Hours			12
Second Semester			
PHRA	1304	Pharmacotherapy and Disease Process.....	3
PHRA	1309	Pharmaceutical Mathematics I.....	3
PHRA	1349	Institutional Pharmacy Practice	3
PHRA	1445	Intravenous Admixture and Sterile Compounding.....	4
PHRA	2361	Clinical-Pharmacy Technician	3
Semester Hours			16
Total Program Hours			28

Process Operating Technology

Associate of Applied Science Degree

The field of process technology appeals to persons who would enjoy the challenges involved in controlling industrial plant processes to produce a final product. This program offers students careers as safe, efficient, and environmentally responsible process operators in the petrochemical and oil refinery industries. In addition to developing technical knowledge regarding plant operations and procedures, maintenance, safety, health and environment skills, students will develop their communication, computer, people, and team-building skills throughout the program.

First Semester			Credit Hours
COSC 1301	Introduction to Computing.....		3
ENGL 1301	Composition I		3
PTAC 1302	Introduction to Process Technology		3
PTAC 1408	Safety, Health and Environment I.....		4
PTAC 1410	Process Technology I-Equipment.....		4
Semester Hours			17
Second Semester			
MATH 1314	College Algebra		3
	or MATH 1332		
PTAC 1432	Process Instrumentation I.....		4
PTAC 2314	Principles of Quality		3
PTAC 2420 ^o	Process Technology II-Systems		4
SPCH 1311	Introduction to Speech Communications.....		3
	or SPCH 1315 or SPCH 1318 or SPCH 1321		
Semester Hours			17
Third Semester			
PTAC 2446	Process Troubleshooting.....		4
SCIT 1418	Applied Physics		4
SCIT 1494	Special Topics in Chemistry		4
PSYC 2301	General Psychology		3
	or SOCI 1301		
Semester Hours			15
Fourth Semester			
CTEC 2480	Cooperative Education-Chemical Technology		4
	or CTEC 2445		
PTAC 2438 ^o	Process Technology III-Operations		4
LANGUAGE, PHILOSOPHY, AND CULTURE*			3
	or FINE ARTS*		
Semester Hours			11
Total Program Hours			60

^o Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Process Technology

Certificate of Completion

This program prepares students for careers in an entry-level process operations position. It prepares students to become safe, efficient, and environmentally responsible operators in the petrochemical and oil refinery industries. The program works closely with the Gulf Coast Process Technology Alliance-based organization that establishes standards to provide and deliver quality curriculum in the field.

First Semester			Credit Hours
COSC 1301	Introduction to Computing.....		3
ENGL 1301	Composition I.....		3
PTAC 1302	Introduction to Process Technology.....		3
PTAC 1408	Safety, Health and Environment I.....		4
PTAC 1410	Process Technology I-Equipment		4
Semester Hours			17
Second Semester			
MATH 1314	College Algebra		3
	or MATH 1332		
PTAC 1432	Process Instrumentation I.....		4
PTAC 2314	Principles of Quality		3
PTAC 2420 [◇]	Process Technology II-Systems		4
SPCH 1311	Introduction to Speech Communications		3
	or SPCH 1315 or SPCH 1318 or SPCH 1321		
Semester Hours			17
Summer Semester			
LANGUAGE, PHILOSOPHY, AND CULTURE*			3
	or CREATIVE ARTS*		
PSYC 2301	General Psychology		3
	or SOCI 1301		
Semester Hours			6
Total Program Hours			40

[◇]Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Process Technology

Basic Certificate

This program prepares students for careers in an entry-level process operations position. It prepares students to become safe, efficient, and environmentally responsible operators in the petrochemical and oil refinery industries. The program works closely with the Gulf Coast Process Technology Alliance-based organization that establishes standards to provide and deliver quality curriculum in the field.

First Semester			Credit Hours
PTAC	1432	Process Instrumentation I.....	4
PTAC	1302	Introduction to Process Technology.....	3
PTAC	1408	Safety, Health and Environment I.....	4
PTAC	1410	Process Technology I-Equipment	4
Semester Hours			15
Second Semester			
PTAC	2438	Operations	4
PTAC	2446	Troubleshooting.....	4
PTAC	2420 [◊]	Process Technology II-Systems	4
PTAC	2314	Principles of Quality.....	3
Semester Hours			15

Total Program Hours 30

[◊]Capstone Course

Registered Nursing

Associate of Applied Science Degree

The Associate of Applied Science Registered Nursing Program is a competency-based program for LVN/LPNs that leads to eligibility to take the *National Council Licensure Examination (NCLEX-RN®)* to become a registered nurse (RN). Students must maintain “C” or better grades in ALL nursing and science courses and overall 2.0 grade point averages (GPAs) to graduate from the Lamar State College Orange Registered Nursing Program. To be considered for admission to the Registered Nursing Transition Program, students must be accepted to LSCO and have submitted transcripts from ALL colleges and universities attended. Applicants must also submit the following to the Nursing Department by the application deadline:

- An application to the Associate Degree RN Transition Program (located on the LSCO website) dated within the last current year.
- Degree Plan from Degree Works showing transcript evaluation and course equivalency.
- Evolve Reach Admission Assessment (A²) Exam profile taken within one year of application deadline indicating a composite score of 75 or higher with an 80 or higher in reading, and a 75 or higher in anatomy and physiology.
- Verification of VN license printed from the Texas Board of Nursing site

Complete information about the Registered Nursing Transition Program, including admission requirements, application deadlines, criminal background policy, and current application forms, is available on the LSCO website or from the Nursing Administrative Assistant located in the Stark Nursing and Classroom Building.

After acceptance into the Associate Degree Registered Nursing Program, students must provide the following additional information:

- Proof of current CPR certification
- History and Physical Examination, including proof of immunization
- Negative or clear Criminal Background Check (blue card, outcome letter of eligibility, and/or a Declaratory Order

Completion of the Registered Nursing Transition Program does NOT guarantee that a graduate may take the *National Council Licensure Examination for Registered Nursing (NCLEX-RN®)*. The Texas Board of Nursing may deny an applicant for initial licensure who:

- has ever been cited, arrested, charged with or convicted of a crime, or received a deferred order, with or without an adjudication of guilt for a felony or misdemeanor offense other than a minor traffic violation or Minor in Possession (MIP);
- has had a misdemeanor conviction involving moral turpitude within the last ten (10) years;
- has been diagnosed with or treated or hospitalized within the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder;
- has been, within the past five (5) years, addicted to or treated for the use of alcohol or any other drug; or
- has been denied licensure or disciplined by any licensing/certifying authority.

Further information regarding licensure requirements is available on the Texas Board of Nursing website at www.BON.state.tx.us.

Prerequisites		Credit Hours
BIOL 2301	Anatomy and Physiology I.....	3
BIOL 2101	Anatomy and Physiology I Laboratory	1
BIOL 2302	Anatomy and Physiology II.....	3
BIOL 2102	Anatomy and Physiology II Laboratory	1
BIOL 2420	Microbiology for Non-Science Majors	4
ENGL 1301	Composition I.....	3
MATH 1314	College Algebra.....	3
	or MATH 1342	
RNSG 1300	Health Assessment	3
RNSG 1311	Nursing Pathophysiology	3
	Semester Hours	24
Corequisites		
PSYC 2301	General Psychology.....	3
PSYC 2314	Lifespan Growth and Development	3
SPCH 1311	Introduction to Speech Communication.....	3
	or SPCH 1315	
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
	or CREATIVE ARTS*	
	Semester Hours	12
First Semester		
RNSG 1327	Transition from Vocational to Professional Nursing.....	3
RNSG 2261	Clinical I.....	2
RNSG 2514	Care of Clients with Complex Health Care Needs.....	5
	Semester Hours	10
Second Semester		
RNSG 1207	Nursing Jurisprudence.....	2
RNSG 1210	Introduction to Community-Based Nursing.....	2
RNSG 2262	Clinical II.....	2
	Semester Hours	6
Third Semester		
RNSG 2363	Clinical III	3
RNSG 2535	Integrated Client Care Management.....	5
	Semester Hours	8
	Total Program Hours	60

Prerequisites must be completed prior to admission to the Registered Nursing Program.

Corequisites may be taken at any time but must be completed prior to graduation.

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Safety, Health and Environmental

Certificate of Completion

This certificate is designed to prepare students for entry-level employment as a safety, health or environmental specialist. The program helps the students create a safe work environment, understand OSHA regulations and compliance, learn emergency management techniques, integrate employee health and safety into decision making, have the knowledge and skills to implement strategies to control, and manage potential problems.

First Semester			Credit Hours
COSC 1301	Introduction to Computing.....		3
ENGL 1301	Composition I.....		3
EPCT 1301	Hazardous Waste Op. and Emergency Response		3
EPCT 1305	Environmental Regulations Overview		3
EPCT 1341	Industrial Hygiene.....		3
Semester Hours			15
Second Semester			
EPCT 1349	Environment Regulation Interpretation & App.		3
EPCT 2489 [◊]	Internship-Environmental		4
PTAC 1302	Introduction to Process Technology		3
PTAC 1408	Safety, Health and Environment I.....		4
SPCH 1311	Introduction to Speech Communications.....		3
	or SPCH 1315 or SPCH 1318 or SPCH 1321		
Semester Hours			17
Summer Semester			
MATH 1314	College Algebra		3
	or MATH 1332		
LANGUAGE, PHILOSOPHY, AND CULTURE*			3
	or CREATIVE ARTS*		
PSYC 2301	General Psychology		3
	or SOCI 1301		
Semester Hours			9
Total Program Hours			41

[◊]Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Sociology

Associate of Arts Degree

This degree is recommended for students who plan to pursue Bachelor of Arts degrees in sociology. This is a recommended curriculum only. Some courses may be taken in a different order and students do not have to complete the degree in four semesters.

First Semester	Credit Hours
ENGL 1301 Composition I	3
SOCI 1301 Introductory Sociology	3
SOCI 1306 Social Problems	3
PHED 1164 Introduction to Physical Fitness and Sport	1
COMMUNICATION*	3
Semester Hours	13
Second Semester	
ENGL 1302 Composition II	3
GOVT 2305 Federal Government	3
SOCI 2301 Marriage and Family	3
AMERICAN HISTORY*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
Third Semester	
GOVT 2306 Texas Government	3
SOCI 2306 Human Sexuality	3
SOCI 2326 Social Psychology	3
AMERICAN HISTORY*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
Fourth Semester	
CRIJ 1307 Crime in America	3
MATHEMATICS*	3
LANGUAGE, PHILOSOPHY, AND CULTURE*	3
CREATIVE ARTS*	3
COMPONENT AREA OPTION*	3
Semester Hours	15
Total Program Hours	60

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301, PHED 1304, PSYC 2314, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Teaching

Associate of Arts in Teaching Degrees

The Associate of Arts in Teaching (AAT) degree is a State Board-Approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The AAT degree is fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

Because the AAT fulfills the requirements of the field of study curriculum statutes and the Texas Higher Education Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification. The program includes a lab component in which the student will spend at least 16 hours observing in a PK-12 school.

The AAT is fully sanctioned by the Texas Higher Education Coordinating Board as a field of study for students interested in pursuing a degree in education which will lead to teacher certification. It offers an avenue to “grow our own” future teachers in an effort to help the shortage of teachers in Texas.

Some courses may be taken in different order, and students do not have to complete the degree in four semesters. Students in college prep will require a different course sequence. All interested students should see the Education Division Director for degree plans. Students planning to teach in a specific discipline should check with the Education Division Director to select the appropriate electives in the field of study. (See programs of study on the following pages.)

