

Lamar State College-Orange

2010-2012 Catalog, Volume 48



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 an equal opportunity educational institution and employer. Students, faculty, and staff members are selected without regard to race, color, sex, religion, age, handicap or ethnic origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; and Section 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act (1967) and the Americans with Disabilities Act (1990) Title I. Inquiries concerning application of these may be referred to the Director of Human Resources.

A Message from the President

Welcome to Lamar State College-Orange!

Lamar State College—Orange is a great choice for pursuing your dreams! Whether you are fresh from high school and excited about starting your college studies or you are an older student returning to learn a new career or improve your job skills, we have the programs and people you need to succeed.

Lamar—Orange takes great pride in providing access to a quality education at an affordable price. Our faculty makes teaching their top priority and treats every student with respect. We set high standards but work with you to help you meet those standards. Our curriculum includes a wide variety of freshman and sophomore academic courses that you can transfer to a four-year institution and apply towards a bachelor's degree. We also offer vocational/technical programs and courses that are tied directly to employment in the local job market. Our open admission policy makes it easy for anyone to take a course for personal enrichment or skills development.

For more than 40 years, the faculty and staff at Lamar State College--Orange have emphasized the importance of each student as an individual. We offer friendly service and personal attention that you will not find on larger campuses. Our campus is easily accessible and features the latest technology. It is a comfortable place to learn and meet new people.

Remember, learning has no age limit! I encourage you to call or visit our campus today and see how Lamar State College—Orange can expand your horizons.



Sincerely,

A handwritten signature in black ink, appearing to read "J. Michael Shahan".

Dr. J. Michael Shahan
President



Contents

Campus Map and Semester Calendars	5
Campus Map	6
Fall Semester 2010	7
Spring Semester 2011	8
Summer Session I (SSI) 2011.....	9
Summer Session II (SSII) 2011.....	9
Fall Semester 2011	10
Spring Semester 2012	11
Summer Session I (SSI) 2012.....	12
Summer Session II (SSII) 2012.....	12
General Information	13
History.....	14
Governance	14
Mission Statement	14
Accreditation	14
Community Services and Continuing Education Programs	15
Health Policies and Regulations.....	16
Admission Requirements	19
Admission Requirements	20
Educational Records and Students' Rights.....	25
Tuition and Fees	27
Description of Fees	28
Refunds.....	29
Tuition Rebates - Baccalaureate Degrees	31
Tuition Charges for Extra Credit Hours	31
Summary of Fees	32
Financial Aid and Awards.....	35
Types of Aid.....	36

Student Services 41

Student Services 42
Campus Security 42
Compact with Texans 43
Admissions and Records..... 44
Advising and Counseling Center 44
Ron E. Lewis Library 46
Testing Center..... 47
The Learning Center 48
Activities and Organizations 48
Conduct and Discipline 49

Academic Policies and Procedures 51

Academic Policies and Procedures..... 52
Nontraditional Credit Education Evaluation..... 60
Testing and Placement 61

Degrees, Certificates and Institutional Awards 65

Degrees, Certificates and Institutional Awards..... 66
Accelerated Certification for Educators 67
Transfer and Articulation 68
General Graduation Requirements 69
Core Curriculum 71
Degrees, Certificates, Institutional Awards-by Type..... 73