Teaching

Grades EC-6, 4-8, Special Ed. EC-12

Associate of Arts in Teaching Degree (AAT-1)

First Semester	Credit Hours
EDUC 1301 Introduction to the Teaching Profession	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
HIST 1301 United State History I	3
PHED 1164 Introduction to Physical Fitness and Sport	1
Semester Hours	13
 Second Semester	
EDUC 2301 Introduction to Special Populations	3
ENGL 1302 Composition II	3
GOVT 2305 Federal Government	3
HIST 1302 United States History II	3
BIOL 1308/1108 Biology for Non-Science Majors I.....	4
Semester Hours	16
 Third Semester	
GOVT 2306 Texas Government	3
MATH 1350 Fundamentals of Mathematics	3
PHED 1304 Personal/Community Health I.....	3
CREATIVE ARTS*.....	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours	16
 Fourth Semester	
SPCH 1315 Public Speaking	3
LANGUAGE, PHILOSOPHY, AND CULTURE*.....	3
SOCIAL AND BEHAVIORAL SCIENCES*	3
COMPONENT AREA OPTION*	3
APPROVED ELECTIVE†	3
Semester Hours	15
Total Program Hours	60

†See Division Dean

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301 or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, or GEOL 1304/1104

Social and Behavioral Sciences - PSYC 2301 or SOCI 1301

Teaching

Grades 8-12, EC-12 (Art, Music, Physical Education, Health, Theater Arts, Technology Application, and Languages Other Than English, excluding Special Education)

Associate of Arts in Teaching Degree (AAT-2)

First Semester		Credit Hours
EDUC 1301	Introduction to the Teaching Profession	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
HIST 1301	United State History I	3
PHED 1164	Introduction to Physical Fitness and Sport	1
Semester Hours		13
Second Semester		
EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
HIST 1302	United States History II	3
BIOL 1308/1108	Biology for Non-Science Majors I.....	4
Semester Hours		16
Third Semester		
GOVT 2306	Texas Government	3
MATH 1350	Fundamentals of Mathematics	3
PHED 1304	Personal/Community Health I.....	3
CREATIVE ARTS*	3
LIFE AND PHYSICAL SCIENCES*	4
Semester Hours		16
Fourth Semester		
SPCH 1315	Public Speaking	3
LANGUAGE, PHILOSOPHY, AND CULTURE*		3
SOCIAL AND BEHAVIORAL SCIENCES*		3
COMPONENT AREA OPTION*		3
APPROVED CONCENTRATION ELECTIVE [†]		3
Semester Hours		15
Total Program Hours		60

[†]See Division Dean

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301 or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, or GEOL 1304/1104

Social and Behavioral Sciences - PSYC 2301 or SOCI 1301

Vocational Nursing

Certificate of Completion

The Vocational Nursing Program is a competency-based program designed to prepare Lamar State College Orange graduates to take the *National Council Licensure Examination (NCLEX-PN/VN®)* to be a licensed vocational nurse (LVN). The LVN functions under the direction of a registered nurse and/or licensed physician to provide nursing care to people who are in need of medical diagnostic evaluation and are experiencing acute or chronic illness. Graduates of the LSCO VN Program are currently employed in hospitals, physicians' offices, outpatient medical centers, long-term care facilities, and home health agencies.

The VN Program is the foundation on which the Associate of Applied Science Registered Nursing Transition Program is built. The Registered Nursing Transition Program is a competency-based program whose graduates are eligible to take the *National Council Licensure Examination (NCLEX-RN®)* to be registered nurses (RN).

To be considered for admission to the Vocational Nursing Program at LSCO, a student must:

- be accepted as a student at Lamar State College Orange;
- submit Vocational Nursing Program application online from the LSCO website by the application deadline
- submit transcripts of all college work to the Vocational Nursing Program;
- satisfy the ATI TEAS requirements;
- have a grade of “C” or better in BIOL 2301/1301 and BIOL 2302/1302-Anatomy and Physiology. Although completion of BIOL 1322-Principles of Nutrition and PSYC 2314-Lifespan Growth and Development is not required for admission to the VN Program, they must be completed with a grade of “C” or better before graduating from the VN program. However, if taken before application deadline, those grades will add points on the admission rating scale;
- have a minimum grade of “C” or better in VNSG 1323-Basic Nursing Skills and a satisfactory “S” grade in VNSG 1160-Clinical I Practical Nurse or a minimum score of 80 on the VNSG 1323/VNSG 1160 Basic Nursing Challenge Exam*
- show proof of good mental and physical health;
- show proof of completion of Hepatitis B immunization; and
- show proof of clear criminal background check from the Texas Board of Nursing or have obtained a completed Declaratory Order from the Texas Board of Nursing (see program director for details).

*Experienced nurses' aides or certified nurses' aides (CNAs) may be exempt from the VNSG 1323 Basic Nursing Skills and VNSG 1160 Clinical I classes by passing the Basic Nursing Challenge Exam with a minimum score of 80 percent. Students must obtain permission from the Director of Vocational Nursing Program. Students may take the challenge exam only one time. The challenge exam is given at the LSCO Testing Center. Contact the Testing Center at (409) 882-3330 for an appointment to take the exam. The cost to take the exam is \$25 and to get transcribed credit is \$100.

Students MUST maintain “C” or better grades in ALL courses on the degree plan and overall 2.0 grade point averages (GPAs) to graduate from the LSCO VN Program. Complete information about the Vocational Nursing Program, including admission requirements, application deadlines and current application forms, is available from the Nursing Administrative Assistant located in the Stark Nursing and Classroom Building.

Completion of the VN Program does NOT guarantee that a graduate may take the *National Council Licensure Examination for Practical Nursing (NCLEX-PN®)*. The Texas Board of Nursing may disqualify an applicant from obtaining licensure who has:

- been convicted, adjudged guilty by a court, plead guilty, no contest, or nolo contendere to any crime in any state, territory, or country, whether or not a sentence was imposed, including any pending

criminal charges or unresolved arrests (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUI's, DWI's, and PI's must be reported and are not considered minor traffic violations. One-time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed. If you have two or more MIPs or MICs you must report these to the board;

- any criminal charges pending, including unresolved arrests;
- been refused a license by any licensing authority or ever had a license revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you;
- within the last five years, been addicted to and/or treated for the use of alcohol or any other drug; or
- within the last five years, been diagnosed with, treated or hospitalized for schizophrenia, and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.

If you must answer “yes” to any of these statements, you have to undergo investigation by the Board of Vocational Nursing before you will be accepted into the Nursing Program. Answering “yes” will not necessarily keep you from acceptance into the program. Failure to answer truthfully may result in disciplinary action by the Board.

Upon acceptance into the VN Program, all students will be subject to a criminal background check.

Prerequisites			Credit Hours
BIOL	2301	Anatomy and Physiology I.....	3
BIOL	2101	Anatomy and Physiology I Laboratory	1
BIOL	2302	Anatomy and Physiology II	3
BIOL	2102	Anatomy and Physiology II Laboratory.....	1
VNSG	1160	Clinical I Practical Nurse.....	1
VNSG	1323	Basic Nursing Skills.....	3
Semester Hours			12
 First Semester – LEVEL I			
VNSG	1227	Essentials of Medication Administration.....	2
VNSG	1231	Pharmacology	2
VNSG	1402	Applied Nursing Skills I	4
VNSG	1461	Clinical II Practical Nurse.....	4
Semester Hours			12

Vocational Nursing-Continued

Second Semester – *LEVEL II*

BIOL	1322	Nutrition and Diet Therapy I.....	3
VNSG	1122	Vocational Nursing Concepts	1
VNSG	1136	Mental Health.....	1
VNSG	1462	Clinical III Practical Nurse	4
VNSG	2413	Applied Nursing Skills II.....	4
Semester Hours			13

Third Semester – *LEVEL III*

PSYC	2314	Lifespan Growth and Development.....	3
VNSG	1138	Mental Illness	1
VNSG	1230	Maternal-Neonatal Nursing	2
VNSG	1234	Pediatrics	2
VNSG	2214	Applied Nursing Skills III	2
VNSG	2463	Clinical IV Practical Nurse.....	4
Semester Hours			14
Total Program Hours			51

Welding Technology

Certificate of Completion

This certificate program is designed to prepare students for entry-level welding occupations and provide additional welding skills. Students will learn basic and advanced techniques in oxyacetylene, gas metal arc, shielded metal arc, and gas tungsten arc welding processes. They will use basic math skills to assist them in building and repairing. Brazing, oxyacetylene cutting and blueprint reading are part of the program. Some occupations are combination welder, gas, and arc welder, welder/fitter, layout/welder, and fabricator. Graduates will be able to work in shipyards, fabrication shops, and the construction industry.

First Semester		Credit Hours
WLDG 1323	Welding Safety, Tools, and Equipment	3
WLDG 1327	Welding Codes and Standards	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
	Semester Hours	14
Second Semester		
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 1437	Introduction to Welding Metallurgy	4
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2413	Intermediate Welding Using Multiple Processes	4
	Semester Hours	16
	<i>Total Program Hours</i>	30

Course Descriptions

Course descriptions are listed
in alphabetical order.

Course Descriptions

Lamar State College Orange offers both academic and technical coursework. Academic courses are indicated as “AC,” college preparatory courses are identified with “CP,” and “TEC” denotes classes in the technical area. Academic courses will transfer to another college or university. College Prep courses are included on transcripts but are not transferable courses. Technical courses may or may not transfer to another college or university. The *Texas Common Course Numbering System (TCCNS)* is a course numbering system used throughout the state of Texas. It is composed of four letters plus four numbers. The four letters indicate the subject area. The four numbers indicate the course number. The first digit is the level (1 = freshman, 2 = sophomore, etc.); the second digit is the number of credit hours to be awarded for this course; and the last two digits represent the course sequence. The three numbers to the far right represent the number of credit, lecture, and lab hours. The six numbers within parenthesis is a course identifier used by the *Texas Higher Education Coordinating Board (THECB)*.

ACCT 23013-3-0

Principles of Accounting I - Financial (52.0301)
Accounting concepts and their application in transaction analysis and financial statement preparation. Topics include analysis of financial statements; asset and equity accounting in proprietorships, partnerships, and corporations; account receivables; investments; inventories; liabilities; and payroll. It also provides an introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. AC.

ACCT 23023-3-0

Principles of Accounting II - Managerial (52.0301)
Continuation of accounting concepts and their application in transaction analysis and financial statement preparation with emphasis on managerial accounting. Topics include development of cash flow statements; cost behavior and cost-volume-profit analysis; asset and equity accounting in proprietorships, partnerships, and corporations; developing a capital and master budget; departmental and activity-based accounting; and cost control. Prerequisite: ACCT 2301. AC.

ACNT 13113-3-0

Introduction to Computerized Accounting (52.0302)
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Prerequisite: ACCT 2301. TEC.

ACNT 13293-3-0

Payroll and Business Tax Accounting (52.0301)
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal

taxing authorities in a manual and computerized environment. Prerequisite: ACCT 2301 or concurrent enrollment. TEC.

ARTC 13253-2-2

Introduction to Computer Graphics (50.0409)
A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia. TEC.

ARTC 13533-2-2

Computer Illustration (50.0402)
Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings. TEC.

ARTS 13013-3-0

Art Appreciation (50.0703)
Exploration of purposes and processes in the visual arts including evaluation of selected works. AC.

ARTS 13113-3-0

Design I (50.0401)
Elements and principles of art using two-dimensional concepts. AC

ARTS 13163-3-0

Drawing I (50.0705)
Investigation of drawing media and techniques including descriptive and expressive possibilities. AC

BCIS 13103-2-3

BASIC Programming (11.0202)
Course designed to teach software theory and structured programming methods used to solve

business data problems. Includes discussion of business applications, testing, documentation, input specification, and report generation. Prerequisite: COSC 1301. AC.

BIOL 1106 1-0-2

Biology for Science Majors I (Lab) (26.0101)

Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Corequisite: BIOL 1306. AC.

BIOL 1107 1-0-2

Biology for Science Majors II (Lab) (26.0101)

Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1306/1106. Corequisite: BIOL 1307. AC.

BIOL 1108 1-0-2

Biology for Non-Science Majors I (Lab) (26.0101)

Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Corequisite: BIOL 1308. AC.

BIOL 1109 1-0-2

Biology for Non-Science Majors II (Lab) (26.0101)

Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Corequisite: BIOL 1309. AC.

BIOL 1111 1-0-1

General Botany (Lab) (11.1001)

This laboratory-based course accompanies Biology 1311, General Botany. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. This course is intended for science majors.

Corequisite: BIOL 1311 General Botany (lecture)

BIOL 1113 1-0-1

General Zoology (Lab) (26.0701.51.03)

This laboratory-based course accompanies Biology 1313, General Zoology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. This course is intended for science majors.

Corequisite: BIOL 1313 General Zoology (lecture)

BIOL 1306 3-3-0

Biology for Science Majors I (Lecture) (26.0101)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Corequisite: BIOL 1106. AC.

BIOL 1307 3-3-0

Biology for Science Majors II (Lecture) (26.0101)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1306/1106. Corequisite: BIOL 1107. AC.

BIOL 1308 3-3-0

Biology for Non-Science Majors I (Lecture) (26.0101)

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Corequisite: BIOL 1108. AC.

BIOL 1309 3-3-0

Biology for Non-Science Majors II (Lecture) (26.0101)

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Corequisite: BIOL 1109. AC.

BIOL 1311 3-3-0

General Botany (Lecture) (11.1001)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. This course is intended for science majors.

Corequisite: BIOL 1111 General Botany (lab)

BIOL 13133-3-0

General Zoology (Lecture) (26.0701.51.03)

Fundamental concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. This course is intended for science majors.

Corequisite: BIOL 1113 General Zoology (lab)

BIOL 13223-3-0

Nutrition & Diet Therapy I (19.0501)

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. AC.

BIOL 21011-0-2

Anatomy & Physiology I (Lab) (26.0707)

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Corequisite: BIOL 2301. AC.

BIOL 21021-0-2

Anatomy & Physiology II (Lab) (26.0707)

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Prerequisite: BIOL 2301/2101. Corequisite: BIOL 2302. AC.

BIOL 21061-0-2

Environmental Biology (Lab) (03.0103)

Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks,

and approaches to ecological research. Corequisite: BIOL 2306. AC.

BIOL 23013-3-0

Anatomy & Physiology I (Lecture) (26.0707)

This is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Corequisite: BIOL 2101. AC.

BIOL 23023-3-0

Anatomy & Physiology II (Lecture) (26.0707)

This is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisite: BIOL 2301/2101. Corequisite: BIOL 2102. AC.

BIOL 23053-3-0

Anatomy & Physiology II (Pathophysiology) (26.0707)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. AC.

BIOL 23063-3-0

Environmental Biology (Lecture) (03.0103)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformation, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Corequisite: BIOL 2106. AC.

BIOL 24044-3-2

Anatomy & Physiology (MOT) (26.0707)

Study of the basic principles of human anatomy and physiology with emphasis on the anatomy of body systems, including the structure and function of cells and tissues, muscular, skeletal, nervous, endocrine, cardiovascular, digestive, respiratory, excretory, and reproductive systems. This course is specifically designed for Medical Office Technology majors. AC.

BIOL 24204-3-2

Microbiology for Non-Science Majors (26.0503)
Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Prerequisite: BIOL 1306/1106 and BIOL 1307/1107 or BIOL 2301/2101 and BIOL 2302/2102. AC.

BMGT 13013-3-0

Supervision (52.0201)

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. TEC.

BMGT 23413-3-0

Strategic Management (52.0201)

Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. TEC.

BUSG 2309.....3-3-0

Small Business Management (52.0703)

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Prerequisite: ACCT 2301 and BUSI 1301. TEC.

BUSI 13013-3-0

Business Principles (52.0101)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. AC.

BUSI 13073-3-0

Personal Finance (19.0401)

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. AC.

BUSI 2301.....3-3-0

Business Law (22.0101)

Principles of law which form the legal framework for business activity. AC.

BUSI 2304.....3-3-0

Business Report Writing and Correspondence (23.1303)

Theory and applications for technical reports and correspondence in business. AC.

CETT 14034-3-4

DC Circuits (15.1201)

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. TEC.

CETT 14054-3-4

AC Circuits (15.1201)

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. TEC.

CETT 14154-3-4

Digital Applications (15.1201)

An investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits. TEC.

CETT 14414-3-4

Solid State Circuits (15.1201)

A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. TEC.

CHEM 1111.....1-0-1

General Chemistry I (Lab) (40.0501)

Introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Corequisite: CHEM 1311. AC.

CHEM 1112.....1-0-1

General Chemistry II (Lab) (40.0501)

Introduction of the scientific method, experimental design, chemical instrumentation,

data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1311/1111. Corequisite: CHEM 1312. AC.

CHEM 1106.....1-0-1

Introductory Chemistry I (Lab) (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Corequisite: CHEM 1306. AC.

CHEM 1107.....1-0-1

Introductory Chemistry II (Lab) (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Prerequisite: CHEM 1306/1106. Corequisite: CHEM 1307. AC.

CHEM 1306.....3-3-0

Introductory Chemistry I (Lecture) (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Corequisite: CHEM 1106. AC.

CHEM 1307.....3-3-0

Introductory Chemistry II (Lecture) (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Prerequisite: CHEM 1306/1106. Corequisite: CHEM 1107. AC.

CHEM 1311.....3-3-0

General Chemistry I (Lecture) (40.0501)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to

thermodynamics and descriptive chemistry. Prerequisite: DMTH 0302 or higher, or two years of high school Algebra; being concurrently enrolled in high school Algebra II or Math 1314 College Algebra, is acceptable. Corequisite: CHEM 1111. AC.

CHEM 1312.....3-3-0

General Chemistry II (Lecture) (40.0501)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Prerequisite: CHEM 1311/1111. Corequisite: CHEM 1112. AC.

CJCR 1381.....3-0-16

Co-op in Criminal Justice (43.0102)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Permission from Director of Criminal Justice is needed before a student can register for this course. Students taking this course must not have criminal records. TEC.

COSC 1301.....3-3-0

Introduction to Computing (11.0101)

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. AC.

COSC 1336.....3-3-0

Programming Fundamentals I (11.0201)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite: COSC 1301 or concurrent enrollment. AC.

COSC 13373-3-0**Programming Fundamentals II** (11.0201)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336. AC.

COSC 14364-2-3**Programming Fundamentals I** (11.0201)

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science.

COSC 14374-2-3**Programming Fundamentals II** (11.0201)

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. This course is included in the Field of Study Curriculum for Computer Science.

COSC 24254-2-3**Computer Organization** 11.0201

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory, hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This course is included in the Field of Study Curriculum for Computer Science.

CPMT 2302.....3-2-4**Home Technology Integration** (47.0104)

A study of integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks, and structured wiring. TEC.

CRIJ 13013-3-0**Introduction to Criminal Justice** (43.0104)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. AC.

CRIJ 1306.....3-3-0**Court Systems & Practices** (22.0101)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. AC.

CRIJ 1307.....3-3-0**Crime in America** (45.0401)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. AC.

CRIJ 1310.....3-3-0**Fundamentals of Criminal Law** (22.0101)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. AC.

CRIJ 1313.....3-3-0**Juvenile Justice System** (43.0104)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. AC.

CRIJ 23013-3-0**Community Resources in Corrections** (43.0104)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. AC.

CRIJ 23133-3-0**Correctional Systems & Practices** (43.0104)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. AC.

CRIJ 23143-3-0**Criminal Investigation** (43.0104)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. AC.

CRIJ 23233-3-0**Legal Aspects of Law Enforcement** (43.0104)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. AC.

CRIJ 23283-3-0**Police Systems & Practices** (43.0104)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. AC.

CTEC 23873-0-10**Internship - Chemical Technology** (41.0301)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Enrollment in the Industrial Technology program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.

CTEC 24454-3-3**Unit Operations** (41.0301)

Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant. TEC.

CTEC 24804-0-25**Cooperative Education-Chemical Technology** (41.0301)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work

experience. Includes a lecture component. Prerequisite: Enrollment in Process Technology program, sophomore standing, 30 completed semester hours in program and departmental approval. TEC.

DIRW 04004-4-0**Integrated Reading/Writing**

Integration of critical reading and academic writing skills. This course fulfills TSI requirements for reading and/or writing. CP.

DMTH 03003-3-0**Pre-Algebra**

Basic skills of whole numbers, decimals and fractions, ratio and proportions, percent, measurement, powers and roots, signed numbers, and geometry. Credit does not apply to any degree plan. CP.

DMTH 03013-3-0**Introduction to Algebra**

Basic skills, ratios and proportions, signed numbers, exponents, word problems, polynomials, solving and graphing linear equations, and system of equations. Credit does not apply to any degree plan. Prerequisite: Appropriate math placement score. CP.

DMTH 03023-3-0**Intermediate Algebra**

Review of skills and concepts of basic algebra, signed numbers, linear equations and systems, quadratics, radicals, and logarithms. Credit does not apply to any degree plan. Prerequisite: DMTH 0301 or appropriate math placement score. CP.

DNTA 12412-1-2**Dental Laboratory Procedures** (51.0601)

Dental laboratory procedures including skills associated with chairside assisting; pouring, trimming, and polishing study casts, preliminary impressions, and fabrication provisional restorations. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Corequisite: DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 12452-1-2**Preventative Dentistry** (51.0601)

The study and prevention of dental diseases and community dental health. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA

1401. Corequisite: DNTA 1241, DNTA 1249, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 12492-1-2

Dental Radiology in the Clinic (51.0601)

The practical application of exposing, processing, and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Corequisite: DNTA 1241, DNTA 1245, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 12512-1-2

Dental Office Management (51.0601)

The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Corequisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1353, and DNTA 1660. TEC.

DNTA 13053-2-2

Dental Radiology (51.0601)

Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific federal and state safety and standard practices for the classroom and lab settings will be practiced. Corequisite: DNTA 1311, DNTA 1315, and DNTA 1401. TEC.

DNTA 13113-2-2

Dental Science (51.0601)

Anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. Corequisite: DNTA 1305, DNTA 1315, and DNTA 1401. TEC.

DNTA 13153-2-3

Chairside Assisting (51.0601)

Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. Corequisite: DNTA 1305, DNTA 1311, and DNTA 1401. TEC.

DNTA 13533-2-2

Dental Assisting Applications (51.0601)

Dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Corequisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, and DNTA 1660. TEC.

DNTA 14014-3-2

Dental Materials (51.0601)

Structure, properties, and procedures related to dental materials. Includes safety and American Dental Association regulated standard precautions. Corequisite: DNTA 1305, DNTA 1311, and DNTA 1315. TEC.

DNTA 16606-0-18

Clinical I - Dental Assisting (51.0601)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Corequisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, and DNTA 1353. TEC.