Course Descriptions 119

Course Descriptions 120

Directory of Personnel 141

Directory of Personnel 2010-2012 142

Index 148

Important Campus Telephone Numbers..... 150

Degrees, Certificates and Institutional Awards–Alphabetical Order..... 151

Campus Map and Semester Calendars

Lamar State College-Orange Campus Map

Fall Semester 2010

Spring Semester 2011

Summer Session I (SSI) 2011

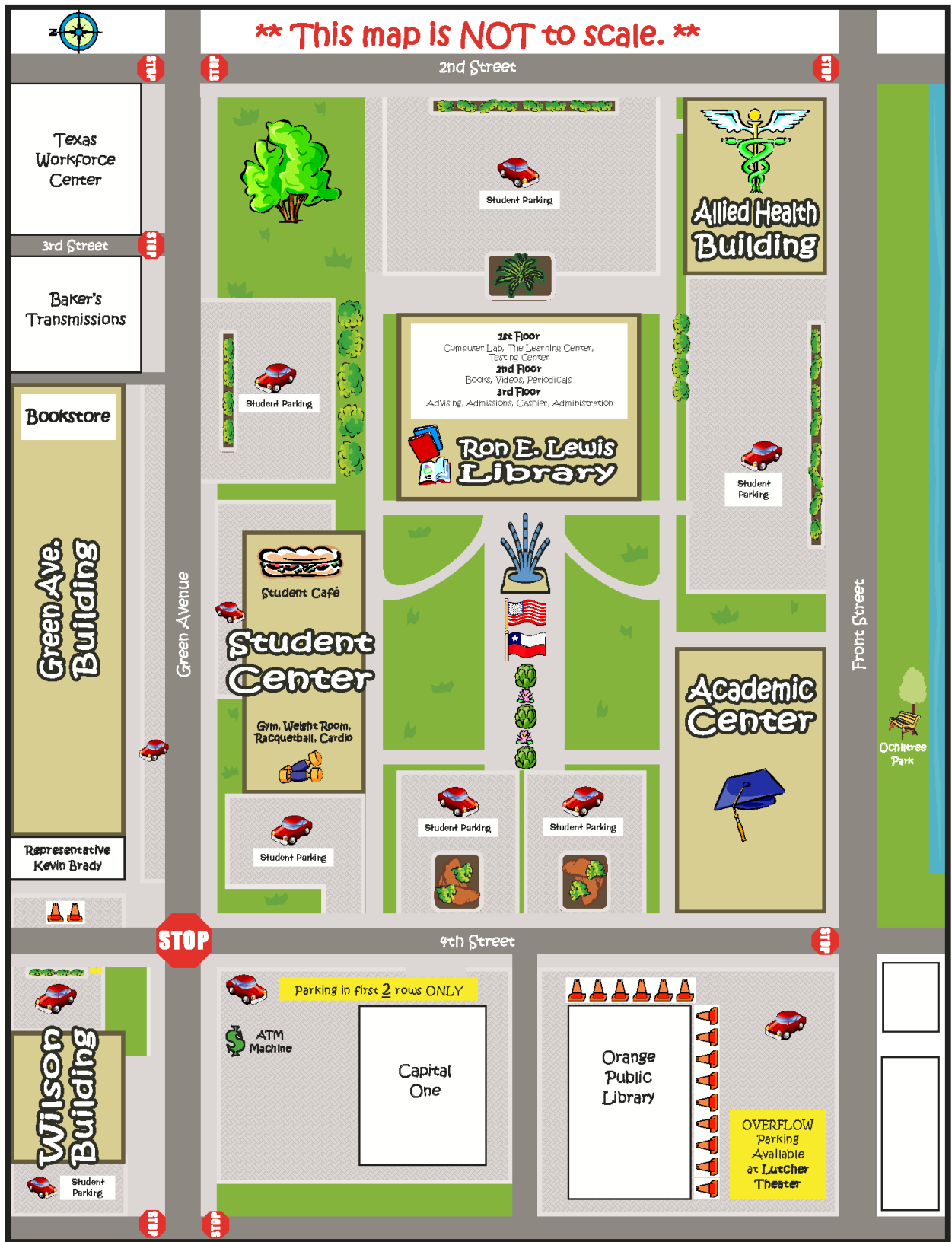
Summer Session II (SSII) 2011

Fall Semester 2011

Spring Semester 2012

Summer Session I (SSI) 2012

Summer Session II (SSII) 2012



Semester Calendars 2010-2012

Fall Semester 2010

August

- 23 First class day for fall semester and 8-week Session I
- 23-25 Schedule revisions and/or late registration with penalty fee
- 27 Application process for December 2010 graduation begins

September

- 6 Labor Day - No Classes (buildings closed)
- 8 12th Class Day - no penalty for dropping
Last Day to apply for Grade Replacement
- 20 Last day to drop or withdraw from 8-week Session I with a Q or W
- 27 Last day to drop or withdraw from 8-week Session I with academic penalty
Last day to drop or withdraw from fall semester without academic penalty
Last day to petition for No Grade

October

- 15 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 18 First class day for 8-week Session II
- 28 Early advisement begins

November

- 1 Last day to drop/withdraw from fall classes with penalty
- 2 Last day to apply for December graduation
- 8 Registration for Winter mini-session and Spring 2011 begins
- 13 Last day to pay for diploma, cap and gown
- 15 Last day to drop or withdraw from 8-week Session II with a Q or W
- 22 Last day to drop or withdraw from 8-week Session II
- 24 Thanksgiving Holiday recess begins after evening classes (buildings closed 25-28)
- 29 Classes resume at 7:00 a.m.