DNTA 24614-0-12

Clinical II - Dental Assisting (51.0601)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1305, DNTA 1311, DNTA 1315, DNTA 1353, DNTA 1401, and DNTA 1660. TEC.

DRAM 13103-3-0

Introduction to Theater (50.0501)

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Attendance at major productions may be required. AC.

ECON 23013-3-0**Principles of Macroeconomics** (45.0601)

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the national income analysis; fluctuation and growth; monetary and banking theory and policy; public finance; labor problems; international trade; and current economic problems. AC.

ECON 23023-3-0**Principles of Microeconomics** (45.0601)

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources; analysis of value and prices; fiscal policies; labor problems; determination of output, prices, distribution; and current economic principles. AC.

EDUC 13003-3-0**Learning Frameworks** (42.2701)

A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. CP.

EDUC 13013-3-1**Introduction to the Teaching Profession** (13.0101)

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and

school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. AC.

EDUC 23013-3-1**Introduction to Special Populations** (13.1001)

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301. AC.

EMSP 11601-0-5**Clinical - Emergency Medical Technology** (51.0904)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Corequisite: EMSP 1501. TEC.

EMSP 14384-2-4**Introduction to Advanced Practice** (51.0904)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration and related topics. Corequisite: EMSP 2260. TEC.

EMSP 15015-4-4**Emergency Medical Technician-Basic** (51.0904)

Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Corequisite: EMSP 1160. TEC.

EMSP 22602-0-5
Clinical-Emergency Medical Technician
 (51.0904)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Corequisite: EMSP 1438. TEC.

ENGL 13013-3-0
Composition I (23.1301)

Principles and intensive study and practice in techniques of written, expository, and persuasive composition; expository and persuasive texts; and critical thinking. Prerequisite: Passing English placement test(s). AC.

ENGL 13023-3-0
Composition II (23.1301)

Continuation of principles and intensive study and practice in techniques of written, expository, and persuasive composition; analysis of literary texts; and critical thinking. Prerequisite: ENGL 1301. AC.

ENGL 23073-3-0
Creative Writing I (23.1302)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisite: ENGL 1301. AC.

ENGL 23223-3-0
British Literature I (23.1404)

Selected significant works of British literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1302. AC.

ENGL 23233-3-0
British Literature II (23.1404)

Selected significant works of British literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1302. AC.

ENGL 23263-3-0
American Literature (23.1402)

Selected significant works of American literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1302. AC.

ENGL 23313-3-0
World Literature (16.0104)

Selected significant works of World literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1302. AC.

ENGL 23413-3-0
Forms of Literature (16.0104)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1302. AC.

EPCT 1301.....3-3-1
HAZWOPER (15.0507)

Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR-1910.120 and 40 CFR-264.16. TEC.

EPCT 1305.....3-3-0
Environmental Regulations Overview (15.0507)

An overview of federal and state (Texas) regulations, the history of the environmental movement, and basic requirements for compliance with the environmental regulations. Regulations covered in this course include RCRA, CERCLA, Emergency Planning, Community/Worker Right-to-Know, TSCA, OSHA, Clean Air Act, Clean Water Act, and basic DOT regulations. TEC.

EPCT 1341.....3-3-0
Principles of Industrial Hygiene (15.0507)

Concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods. TEC.

EPCT 1349.....3-3-0
Environmental Regulation Interpretation & Applications (15.0507)

An in-depth study of the major federal and state environmental regulations. TEC.

EPCT 2489.....4-0-12
Internship - Environmental Engineering Technology (15.0507)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Enrollment in Industrial Technology Program or Safety, Health and Environmental Certificate program, completion

of 30 semester hours in program, and departmental approval. TEC.

FORS 2440.....4-3-2

Introduction to Forensic Science (43.0106)

Survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalists in forensic laboratories will process the gathered evidence presented. Prerequisite: CRIJ 1310 and CRIJ 2314. Permission of the Director of Criminal Justice is required. A natural science with a lab is recommended. AC.

FORS 2450.....4-3-2

Introduction to Forensic Psychology (43.0106)

Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Prerequisite: CRIJ 1310, CRIJ 2314 and PSYC 2301. Permission of the Director of Criminal Justice is required. A natural science with a lab is recommended. AC.

GEOG 1301.....3-3-0

Physical Geography (45.0701)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. AC.

GEOG 1302.....3-3-0

Cultural Geography (45.0701)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. AC.

GEOL 1103.....1-0-1

Physical Geology (Lab) (40.0601)

Laboratory activities will cover methods used to collect and analyze earth science data. Corequisite: GEOL 1303. AC.

GEOL 1104.....1-0-1

Historical Geology (Lab) (40.0601)

Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Corequisite: GEOL 1304. AC.

GEOL 1303.....3-3-0

Physical Geology (Lecture) (40.0601)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Corequisite: GEOL 1103. AC.

GEOL 1304.....3-3-0

Historical Geology (Lecture) (40.0601)

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Corequisite: GEOL 1104. AC.

GOVT 23043-3-0

Introduction to Political Science (45.1001)

Introductory survey of the discipline of political science focusing on the scope, methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions, and how political systems function. AC.

GOVT 23053-3-0

Federal Government (45.1002)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisite: TSI complete/exempt or DIRW complete; recommends ENGL 1301 complete. AC.

NOTE: Government courses DO NOT have to be taken in sequence.

GOVT 23063-3-0

Texas Government (45.1002)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the

political culture of Texas. Prerequisite: TSI complete/exempt or DIRW complete; recommends ENGL 1301 complete. AC.

HIST 1301.....3-3-0

United States History I (54.0102)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to reconstruction. AC.

NOTE: History courses DO NOT have to be taken in sequence.

HIST 1302.....3-3-0

United States History II (54.0102)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from reconstruction to the present. AC.

HIST 2301.....3-3-0

Texas History (54.0102)

Survey of Texas from the Spanish exploration to the present. AC.

HIST 2321.....3-3-0

World Civilizations I (54.0101)

Survey of ancient and medieval history with emphasis on Asian, African, and European cultures. AC.

HIST 2322.....3-3-0

World Civilizations II (54.0101)

Survey of modern history and culture of Asia, Africa, Europe, and the Americas. AC.

HITT 1305.....3-3-0

Medical Terminology I (51.0707)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. TEC.

HUMA 1315.....3-3-0

Fine Arts Appreciation (50.0101)

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. AC.

IMED 1316.....3-2-3

Web Design I (11.0801)

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Prerequisite: COSC 1301. TEC.

INCR 1402.....4-3-4

Physics of Instrumentation (15.0404)

An introduction to simple control loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables. TEC.

INCR 1442.....4-3-4

Measurement and Process Control Theory (15.0404)

A study of the basic principles of process automation and their applications including basic control concepts, feedback control, sensors and transmission systems, controllers, control valves, process dynamics, tuning control systems, and cascade ratio. TEC.

INTC 1301.....3-0-0

Principles of Industrial Measurements I (15.0404)

Principles of measurement. Includes operation of devices used to measure process variables and basic control functions. TEC.

INTC 1358.....3-0-0

Flow and Measurement Calibration (15.0404)

Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards. TEC.

INTC 1457.....4-3-4

AC/DC Circuits (15.0404)

A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems. TEC.

INTC 2480.....4-1-21

Cooperative Education – Instrumentation Technology/Technician (15.0404)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student

combines classroom learning with work experience. Includes a lecture component. Prerequisite: Enrollment in Instrumentation program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.

ITCC 1314.....3-2-4

Introduction to Networks (11.1002)

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. TEC.

ITCC 1340.....3-2-4

Routing and Switching Essentials (11.1002)

Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Prerequisite: ITCC 1314. TEC.

ITDF 1300.....3-2-3

Introduction to Digital Forensics (11.1003)

A study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations. Prerequisite: ITSC 1325 or concurrent enrollment. TEC.

ITNW 13133-2-3

Computer Virtualization (11.0901)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. Prerequisite: ITSC 1325 or concurrent enrollment. TEC.

ITNW 13543-2-2

Implementing and Supporting Servers (11.0901)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisite: ITSC 1325 or concurrent enrollment. TEC.

ITNW 1336.....3-2-3

Cloud Deployment & Infrastructure Management (11.0901)

Focus on Cloud infrastructure, deployment, security models, and key considerations in migrating to Cloud computing. Includes the technologies and processes to build on-premise and Cloud environments, including computation, storage, networking, virtualization, business continuity, security, and management.

ITSC 1325.....3-2-3

Personal Computer Hardware (47.0104)

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. TEC.

ITSC 2387.....3-0-9

Internship - Computer and Information Sciences, General (11.0101)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. See instructor the semester prior to internship. Prerequisite: Enrollment in Information Technology Support Specialist program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.

ITSE 13313-3-2

Introduction to Visual Basic Programming

(11.0201) Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1345.....3-2-3

Introduction to Oracle SQL (11.0201)

An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). TEC.

ITSE 13593-2-3

Introduction to Scripting Languages (11.0201)

Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. Prerequisite: BCIS 1310. TEC.

ITSW 1304.....3-2-3

Introduction to Spreadsheets (11.0301)

Instruction in the concepts, procedures, and application of electronic spreadsheets. Prerequisite: COSC 1301. TEC.

ITSY 1342.....3-2-2

Information Technology Security (11.1003)

Instruction in security for network hardware, software, and data including physical security, backup procedures, relevant tools, encryption, and protection from viruses. TEC.

ITSY 2301.....3-2-3

Firewalls and Network Security (11.1003)

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisite: ITSY 1342 or concurrent enrollment. TEC.

MATH 1314.....3-3-0

College Algebra (27.0101)

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants. Prerequisite: Passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1316.....3-3-0

Plane Trigonometry (27.0101)

Trigonometric functions, identities, equations, and applications. Prerequisite: Passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1324.....3-3-0

Mathematics for Business & Social Sciences (27.0301)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear

equations, applications to management, economics, and business. Prerequisite: Passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1325.....3-3-0

Calculus for Business & Social Sciences (27.0301)

Basic study of limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: MATH 1314 or MATH 1324. AC.

MATH 1332.....3-3-0

Contemporary Mathematics I (27.0101)

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: DMTH 0302 or appropriate placement test score. AC.

MATH 1342.....3-3-0

Elementary Statistical Methods (27.0501)

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. AC.

MATH 1350.....3-3-0

Fundamentals of Mathematics I (27.0101)

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent. AC.

MATH 2305.....3-3-0

Discrete Mathematics (27.0501)

Introductory mathematical logic, mathematical induction, relations and functions, basic counting techniques, graphs and trees, and applications to computing devices. Prerequisite: MATH 1314 or equivalent. AC.

MATH 2312.....3-3-0

Pre-Calculus Math (27.0101)

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May

include topics from analytical geometry. Prerequisite: MATH 1314 or appropriate placement test score. AC.

MATH 24134-4-0

Calculus I (27.0101)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2312 or equivalent. AC.

MDCA 12542-3-0

Medical Assisting Credentialing Exam Review (51.0801)

A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams. TEC.

MRKG 13013-3-0

Customer Relationship Management (52.1401)

General principles of customer service including skills, knowledge, attitudes, and behaviors. TEC.

MRKG 13113-3-0

Principles of Marketing (52.1401)

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. TEC.

MUSI 11811-1-0

Piano (50.0907)

Class instruction in the fundamentals of keyboard technique for beginning piano students. AC.

MUSI 11831-1-0

Voice (50.0908)

Class instruction in the fundamentals of singing, including breathing, tone production, and diction. Designed for students with little or no previous voice training. AC.

MUSI 13063-3-0

Music Appreciation (50.0902)

Understanding music through the study of cultural periods, major composers, and musical

elements. Illustrated with audio recordings and live performances. AC.

NAUT 13723-3-1

Seamanship I (49.0309)

This course is a study of seamanship designed to introduce the student to the maritime workplace and prepare them for employment. The students are prepared for the role of Able Bodies Seaman and assignment to lookout and watch keeping duties aboard inland, coastal, and ocean going vessels. Vessel Security Officer responsibilities will also be addressed. This course is designed to teach new skills to the entry-level mariner with minimal sea-going experience and serves to increase awareness and promote safety in maritime surroundings. Corequisite: NAUT 1374, NAUT 1471, and NAUT 2274. TEC.

NAUT 13743-2-2

Basic Safety and Survival (49.0309)

This course combines the four modules of SCTW Basic Safety Training: Basic Firefighting, Personal Safety Social Responsibility, Personal Survival and First Aid CPR, with a module on Proficiency in Survival Craft to provide a comprehensive introduction to safety and survival at sea. This course provides required practical lifeboat and lifesaving training for certification as Life Boatman by the U.S. Coast Guard. Hands on training will include time on a fire training field, work in pools with life raft and survival gear and launching and rowing a lifeboat. Corequisite: NAUT 1372, NAUT 1471, and NAUT 2274. TEC.

NAUT 14714-3-2

Introduction to Ships and Shipping (49.0309)

This is an introduction to the maritime industry and ships used in the transportation of goods and services. Shipboard nomenclature, types and missions of merchant ships, shipbuilding, shipbuilding material and methods, modes of cargo handling and their impact on ship design. Corequisite: NAUT 1372, NAUT 1374, and NAUT 2274. TEC.

NAUT 22742-2-1

Basic Stability and Ship Construction (49.0309)

This course provides the background knowledge for a thorough understanding of the calculations for vessel stability and trim, basic ship construction features and terminology, and principles of stability. Subjects include: ship

dimensions, ship stress, hull structure, rudders and propellers, displacement, buoyancy, static and initial stability, list, trim, and free surface effect, principles, terms and procedures used in the determination of transverse, longitudinal and damage stability of ships. Also included are analyses of case studies involving loss of stability and how to perform trim and stability calculations. The course covers ship design and construction as it relates to all types of vessels as well. Topics include hull structure and components, vessel design process, design stresses, tonnage measurements and load line assignments. This course aims to meet the mandatory minimum requirements for knowledge, understanding and proficiency in table A-II of STWC 1995 for the function of Navigation at the Officer in Charge of Navigational Watch on vessels of 500 or more gross tonnage (ITC) Level. Corequisite: NAUT 1372, NAUT 1374, and NAUT 1471. TEC.

NCBM 0101 1-0-1

Non-Course Based Mathematics (32.0104)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Corequisite: DMTH 0301. CP.

NCBM 0102 1-0-1

Non-Course Based Mathematics (32.0104)

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Corequisite: DMTH 0302. CP.

OSHT 2401 4-2-4

OSHA Regulations - General Industry (15.0701)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. TEC.

PLAB 1160 1-0-3

Clinical-Phlebotomy (51.1009)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Corequisite: PLAB 1223. TEC.

PLAB 1223 2-2-2

Phlebotomy (51.1009)

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Corequisite: PLAB 1160. TEC.

PHED 1164 1-0-3

Introduction to Physical Fitness & Sport

(31.0501)

Orientation to the field of physical fitness and sport. Intended for individuals who wish to begin a fitness program with limited knowledge or who have been idle for an extended period. Includes the study and practice of simple cardiovascular endurance and strength and flexibility exercises. AC.

PHED 1238 2-1-2

Introduction to Physical Fitness & Sport

(31.0501)

Orientation to the field of physical fitness and sport. Includes the study and practice of physical activities, such as weight lifting, racquetball, volleyball, tai chi, abs and thighs, yoga, and aerobics that promote the development of lifetime skills in physical fitness. AC.

PHED 1301 3-3-0

Introduction to Physical Fitness & Sport

(31.0501)

Overview of major dimensions of physical fitness, exercise science, and sport. Includes the study and practice of activities and an introduction to the knowledge base as well as information on expanding career opportunities. AC.

PHED 1304 3-3-0

Personal/Community Health I (51.1504)

Investigation of the principles and practices in relation to personal and community health. AC.

PHIL 1301 3-3-0

Introduction to Philosophy (38.0101)

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes

introduction to the history, theories, and methods of reasoning. AC.

PHIL 2321.....3-3-0

Philosophy of Religion (38.0201)

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil. AC.

PHRA 13013-3-0

Introduction to Pharmacy (51.0805)

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. This course teaches pharmacy technician students information, techniques, and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. The main objective is to provide the students with a working knowledge of most aspects of pharmacy in community, institution, and other practice settings. This course includes learning modules 1-8, 10, 13-21, 23-27, 29-36, 38, 40-43, and 45 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (Third Edition)*. Corequisite: PHRA 1305, PHRA 1313, and PHRA 2260. TEC.

PHRA 13043-3-0

Pharmacotherapy and Disease Process

(51.0805)

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. This course includes the application of objectives from learning modules 9, 11, 16, and 20 from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training (Third Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Corequisite: PHRA 1309, PHRA 1349, PHRA 1445, and PHRA 2361. TEC.

PHRA 1305.....3-3-0

Drug Classification (51.0805)

A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. This course includes the learning modules 8, 9, 11, 23-25, 39, and 40 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (Third Edition)*.

Corequisite: PHRA 1301, PHRA 1313, and PHRA 2260. TEC.

PHRA 1309.....3-2-2

Pharmaceutical Mathematics I (51.0805)

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. This course includes the learning modules 7, 8, 12, 13, 28, and 32 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (Third Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Corequisite: PHRA 1304, PHRA 1349, PHRA 1445, and PHRA 2361. TEC.

PHRA 1313.....3-2-4

Community Pharmacy Practice (51.0805)

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. This course includes the application of objectives from learning modules 1-3, 5-6, 10-11, 13, 17-18, 20, 24-26, 29, 31, 33, 36-37, 41, and 42 from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training (Third Edition)*. Corequisite: PHRA 1301, PHRA 1305, and PHRA 2260. TEC.

PHRA 1345.....3-2-2

Compounding Sterile Preparations (51.0805)

This course provides pharmacist and technician focused instruction and training for the successful production of sterile parenteral preparations, a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797>standards. A study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. This

important work requires the mastery of aseptic technique: the procedures that avoid introducing pathogens into sterile products, ensure patient safety, and maintain product consistency. CPE activity completers will receive certificate of course completion and statement of ACPE credit for 40 hours/4.0 CEUs. (Note: this course is an "IV certification" course.) Prerequisite: Registered Pharmacist, Certified Pharmacy Technician or prior approval from Program Director. TEC.

PHRA 13493-2-4

Institutional Pharmacy Practice (51.0805)

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. This course includes the application of objectives from learning modules 1-8, 7-13, 17, 18, 20, 21, 23, 25-28, 32, 33, 35, 36, 39, 41, and 45 from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training (Third Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Corequisite: PHRA 1304, PHRA 1309, PHRA 1445, and PHRA 2361. TEC.

PHRA 14454-2-4

Intravenous Admixture and Sterile Compounding (51.0805)

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. This course provides technician-focused instruction and training for the successful production of sterile parenteral preparations, a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. This course includes the learning modules 1, 2, 5, 7, 10, 12-14, 17, 20-23, 25-26, 28, 30, 35, 41, and 44-45 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (Third Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Corequisite: PHRA 1304, PHRA 1309, PHRA 1349, and PHRA 2361. TEC.

PHRA 22602-0-8

Clinical - Pharmacy Technician (51.0805)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course provides students the opportunity to experience detailed education, training, work-based experience and direct patient or client care at a retail, institutional or long-term care clinical site. This course includes the application of objectives from learning modules 1-14, 17-29, 31-33, 35, 38, 39, 40, 43, and 44 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (Third Edition)*. Corequisite: PHRA 1301, PHRA 1305, and PHRA 1313. TEC.

PHRA 23603-0-12

Clinical - Pharmacy Technician (51.0805)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Corequisite: PHRA 1301, PHRA 1305, and PHRA 1313. TEC.

PHRA 23613-0-12

Clinical - Pharmacy Technician (51.0805)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This capstone course provides practical clinical experience in retail, institutional and long-term care settings. This course includes the application of objectives from learning modules 1-14, 17-18, 20-28, 30, 32, 33, 35-36, 38, 39, and 43 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (Third Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Corequisite: PHRA 1304, PHRA 1309, PHRA 1349, and PHRA 1445. TEC.

PHYS 11011-0-1

College Physics I (Lab) (40.0801)

Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves

and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis on problem solving. Corequisite: PHYS 1301. AC.

PHYS 1105.....1-0-1

Elementary Physics I (Lab) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Corequisite: PHYS 1305. AC.

PHYS 1107.....1-0-1

Elementary Physics II (Lab) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Corequisite: PHYS 1307. AC.

PHYS 1301.....3-3-0

College Physics I (Lecture) (40.0801)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis on problem solving. Prerequisite: MATH 1314 or equivalent. Corequisite: PHYS 1101. AC.

PHYS 1305.....3-3-0

Elementary Physics I (Lecture) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Corequisite: PHYS 1105. AC.

PHYS 1307.....3-3-0

Elementary Physics II (Lecture) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Corequisite: PHYS 1107. AC.

PHYS 2125.....1-1-0

University Physics I (Lab) (40.0101)

Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Corequisite: PHYS 2325. AC.

PHYS 2325.....3-3-0

University Physics I (Lecture) (40.0101)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; emphasis on problem solving. Prerequisite: MATH 2413. Corequisite: PHYS 2125. AC.

PSYC 1200.....2-2-0

Learning Framework (42.2701)

This course will prepare incoming Registered Nursing students with the skills necessary to be successful in the RN program, sustain success in the workplace, and reinforce basic nursing knowledge. This course will examine factors that underlie learning, success and personal development in higher education. Topics to be covered include strategic learning, goal setting, motivation, time management, exam preparation, and utilizing learning resources. Basic nursing review topics might include dosage calculations, physical assessment, clinical decision making, and social responsibility. AC.

PSYC 2301.....3-3-0

General Psychology (42.0101)

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. Prerequisite: TSI complete/exempt or DIRW complete. AC.

PSYC 2307.....3-3-0

Adolescent Psychology (42.2703)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children from adolescence through young adulthood. Prerequisite: TSI complete/exempt or DIRW complete. AC.

PSYC 2308.....3-3-0

Child Psychology (42.2703)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children from conception through adolescence. Prerequisite: TSI complete/exempt or DIRW complete. AC.

PSYC 2314.....3-3-0

Lifespan Growth and Development (42.2703)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the

lifespan. Prerequisite: TSI complete/exempt or DIRW complete. AC.

PTAC 1302.....3-2-2

Introduction to Process Technology (41.0301)

Introduction to the processing industries in the oil refinery and petrochemical industry, including operator roles, responsibilities and expectations; plant terminology; safety and environmental responsibilities; applied organic and inorganic chemistry; applied physics; plant equipment; utility systems; product handling; flow diagrams; and general process overview of process operating technology including the mental and physical requirements of the process operator career. Plant tour may be conducted. TEC.

PTAC 1408.....4-4-0

Safety, Health and Environment I (41.0301)

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on occupational safety, health, and environmental practices and associated equipment including: safety mindset and attitude; personal safety equipment; general safety policies and procedures; hazards communications; HAZWOPER/emergency response; first aid and CPR; industrial hygiene; exposure monitoring; and regulatory compliance issues. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. TEC.