December

- 7 Last class day for fall semester and 8-week Session II
- 8 Final Exam Review Day (no exams or assignments); Finals begin at 5 p.m.
- 9-14 Final Examinations
- 15 Last day to register and pay for winter mini-session
- 16 Winter mini-session begins--9 class periods
- 17 Commencement
- 22-31 Holiday Break (buildings closed)

Spring Semester 2011

January

- 3 Last to drop or withdrawal from Winter mini-session
- 7 Winter mini-session last day/Final Examinations
Spring 2011 registration without fee
- 10 First class day for spring semester and 8-week Session I
- 10-12 Schedule revisions and/or late registration with penalty fee
- 13 Application for May graduation begins
- 17 Martin Luther King, Jr. birthday observed - No Classes (buildings closed)
- 26 12th Class Day - no penalty for dropping
Last day to apply for Grade Replacement

February

- 4 Last day to drop or withdraw from 8-week Session I with a Q or W
- 14 Last day to drop or withdraw from 8-week Session I with academic penalty
- 25 Last day to drop or withdraw from spring semester without penalty
Last day to petition for No Grade

March

- 4 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 7-11 Spring Break (buildings open)
- 14 First class day for 8-week Session II
- 28 Last day to drop/withdraw with penalty

April

- 1 Last day to apply for May graduation
- 4 Last day to drop or withdraw from 8-week Session II with a Q or W
Early advising
- 11 Open registration for spring mini-session, summer and fall
- 13 Last day to drop or withdraw from spring semester and 8-week Session II with academic penalty
- 15 Last day to pay for diploma, cap and gown
- 22 Good Friday – No classes (buildings open)

May

- 3 Last class day
- 4 Final Exam Review Day (no exams or assignments); Finals begin at 5 p.m.
- 5-10 Final Examinations
- 12 Last day to register and pay for spring mini-session
- 13 Commencement
Spring mini-session begins
- 30 Memorial Day -No Classes (buildings closed)
- 31 Spring mini-session ends/final examinations

Summer Session I (SSI) 2011

June

- 6 Classes begin SSI - Schedule revisions and/or late registration with penalty fee
Application process for August graduation begins
- 9 Fourth class day
- 23 Last day to drop or withdraw from SSI with a Q or W
Last day to petition for No Grade
- 30 Last day to apply for August graduation
Last day to drop or withdraw from SSI with academic penalty

July

- 4 Independence Day observance – No Classes (buildings closed)
- 8 Last day to pay for diploma, cap and gown
Last day for SSI/Final Examinations

Summer Session II (SSII) 2011

July

- 11 Classes begin SSII – Schedule revisions and/or late registration with penalty fee
- 14 Fourth class day
- 28 Last day to drop or withdraw from SSII with a Q or W
Last day to petition for No Grade

August

- 2 Last day to drop or withdraw from SSII with academic penalty
- 10 Last class day for SSII/Final Examinations
- 12 Commencement

Fall Semester 2011

August

- 22 First class day for fall semester and 8-week Session I
- 22-24 Schedule revisions and/or late registration with penalty fee
- 26 Application process for December 2011 graduation begins

September

- 5 Labor Day - No Classes (buildings closed)
- 7 12th Class Day – no penalty for dropping
Last day to apply for Grade Replacement
- 19 Last day to drop or withdraw from 8-week Session I with a Q or W
- 26 Last day to drop or withdraw from 8-week Session I with academic penalty
Last day to drop or withdraw from fall semester without academic penalty
Last day to petition for No Grade

October

- 14 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 17 First class day for 8-week Session II
- 31 Winter Mini-Session/Spring 2011 advisement begins
Last day to drop or withdraw from fall semester with academic penalty

November

- 1 Last day to apply for December 2011 graduation
- 7 Registration for Spring 2011 begins
- 11 Last day to pay for diploma, cap and gown
- 14 Last day to drop or withdrawal from 8-week Session II with a Q or W
- 21 Last day to drop or withdrawal from 8-week Session II with academic penalty
- 23-25 Thanksgiving Holiday recess begins after Wednesday evening classes (buildings closed 24-27)

December

- 6 Last class day for fall semester and 8-week Session II
- 7 Final Exam Review Day (no exams or assignments); Finals begin at 5 p.m.
- 8-13 Final Examinations
- 14 Last day to register and pay for winter mini-session
- 15 Winter mini-session begins--9 class periods
- 16 Commencement
- 21-30 Holiday Break (buildings closed)

Spring Semester 2012

January

- 6 Winter mini-session ends/Final Examinations
- 16 Martin Luther King, Jr. birthday observed - No Classes (buildings closed)
- 17 First class day for spring semester and 8-week Session I
- 17-19 Schedule revisions and/or late registration with penalty fee
- 19 Application process for May 2012 graduation begins

February

- 1 12th Class Day – no penalty for dropping
Last day to apply for Grade Replacement
- 7 Last day to drop or withdraw from 8-week Session I with a Q or W
- 17 Last day to drop or withdraw from 8-week Session I with academic penalty
- 28 Last day to drop or withdraw from spring semester with a Q or W
Last day to petition for no grade

March

- 12-16 Spring Break (buildings open)
- 29 Spring mini session/Summer/Fall 2012 class schedule available

April

- 2 Last day to drop/withdraw with academic penalty
Advisement for spring mini-session/summer/fall 2012 begins
- 3 Last day for graduates to apply for May 2012 graduation
- 6 Holiday - No Classes (buildings open)
- 13 Early registration for spring mini-session, summer and fall
- 16 Last day to drop or withdraw from spring semester and 8-week Session II with academic penalty
- 17 Last day to pay for diploma, cap and gown

May

- 8 Final Exam Review Day (no exams or assignments); Finals begin at 5 p.m.
- 9-14 Final Examinations
- 18 Spring mini-session begins
Commencement
- 28 Memorial Day - No Classes (buildings closed)

Summer Session I (SSI) 2012

June

- 1 Spring mini-session ends/Final Examinations
- 4-6 Summer sessions I & II registration without fee
- 7 Classes begin SSI - Schedule revisions and/or late registration with penalty fee
Application process for August 2012 graduation begins
- 12 Fourth class day
- 25 Last day to drop or withdraw from SSI with a Q or W
Last day to petition for No Grade
- 29 Last day to apply for August 2012 graduation
Last day to drop or withdraw from SSI with academic penalty

July

- 4 Independence Day observance - No Classes (buildings closed)
- 6 Last class day for SSI/Final Examinations
Last day to pay for diploma, cap and gown

Summer Session II (SSII) 2012

July

- 11 Classes begin SSII B Schedule revisions and/or late registration with penalty fee
- 16 Fourth class day
- 31 Last day to drop or withdraw from SSII with a Q or W
Last day to petition for No Grade

August

- 3 Last day to drop or withdraw from SSII with academic penalty
- 8 Last class day for SSII/Final Examinations
- 10 Commencement

The academic calendar is subject to change, and the dates should be verified. The schedule of classes is published twice per year--Spring/Fall Semesters. Each issue contains a listing of the courses to be offered, registration information, procedures/deadlines and other dates of importance for the respective semesters.

General Information

About Lamar State College-Orange
Community Services
Health Policies and Regulations

General Information

LSC-O'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. Academic programs are offered in four divisions: Arts and Sciences, Business and Technology, Allied Health, and Education.

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 2,200. 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.

Mission Statement

Lamar State College-Orange is an open-admission, lower-division state institution of higher education within the Texas State University System. Our mission is:

- A. to provide academic transfer and associate degree programs to prepare students for senior colleges and universities;
- B. to provide technical certificate and associate degree programs to prepare students for employment;
- C. to provide developmental programs for students not ready for college-level work;
- D. to provide continuing education and customized training programs for those pursuing areas of personal interest or upgrading employment skills; and
- E. to provide community service activities that promote economic development and cultural awareness.

Accreditation

Lamar State College-Orange is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, at (404) 679-4501, to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion.

The college is also 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 Board of Nurse Examiners for the State of Texas (BNE). The Pharmacy Technology Program is accredited by the Board of Directors of the American Society of Health-System Pharmacists. The Medical Laboratory Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The Emergency Medical Services Program is certified by the Department of State Health Services. The Dental Assisting Program is accredited by the American Dental Association.

Community Services, Education and Training

The Brown Center

The Brown Center 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 Center can be reserved for seminars, meetings, planning retreats, and other public service activities.

Continuing Education

Lamar State College-Orange offers a variety of non-credit educational and recreational courses through its Continuing Education Department. Classes are offered that provide opportunities for individuals to continue their education in the academic and technical/occupational areas. In addition, classes are offered for persons interested in pursuing creative activities, cultural endeavors and/or recreational programs.

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

Workforce Development/Customized Business and Industrial Training

The Workforce Development Division offers customized business and industrial training. These programs are designed to fit the needs of local employers. Training can take place at a plant or office location or at the Lamar State College-Orange campus.

The division has worked with local business and industry to deliver courses in computer technology, leadership training, business communication, and maintenance technology. Courses can be in the form of one-day seminars or multi-faceted, long-term training.