PTAC 1410.....4-3-2

Process Technology I - Equipment (41.0301)

Instruction in the use of common process equipment. This course builds on the information presented in previous courses putting the components of equipment together. Students will apply the knowledge taught in previous courses to understand how individual equipment work, how they interconnect, and how they contribute to overall plant operations. The student will arrange process equipment into basic systems; describe the purpose and function of specific process equipment; explain how factors affecting process equipment are controlled under normal conditions; and recognize abnormal process conditions. This course covers the petroleum refining industry and petrochemical industry equipment. Corequisite: PTAC 1302. TEC.

PTAC 14324-3-2

Process Instrumentation I (41.0301)

Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting. TEC.

PTAC 23143-3-0

Principles of Quality (41.0301)

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement. TEC.

PTAC 24204-3-2

Process Technology II - Systems (41.0301)

A study of the various process systems and the equipment, including related scientific principles. Prerequisite: PTAC 1302. Corequisite: PTAC 1410. TEC.

PTAC 24384-3-3

Process Technology III - Operations (41.0301)

This course combines systems into operational processes with emphasis on operations activities under various conditions including startup, shutdown, and emergency situations. Students write and follow procedures and operate actual equipment. Prerequisite: PTAC 1302 and PTAC 1410. Corequisite: PTAC 2420. TEC.

PTAC 24464-3-3

Process Troubleshooting (41.0301)

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Prerequisite: PTAC 1302, PTAC 1410, and PTAC 1432. TEC.

PTHA 12012-1-2

The Profession of Physical Therapy (51.0806)

Introduction to the profession of physical therapy and the role of the physical therapist assistant. Corequisite: PTHA 1305, PTHA 1313, TEC.

RBTC 14014-3-2

Programmable Logic Controllers (15.0405)

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming. TEC.

RNSG 11931-0-0**Special Topics in Registered Nursing** (51.3801)

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: RNSG 2262 and RNSG 2514. TEC.

RNSG 12072-1-2**Nursing Jurisprudence** (51.3801)

A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. Prerequisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, RNSG 1311, and Admission to the Upward Mobility Nursing Program. TEC.

RNSG 12102-1-2**Introduction to Community-Based Nursing** (51.3801)

Overview of the delivery of nursing care in a variety of community-based settings to promote health; application of systematic problem-solving processes and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing; and development of judgment, skill, and professional values within a legal/ethical framework. Prerequisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, RNSG 1311, and Admission to the Upward Mobility Nursing Program. TEC.

RNSG 13003-2-2**Health Assessment Across the Lifespan** (51.3801)

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. Prerequisite: Completion of a Vocational/Practical Nursing program or Administrative approval, BIOL 2301/2101 and BIOL 2302/2102. TEC.

RNSG 13113-2-2**Nursing Pathophysiology** (51.3801)

Basic principles of pathophysiology emphasizing nursing applications. Includes epidemiologic factors that alter the normal physiological processes across the lifespan. Prerequisite: Completion of a Vocational/Practical Nursing program or Administrative Approval, BIOL 2301/2101 and BIOL 2302/2102. TEC.

RNSG 13273-2-4**Transition to Professional Nursing** (51.3801)

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem-solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Prerequisite: Admission to the Registered Nursing Transition Program. BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 1311. Corequisite: RNSG 2261. TEC.

RNSG 22612-0-12**Clinical I** (51.3801)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the Registered Nursing Transition Program. BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 1311. Corequisite: RNSG 1327. TEC.

RNSG 22622-0-16**Clinical II** (51.3801)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the Registered Nursing Transition Program. BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, RNSG 1311, RNSG 1327, RNSG 2261, and enrollment in or completion of RNSG 2514. TEC.

RNSG 23633-0-16

Clinical III (51.3801)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the Registered Nursing Transition Program. BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 1311. Corequisite: RNSG 2535. TEC.

RNSG 25145-4-2**Integrated Care of the Patient with Complex Health Care Needs** (51.3801)

Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisite: Admission to the Registered Nursing Transition Program. BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, RNSG 1311, RNSG 1327 and RNSG 2261. TEC.

RNSG 25355-4-2**Integrated Patient Care Management** (51.3801)

Application of independent nursing interventions to care for patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisite: Admission to the Registered Nursing Transition Program. BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342),

RNSG 1300, RNSG 1311, RNSG 2514, and RNSG 2262. Corequisite: RNSG 2363. TEC.

SCIT 1418..... 4-3-2**Applied Physics** (40.0801)

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics. TEC.

SCIT 1494..... 4-3-2**Special Topics in Chemistry** (40.0501)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. TEC.

SGNL 1301 3-3-0**Beginning American Sign Language I** (16.1603)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. AC.

SGNL 2301 3-3-0**Intermediate American Sign Language I** (16.1603)

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1301. AC.

SOCI 1301 3-3-0**Introductory Sociology** (45.1101)

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SOCI 1306 3-3-0**Social Problems** (45.1101)

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2301 3-3-0**Marriage & the Family** (45.1101)

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2306.....3-3-0

Human Sexuality (42.0101)

Study of the psychological, sociological, and physiological aspects of human sexuality. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2326.....3-3-0

Social Psychology (42.2707)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2336.....3-3-0

Criminology (45.0401)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2340.....3-3-0

Drug Use & Abuse (51.1504)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. Prerequisite: TSI complete/exempt or DIRW complete. AC.

SPAN 1311.....3-3-0

Beginning Spanish I (16.0905)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. AC.

SPAN 1312.....3-3-0

Beginning Spanish II (16.0905)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. AC.

SPCH 1311.....3-3-0

Introduction to Speech Communication
(23.1304)

Theories and practice of communication in interpersonal, small group, and public speech. AC.

SPCH 1315.....3-3-0

Public Speaking (23.1304)

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. AC.

SPCH 1318.....3-3-0

Interpersonal Communication (23.1304)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. AC.

SPCH 1321.....3-3-0

Business & Personal Communication (23.1304)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. AC.

SPCH 2335.....3-3-0

Argumentation & Debate (23.1304)

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation. AC.

SPCH 2341.....3-3-0

Oral Interpretation (23.1304)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. AC.

TECM 1303.....3-3-0

Technical Calculations (27.0301)

Specific mathematical calculations required by business and industry. Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). TEC.

VNSG 1122.....1-1-0

Vocational Nursing Concepts (51.3901)

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite:

Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, and VNSG 1461. Corequisite: VNSG 1136, VNSG 1462, and VNSG 2413. TEC.

VNSG 11361-1-0

Mental Health (51.3901)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, and VNSG 1461. Corequisite: VNSG 1122, VNSG 1462, and VNSG 2413. TEC.

VNSG 11381-1-0

Mental Illness (51.3901)

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, VNSG 1461, VNSG 1122, VNSG 1136, VNSG 1462, and VNSG 2413. Corequisite: VNSG 1230, VNSG 1234, VNSG 2214, and VNSG 2463. TEC.

VNSG 11601-0-3

Clinical I Practical Nurse (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, hygiene measures, transfer techniques, obtaining vital signs, bed making, etc. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Corequisite: VNSG 1323. TEC.

VNSG 12272-1-2

Essentials of Medication Administration (51.3901)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160,

and VNSG 1323. Corequisite: VNSG 1231, VNSG 1402, and VNSG 1461. TEC.

VNSG 12302-1-2

Maternal-Neonatal Nursing (51.3901)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, VNSG 1461, VNSG 1122, VNSG 1136, VNSG 1462, and VNSG 2413. Corequisite: VNSG 1138, VNSG 1234, VNSG 2214, and VNSG 2463. TEC.

VNSG 12312-1-2

Pharmacology (51.3901)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Corequisite: VNSG 1227, VNSG 1402 and VNSG 1461. TEC.

VNSG 12342-1-2

Pediatrics (51.3901)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, VNSG 1461, VNSG 1122, VNSG 1136, VNSG 1462, and VNSG 2413. Corequisite: VNSG 1138, VNSG 1230, VNSG 2214, and VNSG 2463. TEC.

VNSG 13233-2-2

Basic Nursing Skills (51.3901)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Students may be eligible for certification as nurse aides

through the Texas Department of Human Services Long-Term Care Division after completing this course. Corequisite: VNSG 1160. TEC.

VNSG 14024-2-7

Applied Nursing Skills I (51.3901)

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Corequisite: VNSG 1227, VNSG 1231, and VNSG 1461. TEC.

VNSG 14614-0-18

Clinical II Practical Nurse (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, hygiene measures, foley catheter insertion, physical assessment, g-tube feedings, blood glucose monitoring, care plans, etc. Direct supervision is provided by the clinical professional. This clinical rotation is in nursing home or hospital facilities. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Corequisite: VNSG 1227, VNSG 1231, and VNSG 1402. TEC.

VNSG 14624-0-24

Clinical III Practical Nurse (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, client care, administer medications, wound care, sterile technique, isolation, admissions and discharges of clients, following doctors' orders, utilizing the nursing process, etc. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, and VNSG 1461. Corequisite: VNSG 1122, VNSG 1136, and VNSG 2413. TEC.

VNSG 22142-1-3

Applied Nursing Skills III (51.3901)

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, VNSG 1461, VNSG 1122, VNSG 1136, VNSG 1462, and VNSG 2413. Corequisite: VNSG 1138, VNSG 1230, VNSG 1234, and VNSG 2463. TEC.

VNSG 24134-3-3

Applied Nursing Skills II (51.3901)

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, and VNSG 1461. Corequisite: VNSG 1122, VNSG 1136, and VNSG 1462. TEC.

VNSG 24634-0-24

Clinical IV Practical Nurse (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, medical surgical, obstetrics/gyn, post-partum, pediatrics, etc. Community sites as well as hospital facilities will be utilized. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external experiences. Prerequisite: Admission to the Vocational Nursing Program, BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1323, VNSG 1227, VNSG 1231, VNSG 1402, VNSG 1461, VNSG 1122, VNSG 1136, VNSG 1462, and VNSG 2413. Corequisite: VNSG 1138, VNSG 1230, VNSG 1234, and VNSG 2214. TEC.

WLDG 1323.....3-3-0

Welding Safety, Tools, and Equipment (48.0508)

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry. TEC.

WLDG 1327.....3-3-0

Welding Codes and Standards (48.0508)

An in-depth study of welding codes and their development in accordance with structural

standards, welding processes, destructive and nondestructive test methods. TEC.

WLDG 1428.....4-2-4
Introduction to Shielded Metal Arc Welding (SMAW) (48.0508)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Corequisite: WLDG 2443. TEC.

WLDG 1434.....4-2-4
Introduction to Gas Tungsten Arc Welding (GTAW) (48.0508)

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Prerequisite: WLDG 1323, WLDG 1327, WLDG 1428, and WLDG 2443. TEC.

WLDG 1437.....4-4-0
Introduction to Welding Metallurgy (48.0508)

A study of metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Prerequisite: WLDG 1323, WLDG 1327, WLDG 1428, and WLDG 2443. TEC.

WLDG 2406.....4-2-4
Intermediate Pipe Welding (48.0508)

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) and/or other processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: WLDG 1323, WLDG 1327, WLDG 1428, and WLDG 2443. TEC.

WLDG 2413.....4-2-4
Intermediate Welding Using Multiple Processes (48.0508)

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW). Prerequisite: WLDG 1323, WLDG 1327, WLDG 1428, and WLDG 2443. TEC.

WLDG 2443.....4-2-4
Advanced Shielded Metal Arc Welding (SMAW) (48.0508)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Corequisite: WLDG 1428. TEC.