Health Policies and Regulations

Smoke-Free Workplace Policy

Lamar State College-Orange recognizes its commitment to the emotional and physical well-being of its students, faculty, and staff. Increasing concern, interest, and anxiety exist about the effects of secondary tobacco smoke on individuals exposed to it and the dangers associated with tobacco smoking. Lamar State College-Orange acknowledges the seriousness of this problem and recognizes its obligation to promote public health on this campus by protecting its students, faculty, and staff from hazardous conditions that are within the college's ability to regulate. The following regulations have been adopted by Lamar State College-Orange:

- (1) ALL campus buildings are designated "smoke-free" with the exception of areas away from doorways and steps. Included in this designation are all instructional facilities; faculty, staff, administrative offices, and student services areas.
- (2) Each building coordinator, with the approval of the President, shall, if an appropriate area exists, designate a smoking area(s). There shall be posted at the entrance of every building on the campus a sign stating "This is a non-smoking facility except in designated areas." There will be no ashtrays in non-smoking areas or in any building.
- (3) The use of smokeless tobacco, including snuff and chewing tobacco, is prohibited on campus.
- (4) The sale of tobacco products on campus is prohibited.
- (5) Smoking is prohibited in those campus-owned vehicles that are available for general use.
- (6) As used in this policy, the term "smoking" shall include all of the following:
 - a. carrying or holding a lighted pipe, cigar, cigarette or any other lighted smoking equipment or device;
 - b. lighting a pipe, cigar, cigarette or any other smoking equipment or device;
 - c. emitting or exhaling the smoke of a pipe, cigar, cigarette or any other smoking equipment or device.
- (7) This non-smoking policy applies to college facilities used by off-campus groups as well as college groups.
- (8) The terms of this policy will be distributed to all current employees and made available to all prospective employees prior to hiring. The terms of this policy will be distributed to all current students and published in all future editions of the Lamar State College-Orange Catalog.

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 359 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 Harassment Policy

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

It is the policy of Lamar State College-Orange that no employee, student or contractor of the college may sexually harass another person. Any employee, student or contractor will be subject to disciplinary action up to and including dismissal for a violation of this policy (Rules and Regulations, the Texas State University System, VII-4.4, Amended May 17, 2007).

Lamar State College-Orange strives to provide an educational and working environment for its students, faculty, and staff free of intimidation and harassment. Sexual harassment is sex discrimination and is, therefore, a violation of the 1964 Civil Rights Act.

Prohibition of Handguns on Campus

It is a violation of the Texas State University System Rules and Regulations to possess, carry or otherwise cause a handgun--licensed or otherwise, concealed or otherwise--to be brought on the premises of a system component.

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.

Who May Apply for Admission

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
- Those who have earned a General Education Diploma (GED)
- Those who are at least 18 years of age and who do not have a high school diploma or GED may be admitted upon individual approval of the Vice President for Student Services upon determination of the students' abilities to benefit in their chosen fields of study after achieving minimum scores on the ASSET or Compass placement tests.
- 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 completed Application for Admission forms, official high school transcripts and/or GED certificates, driver's license and social security card.

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

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit completed Application for Admission forms and official transcripts sent directly from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended. Students on scholastic or disciplinary suspension from another institution must petition the Vice President for Academic Affairs 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 LSC-O students who have not registered or been in attendance for more than one calendar year must file for readmission by submitting an application for admission. Students returning after an absence of less than one calendar year may continue after updating their addresses and telephone numbers with the Office of Admission and Records. Former student who have attended another college are required to submit a complete record of all work done subsequent to the last date of attendance at LSC-O. Students with unsettled financial debts to any Lamar 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;
- Texas driver's license or Texas ID card with an expiration date of not more than four years;
- Texas voter registration card that has 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 year preceding the census date;
- Registration or verification from licenser 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;
- official secondary school record and official college transcript, 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 Services document;
- adequate proof of competency in English or a score of 500 or better on the Test of English as a Foreign Language (TOEFL), administered by the College Entrance Examination Board, Box 505, Princeton, New Jersey 08540, U.S.A.; and
- proof of adequate health insurance.

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 Enrollment

Lamar State College-Orange has a dual enrollment 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 Co-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.

Non-High School Graduates

A non-high school graduate may apply for admission on an individual-approval basis. Applicants are required to:

- furnish evidence of preparation substantially equivalent to that required of other applicants;
- submit records of the school work that was completed and/or test scores to substantiate their ability to succeed in the program in which they wish to enroll;
- appear for personal interview with the Vice President for Student Services; and
- satisfy additional requirements (such as satisfactory scores on entrance or placement tests) stipulated by the college administration.

To be considered, educational records and test scores should be on file 30 days in advance of the proposed registration date. Arrangements for the interview should be made after records and scores are received by the college.

Transients

Student in attendance at another college during the spring semester who wish to do a mini-session and/or summer work only at Lamar State College-Orange may be admitted as a transient student. As student applying for admission under this classification is required to submit the regular application for admission and unofficial transcript. Official academic transcripts are not required unless specifically requested in individual cases. However, if classes are needed to fulfill an academic prerequisite, official transcripts must be submitted for evaluating. Transient students must comply with state TSI requirements and must provide TSI scores or evidence of TSI exemption and proof of prior semester registration at any university or college. Transient students who later apply for regular long-term admission must meet all entrance requirements and supply all necessary admission credentials. International student may not be admitted as transients.