Directory of Personnel

Texas State University System
Board of Regents
System Administration

Lamar State College Orange
Executive Administration
Academic Administration
General Administration
Professional Staff
Support Staff
Full-Time Faculty

Directory of Personnel

Texas State University System

Board of Regents

William F. Scott , Chairman.....	Nederland
David Montagne , Vice Chairman	Beaumont
Charlie Amato	San Antonio
Garry Crain	The Hills
Dr. Veronica Muzquiz Edwards	San Antonio
Dr. Jaime R. Garza	San Antonio
Vernon Reaser III	Bellaire
Rossanna Salazar	Austin
Alan L. Tinsley	Madisonville
Leanna Mouton , Student Regent	San Marcos

System Administration

Brian McCall, Ph.D., *Chancellor*
John Hayek, Ph.D., *Vice Chancellor for Academic Affairs*
Carole M. Fox, C.P.A., *Director of Audits and Analysis*
Peter E. Graves, J.D., L.L.M., *Vice Chancellor for Contract Administration*
Daniel Harper, M.B.A., *Vice Chancellor for Finance*
Fernando C. Gomez, J.D., Ph.D., *Vice Chancellor and General Counsel*
Sean Cunningham, J.D., *Vice Chancellor for Governmental Relations*
Mike Wintemute, *Deputy Vice Chancellor for Marketing and Communications*

Lamar State College Orange

Executive Administration

Johnson, Thomas A., Ed.D., *President*
Elmore, Wendy, Ed.D., *Executive Vice President/Provost*
Wickland, Mary, B.S./C.P.A., *Vice President for Finance and Operations*
Collins, Patty, M.S., C.A.E., *Executive Director of College Affairs; Title IX Coordinator*

Academic and Student Administration

Crockett, Suzonne, Ed.D., *Associate Dean*
Hull, Brian, M.S., *Dean of Student Services and Student Affairs*
McGee, Leah Anne, M.S., *Associate Dean*
Walker, Kristin, M.Ed., *Dean of Health, Workforce, and Technical Programs*
Whitehead, Gwen, Ph.D., *Dean of Academic Studies*

General Administration

Burnett, Linda, B.S., *Director of Information Services*
Burdette, Robyn, M.S., *Director of Advising, Recruiting, Counseling, and Testing*
Byley, Cheryl, A.A.S., *Director of Purchasing and Contracts*
Campbell, Jesse “Butch”, M.Ed., *Director of Security and Community Liaison*
Celestine, Thera, A.S., *Director of Community and Workforce Education*
Due, Jamie, B.S., *Director of Accounting*
Keeney, Hunter, Ed.D., *Director of Institutional Research and Effectiveness*
McAnelley, Rebecca “Becky”, B.S., *Director of Admissions/Registrar*
Mitchell, Charles, *Director of Physical Plant*
Moore, Amy, B.A., *Director of Public Information*
Olson, Kerry, B.B.A. *Director of Financial Aid*
Oltz, Jamie, B.S., *Controller*
Preslar, Andy, M.A., *Director of SACSCOC Reporting*
Pressler, Elizabeth, M.Ed., *Director of the Learning Center*
Saenz, Carissa, M.A., *Director of Finance*
Rives, Lora, M.B.A., *Director of Human Resource*

Professional Staff

Anderson, Bianca, B.A., *Accountant I Grants and Contracts*
Brister, Amy, B.S., *Academic Advisor/Special Populations, Advising, Recruiting, Counseling, and Testing*
Campbell, Abbie, B.S., *Accountant II/Project Accountant, Accounting*
Cheatham, Linda, A.A.S., *User Services/Telecom Specialist, Information Services*
Dumes, Erica, A.S., *Accountant II, Finance*
De LA Fuente, Kendra, xx, *Advising, Recruiting, Counseling, and Testing*
Guidry, Matthew, B.B.A., *Network Support Specialist, Information Services*
Horner, Chris, Captain, *Maritime Director, Workforce Education*
Jones, Alicia, B.S., *Coordinator of Student Activities, Student Activities*
January, Cheryl, M.B.A., *Academic Advisor, Advising, Recruiting, Counseling, and Testing*
Johnson, David, A.A.S., *Information Security Officer, Information Services*
Kapranos, Aubrey, M.S., *Librarian, Library Services*
Kinto, Diana, B.A.A.S., *Coordinator of Financial Aid, Financial Aid*
Lanphar, Tara, A.A.S., *System Administrator, Information Services*
Manuel, Kristina, B.S., *Testing Examiner, Testing Center*
Morrison, Barbara, B.S., *Instructional Staff, Learning Center*
Norville, Victoria “Vicki”, B.B.A., *Testing Administrator, Testing Center*
Patterson, Ashley, *Academic Advisor, Advising, Recruiting, Counseling, and Testing*
Petitjean, Kevin, A.A.S., *Applications Support Analyst, Learning Technology*
Petitjean, Jennifer, B.B.A., *Web Administrator, Information Services*
Procella, Emilee, *Academic Advisor, Advising, Recruiting, Counseling, and Testing*
Quave, Allie, M.B.A., *Human Resource Specialist, Human Resources*
Scales, Lynn, A.A.S., *Financial Aid Advisor, Financial Aid*
Smith, Samantha, M.L.S., *Public Services Librarian, Library Services*
Smith, Terrie, *Manager, The Brown Estate*
Thompson, Denetta, A.A.S., *Payroll Manager, Accounting*
Wilson, Kayla, A.S., *Records Clerk II, Admissions and Records*
Wyles, Cindy, A.A.S., *Print Services Coordinator, Print Shop*

Support Staff

Adams, Geneva, A.A.S., *Print Service Tech I*, Print Shop
Brumley, Bobby, B.Th., *Facility Worker II*, Physical Plant
Burks, China, M.L.S., *Library Tech Assistant III*, Library Services
Carver, Katy, A.S., *Accounting Clerk I*, Finance
Collins, Jeffrey, *Clerk II*, Physical Plant
Compton, Crystal, A.S., *Administrative Assistant III*, Dean of Student Services
Cook, Stephen, *Facility Worker II*, Physical Plant
Dempsey, Michael, *Security Guard*, Security
Doiron, Karolyn, *Administrative Assistant II*, Health, Workforce, and Technical Programs
Dominguez, Misty, A.S., *Administrative Assistant II*, Financial Aid
Gaspard, Carol, B.G.S., *Lab Tech III*, Academic Programs
Geldard, Ruby, *Clerk II*, Admissions and Records
Gibson, Shere, *Cook*, The Gator Cafe
Green, Karel, A.A.S., *Accounting Clerk IV*, Finance
Guilbeaux, Debbie, A.S., *Administrative Assistant II*, Academic Studies
Guillory, Ashley, A.A.S., *Program Assistant II*, Student Activities
Hanson, Timothy, A.A.S., *Systems Support Specialist*, Information Services
Henry, Fredia, *Administrative Assistant I*, Health, Workforce, and Technical Programs
Hernandez, Cynthia, *Manager*, The Brown Estate
Holden, Shawn, *Program Attendant I*, The Brown Estate
Holt, Leslie, B.S., *Accounting Clerk II*, Accounts Payable
Jones, Stephanie, *Executive Assistant*, President's Office
Jungen, Roseanne, A.A.S., *Development & Training Assistant*, Learning Technology
Keszeg, Denisha, B.S., *Workforce Education Grant Coordinator*, Health, Workforce, and Technical Programs
Kim, Kungwha, M.L.S., *Library Tech Service Manager*, Library Services
Loft, Krystal, *Event Coordinator*, Shahan Event Center
Montgomery, Jessica, CERT, *Retention Mentor*, Health, Workforce, and Technical Programs
Olson, Kris, *Security Guard*, Security
Perry, Casha, *Administrative Assistant III*, Executive Vice President/Provost
Robertson, Daniel, *Security Coordinator*, Security
Sarver, Barbara, CERT., *Laboratory Tech I*, Learning Center
Taylor, Siaa, *Clerk II*, Admissions and Records
Simar, David, A.A.S., *System Support Specialist*, Information Services
Stanley, Brittani, B.S., *Administrative Assistant II*, Institutional Research & Effectiveness
Villanoueva, David, *Utility Mechanic II*, Physical Plant
Wilson, Kayla, *Transcript Evaluator*, Admissions and Records
Wolfe, Cade, *Assistant Manager*, The Brown Estate
Wolfe, Carolee, *Manager*, The Gator Cafe

Full-Time Faculty

The following list reflects the status of the Lamar State College Orange faculty as of January 2019. The date following each name is the academic year of first service to the college and does not necessarily imply continuous service since that time.

- Baker, Colleen**, (2018) Instructor of Dental Assisting
Program Director of Dental Assisting
Certificate, Dental Assisting
- Baker, Suzanne**, (2003) Instructor of Vocational Nursing
Certificate, Vocational Nursing, A.A.S., Lamar State College-Port Arthur
- Barker, Charlotte**, (2018) Assistant Professor of Biology
B.S., East Texas Baptist University; M.S., University of Memphis; Ph.D., University of Mississippi
at Hattiesburg
- Bryant, Christy**, (2005), Instructor of Information Technology
B.B.A., Lamar University; M.S., Emporia State University
- Bryant, Jennifer**, (2018) Instructor of Economics
B.B.A., Franklin University; M.B.A., Franklin University; M.S., Purdue University
- Busby, Leah**, (2015) Instructor of Management, Program Director of Business
B.B.A., M.B.A., Lamar University
- Cole, Angela**, (2008) Instructor of Vocational Nursing
B.S.N., University of Texas Medical Branch
- Doss, L. Kevin**, (1996) Instructor of Speech
B.A., Southwest Baptist; M.A., Southwest Texas State University
- Dotson, Diane**, (2003) Instructor of Information Technology
Program Director of Information Technology
A.S., Northeast Louisiana University; B.B.A., Lamar University; M.S., Lamar University
- Foreman, Sherri**, (2006) Instructor of Vocational Nursing
B.S., Lamar University
- Geis, Earl**, (2011) Instructor of Process Technology
Program Director of Process Technology
B.S. Lamar University
- Harris, Susan**, (2017) Instructor of Vocational Nursing
A.A.S., Lamar State College-Orange
- Henderson, April**, (2018) Instructor Cross Cultural Studies
M.A., University of Houston
- Hodges, Lisette**, (2007) Instructor of Psychology
B.A., M.S., Lamar University
- Jureidini, Elias**, (1992) Assistant Professor of Mathematics
B.S., Nicholls State University; M.S., Clemson University;
M.S., Louisiana State University
- Kim, Jongchul**, (2007) Assistant Professor of Mathematics
B.S., Sungkyunkwan University; M.S. Seoul National University;
Ph.D., University of North Texas
- LaGrone, Toni**, (2018) Instructor of Vocational Nursing
A.A.S., Lamar Institute of Technology; A.A.S., Lamar State College-Port Arthur
- Land, Richard**, Program Director of EMS
- LeBlanc, Lorrie**, (1996) Instructor of Vocational Nursing
Program Director of Vocational Nursing
A.A.S., Lamar State College-Port Arthur; B.S., University of Texas Medical Branch
- Lemons, Janet**, (2006) Instructor of Registered Nursing
A.A.S., B.S., M.S., Lamar University
- Lindsey, Richard**, (2018) Instructor of Government
B.A., Lamar University; M.A., Sam Houston State University