Graduates of Non-Accredited High Schools

Applicants who have not graduated from accredited high schools (including home schooled) 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, (3) have the recommended high school preparation credits or (4) exhibit an ability to benefit through successful ASSET or Compass scores.

Ability to Benefit

Students who do not possess high school diplomas or who have not passed the General Education Development tests are required to demonstrate the ability to benefit from the education programs offered at Lamar State College-Orange.

Students must demonstrate the ability to benefit by taking the ASSET or Compass Program Basic Skills Test and achieving the following minimum scores determined by the Texas Higher Education Coordinating Board. ASSET-reading, 35; writing, 35; and numerical, 33; Compass-reading, 62; writing, 32; and pre-algebra/numerical, 25. Contact the Testing Center, (409) 882-3330, for additional information concerning administration of the ASSET or Compass tests.

Selected Admission - Allied Health Programs

Admission to Lamar State College-Orange does not guarantee entrance to a specific allied health 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 application include the associate of applied science degrees in upward mobility nursing and medical laboratory technology and the certificate in vocational nursing, dental assisting, and pharmacy technology.

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 sent to the Office of Admission and Records, Lamar State College-Orange, 410 Front Street, Orange, Texas 77630, at (409) 882-3364. Students must:

- submit applications for admission on the official forms (inclusion of a social security number on this form is encouraged);
- submit official transcripts from each high school and/or official college transcripts from all colleges previously attended, which must be mailed directly from issuing institutions (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."

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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

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, date and place of birth, major, enrollment status, classification, eligibility for and participation in officially recognized activities, dates of attendance, degrees 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

Scholarships

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.

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 may be 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

Students who do not pay tuition and fees in full will be considered to have agreed to the installment program if they have paid the required down payment (approximately 50 percent of tuition and fees). Two subsequent payments of 25 percent each must then be made. A non-refundable service charge of \$20 is assessed for the installment program. A late fee of \$15 will be assessed beginning the first day after an installment due date for each delinquent installment payment.

Testing Fees

LSC-O 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 audit 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. If credit is not desired, a petition for no grade must be completed and submitted to the Office of Admission and Records.

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, library fee, computer use 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. Refunds are calculated according to the following schedules:

Fall or Spring Semesters 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
- after the first class day, no refund

Summer Sessions

- 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

Withdrawal refunds are generally processed at the end of the second week after the 12th class day for fall or spring (two weeks after the fourth class day for summer sessions). Note: A student whose I.D. is not surrendered will not receive the student services fee refund.

Dropped Course Refunds

Students who drop courses during the drop period and remain enrolled at Lamar State College-Orange will receive a refund of tuition and fees. 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. Refunds are based on the following:

Fall or Spring Semesters and Summer Extended Session

- through the 12th class day, 100 percent
- after the 12th class day, no refund

Summer Sessions

- through the fourth class day, 100 percent
- after the fourth class day, no refund

Refunds are sent as a direct deposit to the student's bank account as specified by the student.

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 50 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.

Every student who is classified as a resident student, who becomes a non-resident at any time by virtue of a change of legal residence by his or her own action, or by the person controlling his or her domicile, is required to notify the Registrar. 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. 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 all semesters are presented on the following pages. Note that "total charge" does not include the following fees:

Lab Fees	\$4	1-3 semester hour course
Lab Fees	\$8	4 or more semester hour course
Lab Fees	\$10	all science labs
Distance Education	\$50	per course
Late Registration Fee	\$10	
Reinstatement Fee	\$50	
Returned Checks	\$25	
Credit by Exam	\$25	

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

General Deposit \$10 (one-time fee per campus)

Any unused portion of the \$10 will be refunded upon written request to the Cashier's Office after the student graduates or withdraws from the college.

	Texas/Louisiana*	Non Texas/Louisiana**
E & G Tuition	\$50/SCH	\$327/SCH
Designated Tuition	\$40/SCH	\$40/SCH
Student Services, maximum \$180	\$18/SCH	\$18/SCH
Computer Services	\$15/SCH	\$15/SCH
Library Use Fee, maximum \$40	\$4/SCH	\$4/SCH
Student Center	\$30	\$30

Note:

* 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
Fall 2010
Texas and Louisiana Residents

No. of Semester Hours	Tuition	Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Student ID Fee*	Transcript Fee	Total*
1	\$90	\$18	\$4	\$15	\$30	\$5	\$5	\$167
2	\$180	36	8	30	30	5	5	294
3	\$270	54	12	45	30	5	5	421
4	\$360	72	16	60	30	5	5	548
5	\$450	90	20	75	30	5	5	675
6	\$540	108	24	90	30	5	5	802
7	\$630	126	28	105	30	5	5	929
8	\$720	144	32	120	30	5	5	1,056
9	\$810	162	36	135	30	5	5	1,183
10	\$900	180	40	150	30	5	5	1,310
11	\$990	180	40	165	30	5	5	1,415
12	\$1,080	180	40	180	30	5	5	1,520
13	\$1,170	180	40	195	30	5	5	1,625
14	\$1,260	180	40	210	30	5	5	1,730
15	\$1,350	180	40	225	30	5	5	1,835
16	\$1,440	180	40	240	30	5	5	1,940
17	\$1,530	180	40	255	30	5	5	2,045
18	\$1,620	180	40	270	30	5	5	2,150
19	\$1,710	180	40	285	30	5	5	2,255
20	\$1,800	180	40	300	30	5	5	2,360

Summary of Fees
Spring Mini-Session 2010, Summer Sessions I & II 2010
Texas and Louisiana Residents

1	\$86	\$18	\$4	\$12	\$15	\$5	\$5	\$145
2	\$172	36	8	24	15	5	5	265
3	\$258	54	12	36	15	5	5	385
4	\$344	72	16	48	15	5	5	505
5	\$430	90	20	60	15	5	5	625
6	\$516	90	20	72	15	5	5	723
7	\$602	90	20	84	15	5	5	821
8	\$688	90	20	96	15	5	5	919
9	\$774	90	20	108	15	5	5	1,017
10	\$860	90	20	120	15	5	5	1,115
11	\$946	90	20	132	15	5	5	1,213
12	\$1,032	90	20	144	15	5	5	1,311

- Louisiana students must qualify to pay Texas tuition rates by applying in the Office of Admission and Records prior to registration.
- Note: Fees are subject to change without notice by the action of the Board of Regents or the Texas State Legislature.
- *Student ID Fee: Charged only ONCE per academic year.

Summary of Fees
Fall 2010
Non-Texas Residents

No. of Semester Hours	Tuition	Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Student ID Fee*	Transcript Fee	Total*
1	\$367	\$18	\$4	\$15	\$30	\$5	\$5	\$444
2	\$734	36	8	30	30	5	5	848
3	\$1,101	54	12	45	30	5	5	1,252
4	\$1,468	72	16	60	30	5	5	1,656
5	\$1,835	90	20	75	30	5	5	2,060
6	\$2,202	108	24	90	30	5	5	2,464
7	\$2,569	126	28	105	30	5	5	2,868
8	\$2,936	144	32	120	30	5	5	3,272
9	\$3,303	162	36	135	30	5	5	3,676
10	\$3,670	180	40	150	30	5	5	4,080
11	\$4,037	180	40	165	30	5	5	4,462
12	\$4,404	180	40	180	30	5	5	4,844
13	\$4,771	180	40	195	30	5	5	5,226
14	\$5,138	180	40	210	30	5	5	5,608
15	\$5,505	180	40	225	30	5	5	5,990
16	\$5,872	180	40	240	30	5	5	6,372
17	\$6,239	180	40	255	30	5	5	6,754
18	\$6,606	180	40	270	30	5	5	7,136
19	\$6,973	180	40	285	30	5	5	7,518
20	\$7,340	180	40	300	30	5	5	7,900

Summary of Fees
Spring Mini-Session 2010, Summer Sessions I & II 2010
Non-Texas Residents

1	\$363	\$18	\$4	\$12	\$15	\$5	\$5	\$422
2	726	36	8	24	15	5	5	819
3	1,089	54	12	36	15	5	5	1,216
4	1,452	72	16	48	15	5	5	1,613
5	1,815	90	20	60	15	5	5	2,010
6	2,178	90	20	72	15	5	5	2,385
7	2,541	90	20	84	15	5	5	2,760
8	2,904	90	20	96	15	5	5	3,135
9	3,267	90	20	108	15	5	5	3,510
10	3,630	90	20	120	15	5	5	3,885
11	3,993	90	20	132	15	5	5	4,260
12	4,356	90	20	144	15	5	5	4,635

Total charge does not include the following fees:

General Deposit (one-time fee per campus)	\$10.00
Lab Fees:	
Labs associated with a 1-3 semester-credit hour course	\$ 4.00
Labs associated with a 4 or more semester-credit hour course	\$ 8.00
All Science Labs	\$10.00
Applied Music	\$18.00
Internet (per course)	\$50.00

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. Notification of awards will be mailed in late spring and early summer. The college will continue to award student aid as long as funds are available. The most desirable types of aid, however, 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

Lamar State College-Orange requires all students applying for aid to file the General Application for Student Aid, which includes the college's satisfactory academic progress policy. 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 2.0 to be considered.