- Lumpkin, Byron**, (2018) Instructor of English
B.A., Texas A & M University; M.A., Southern New Hampshire University
- Lumpkin, Denise**, (2012) Instructor of Registered Nursing
B.S., Lamar University; M.S., University of Texas Medical Branch
M.S., UTMB-Galveston; Licensed Family Nurse Practitioner
- Malouf, Kevin**, (2018) Instructor of Accounting
B.A, Brigham Young University; M.B.A., Brigham Young University
- McClure, Matthew**, (1994) Professor of Biology
B.S., Lamar University; M.S., Ph.D., Texas A & M University
- McGee, Leah Anne**, (1992) Assistant Professor of Nursing, Associate Dean of Nursing
Program Director of Registered Nursing
C-F.N.P., B.S., University of Texas-San Antonio; M.Ed., Lamar University;
M.S., UTMB-Galveston; Licensed Family Nurse Practitioner
- McLendon, Gary**, (2017) Instructor of Welding
Program Director of Welding
B.A.A.S., Lamar University
- Moore, Andrew**, (2019) Instructor of Mathematics
B.S., Lamar University
- Moreau, Dallas**, (2012) Instructor of Psychology
B.A., M.A., Stephen F. Austin University
- Nguyen, Loan**, (2013) Instructor of Pharmacy Technology
Program Director of Pharmacy Technology
Certificate, Lamar State College Orange
- Owens, Eric**, (2006) Assistant Professor of History
B.A., M.A., Wichita State University
- Paulk, Charlene**, (1994) Instructor of Vocational Nursing
A.A.S., Lamar University-Orange; B.S., University of Texas Medical Branch
- Ramsey, Brenda**, (2015) Instructor of Vocational Nursing
A.A.S., Lamar State College-Orange
- Rathbun, Diane**, Instructor of Speech
B.S., University of Montevallo, M.A., Auburn University
- Reeder, Michael**, (2013) Instructor of Process Technology
B.S., Lamar University
- Runnels, Shana**, (2014) Instructor of Criminal Justice
Program Director of Criminal Justice
B.S., M.S., Lamar University
- Sanford, Jerry**, (2004) Assistant Professor of Biology
B.S., Lamar University; D.C., Texas Chiropractic College
- Scarborough, George**, (2013) Instructor of Mathematics
B.S., M.S., McNeese State University
- Smith, Amanda**, (2011) Instructor of English
B.S., University of Utah; M.F.A., California State University-Fresno
- Smith, Wilma**, (2015) Instructor of Registered Nursing
M.S.N., Lamar University
- Song, Ni**, (2010) Associate Professor of Anatomy
B.S., Wuhan University; Ph.D., University of Cincinnati
- Vacant**, (0000) Instructor of Instrumentation
Program Director of Instrumentation
- Trotter, Jennifer**, (2011) Instructor of Registered Nursing
B.S.N., University of Texas; M.B.A., Our Lady of the Lake University
- Tucker, Mandee**, (2008) Instructor of Registered Nursing
A.A.S., Lamar University; A.D.R.N., Lamar University; B.S.N., University of Phoenix

Important Campus Telephone Numbers

General Information/Main Line	(409) 883-7750
Academic Studies Division	(409) 882-3027
Admission and Records	(409) 882-3364
Advising and Counseling	(409) 882-3340
Bookstore	(409) 882-3331
Brown Estate (The)	(409) 883-2939
Business Office	(409) 882-3363
Campus Visits and Tours	(409) 882-3955
Career Services	(409) 882-3379
Cashier	(409) 882-3371
Disability Support Services	(409) 882-3984
Education, Mathematics, and Sciences Division	(409) 882-3053
Executive Vice President/Provost	(409) 882-3336
Financial Aid	(409) 882-3317
Help Desk	(409) 882-3033
Health, Workforce, and Technical Programs	(409) 882-3044
Learning Center	(409) 882-3373
Leisure Learning	(409) 882-3053
Library	(409) 882-3352
Human Resources	(409) 882-3931
Marketing and Public Information	(409) 882-3359
President's Office	(409) 882-3314
Recruiting	(409) 882-3379
Registrar's Office	(409) 882-3364
Scholarships	(409) 882-3317
Security	(409) 670-0789
Student Activities	(409) 882-3392
Student Center	(409) 882-3392
Student Government	(409) 882-3904
Student Services	(409) 882-3341
Testing Center	(409) 882-3330
Veterans' Affairs	(409) 882-3317
Vice President for Business and Finance	(409) 882-3363
Community and Workforce Education	(409) 882-3321

LAMAR STATE COLLEGE ORANGE

410 Front Street • Orange, TX 77630

Index

A		Customer Service (IA) 100	
Academic Advising 50		Cybersecurity Specialist (C)..... 101	
Academic Certificate in General Studies (C)..... 87		D	
Academic Forgiveness 67		Dean's List..... 66	
Academic Honesty..... 64		Debts 55	
Academic Probation..... 67		DegreeWorks..... 49	
Academic Records and Transcripts 29		Delinquent Payments..... 35	
Accreditation 20		Dental Assisting (C)..... 102	
Admission and Records 49		Directory of Personnel 161	
Advanced Nurse Aide (IA) 88		Disability Support Services..... 51	
Advanced Placement..... 69		Disciplinary Action 54	
Advising and Counseling Center 50		Dropped Course Refunds 34	
Agency Name (Compact with Texans) 48		Dropping Courses..... 66	
Associate of Applied Science (AAS) Degree 80		E	
Associate of Applied Science (Graduation Requirements) 82		Educational Records and Students' Rights 29	
Associate of Arts (AA) Degree 80		Eligibility for Extracurricular Activities..... 68	
Associate of Arts (Graduation Requirements) 82		Emergency Medical Services (IA) 103	
Associate of Science (AS) Degree 80		Emergency Medical Technician-Intermediate (IA) 104	
Associate of Science (Graduation Requirements)..... 82		Employment 43	
B		English Requirement 62	
Bacterial Meningitis Vaccination Requirement 21		Entrepreneurship (C)..... 105	
Brown Estate, The 20		Exemptions..... 43	
Business (AS) 90		F	
Business Management (AAS)..... 91		False Information 28	
Business Management Accounting (C)..... 92		Final Grades 65	
C		Financial Aid and Awards 40	
Campus Security 57		Financial Assistance and Special Services for Disabled Students..... 43	
Campus Telephone Numbers 168		Financial Obligations 35	
Career Advising 51		First Time Students 26	
Carl Perkins Programs 51		Former Students 26	
Certificate of Completion (C) 80		Free Speech and Assembly 24	
Certificates (Graduation Requirements) 83		Full-Time Student Status..... 62	
Change of Address or Name 49		G	
Change of Major 63		General Graduation Requirements 82	
Changing Schedules..... 63		General Scholarships..... 42	
Cisco Network Specialist (C)..... 93		Governance 19	
Class Attendance 63		Grade Appeals and Academic Grievances 66	
Classification of Students 63		Grade Changes 65	
Communication (AS)..... 94		Grade Point Average Computation 65	
Complaints (Compact with Texans) 48		Grade Replacement 65	
Compliance with the American Disabilities Act of 1990 22		Grading System..... 64	
Computer Information Systems (AS) 95		Graduate Guarantee Policy..... 76	
Computer Science (AS) 96		Graduates of Non-Accredited High Schools 28	
Connect-ED Emergency Notification System..... 57		Graduation under a Particular Catalog 76	
Continuing and Workforce Education 20		Graduation with Honors..... 75	
Core Curriculum (LSC-O's)..... 84		Grants 41	
Core Values 19		H	
Course Descriptions 135		Hazing 55	
Course Numbering..... 62		Hazlewood Exemption for Texas Veterans 44	
Credit by Examination and Advanced Standing Examination..... 68		Health Services and Student Insurance 47	
Criminal Justice (AS)..... 97		High School Concurrent Enrollment 28	
Criminal Justice (C)..... 98			
Criminal Justice Corrections (C)..... 99			

High School Student Dual Credit Enrollment.....	28
How to Apply for Admission	28
How to Apply for Financial Aid and Awards.....	40

I

Incomplete.....	64
Industrial Technology (AAS).....	108
Information Technology Support Assistant-Networking Specialist (C).....	109
Information Technology Support Assistant-Software Development (C).....	110
Information Technology Support Specialist (AAS).....	111
Installment Program.....	32
Institutional Awards (Graduation Requirements).....	83
Institutional Awards (IA)	81
Instructor Initiated Drop.....	67
Instrumentation (AAS).....	112
Instrumentation (C).....	113
International Students.....	27

L

Learning Center, The	53
Liberal Arts (AS).....	114
Loans.....	41
LSCO Alumni.....	54
LSCO Foundation Scholarships.....	42
LSC-O's History	19

M

Matriculation Fee.....	32
Maximum Course Loads.....	62
Minimum Class Enrollment.....	63
Mission Statement	19

N

Natural Science (AS).....	115
New Courses.....	62
New Student Orientation.....	49
Nontraditional Credit Educational Evaluation	72
Notification of Emergencies.....	49

O

Observance of Religious Holy Days.....	64
Official Summons.....	55
Ordinary Seaman/BST (C).....	116

P

Parking Regulations.....	55
Payment of Fees.....	32
Pharmacy Technology (C).....	118
Pharmacy Technology (IA).....	117
Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct.....	44
Policy Statement on AIDS	22
President's List.....	66
Process Operating Technology (AAS).....	120
Process Technology (C).....	121
Proof of Residency.....	27

R

Recreational Sports.....	54
Refunds - Students on Installment Plans.....	35
Refunds - Students Receiving Financial Aid.....	35
Registered Nursing (AAS).....	127
Registration for Classes.....	62
Reinstatement Fee.....	32
Reinstatement to Class.....	67
Requirements and Limitations (Transfer and Articulation).....	81
Resident Classification.....	36
Resolution of Transfer Disputes for Lower-Division Courses (Transfer and Articulation).....	81
Ron E. Lewis Library	52

S

Safety, Health and Environmental (C).....	122
Satisfactory Academic Progress.....	40
Scholarships.....	42
Second Associate Degree.....	76
Selected Admission - Health Sciences Programs.....	28
Semester Hours.....	62
Service Goals and Objectives (Compact with Texans).....	48
Service Principles (Compact with Texans).....	48
Services Rendered (Compact with Texans).....	48
Sexual Harassment Policy	23
Short-Term Loans.....	32, 43
Six Drop Rule.....	66
Sociology (AS).....	123
Special Accommodations Testing.....	53
Standards for Maximum Wait Time (Compact with Texans).....	48
Stark Foundation Scholarships.....	43
Student Center.....	53
Student Conduct.....	54
Student Government Association.....	53
Student Handbook.....	47
Student Organizations.....	53
Student Publications.....	54
Student Relations Representative (Compact with Texans).....	49
Student Services	47
Summary of Fees	37
Suspension and Reinstatement.....	67

T

Teaching (AA).....	124
Testing Center	52
Testing Fees.....	32
Texas Success Initiative (TSI).....	73
Tobacco-Free Institution	22
Transfer and Articulation	81
Transfer Credit Evaluation.....	71
Transfer Credit for Correspondence Courses.....	71
Transfer of Military Credit.....	72
Transfer Students.....	26
Tuition Charges for Extra Credit Hours	36
Tuition Rebates - Baccalaureate Degrees	36

V

Veterans' Affairs Office.....	44
Veterans' Satisfactory Academic Progress.....	67

Vision 19
Vocational Nursing (C)..... 129

W

Waiving Off-Campus Fees 32

Waiving Tuition for Senior Citizens 33
Welding Technology (C)..... 133
When to Apply for Admission 29
When to Apply for Financial Aid and Awards..... 40
Withdrawal Refunds..... 34
Withdrawals 68