Students wishing to apply for grants and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may obtain a paper copy of the FAFSA in the Office of Financial Aid or may complete it online at www.fafsa.ed.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.

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 year when the student applies for financial aid. New students, transfers and returning students in good standing will be awarded for the entire year. 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 failing to make satisfactory progress may be awarded state aid for a summer session if it is possible for them to meet satisfactory progress at the end of that period.

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 wellness, recent divorce, etc.) should be submitted with the appeal letter. Students shall be notified of the decision on their appeal 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 and then the Vice President for Student Services. The decision of the Vice President shall be final.

A student not meeting SAP, but who has their appeal accepted, will be placed on probation. They will receive written notice of their probation. In order to continue receiving aid, the student must complete 75% of all coursework attempted for that semester, and attain a GPA of 2.00 for the semester. Their status will be reevaluated at the end of the semester, which they are placed on probation. They will be notified in writing of their status 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
LEAP	Leveraging Educational Assistance Partnership
STS	State Tuition Scholarship
SDS	Student Deposit Scholarship
CWS	College Work Study
TEOG	Texas Educational Opportunity Grant
TEXAS	Toward Excellence, Access, and Success
ACG	Academic Competitiveness Grant

Loans

Federal Stafford Loans are available through the Federal Family Educational Loan (FFEL) Program. The funds for Stafford Loans will come to students from a bank, credit union, or other lender that participates in the FFEL Program. In order to apply for Stafford Loans the student must complete the FAFSA form. They must also complete an online entrance counseling session.

Stafford Loans must be repaid. Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan (“subsidizes” the loan) until the student begins repayment and during authorized periods of deferment. 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.

The FFEL programs also offer PLUS Loans for parents of dependent students. In this program the parent is responsible for repaying the loan.

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.

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:

- **President's Scholarship**—for first-time entering freshmen, based on merit, recommended by high schools.
- **Bennie Talmadge Endowment**—for students studying music.
- **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.
- **Orange Scholarship Fund**—for Orange County students, based on merit and/or need.
- **Service League of Orange Scholarship**—for high school seniors selected by the Service League.
- **Womack Scholarship**—for all students, based on merit and need.
- **Cecil Beeson Endowment**—for Orange County students who are pursuing technical programs of study.
- **Orange County Board of Realtors Scholarship**—for US and Orange County students in good standing, working towards a degree, and must be a graduate of public or private high school or home-schooled equivalent. Must maintain a 2.5 GPA at LSC-O or 3.5 scholastic average on 4.0 scale in his/her high school senior year. Student must not be eligible for financial aid assistance. Preference is given to students working full or part-time while attending LSC-O.
- **Betty Jo Spence Scholarship Fund**—for all students based on merit and need.

- **Amelia Feathers Memorial Scholarship**—must be a female, African-American West Orange-Stark High School graduate, majoring in journalism or English.
- **Levingston Endowment**—provided for an employee of Levingston or his or her dependents.
- **Master Gardners' Scholarship**—for Orange County residents. Must obtain 2.5 LSC-O GPA or 3.5 high school GPA.
- **A.H. Montagne Memorial Scholarship**—Orangefield High School graduate, based on merit and need.
- **Joan Stinehart Business Scholarship**—must be business or accounting major, carry 15 hours with a 3.5 GPA.
- **Winfree Endowment**—Orangefield or Bridge City graduate, based on merit and need.

General Scholarships

- **Sabine Federal Credit Union**—members of the DuPont Credit Union or members of their families, based on merit.
- **Chevron/Phillips Scholarship**—entering freshmen who graduated from West Orange-Cove Independent School District and/or non-traditional students who graduated from West Orange-Cove Independent School District, based on merit.
- **Claire Marshall Memorial Scholarship**—any student who has a physical disability.
- **Mary Schlesinger Endowed Scholarship**—entering freshmen or presently enrolled students with full-time status, based on merit.
- **Orange County Board of Realtors Scholarship**—for US and Orange County students in good standing, working towards a degree, and must be a graduate of public or private high school or home-schooled equivalent. Must maintain a 2.5 GPA at LSC-O or 3.5 scholastic average on 4.0 scale in his/her high school senior year. Student must not be eligible for financial aid assistance. Preference is given to students working full or part-time while attending LSC-O.
- **Science, Technology, Engineering, Math (ComSTEM) Scholarship**—high school graduate or current college student, graduated student wishing to change careers, or individuals who are thinking about returning to school and who have a sincere interest in the STEM disciplines. LSC-O STEM disciplines are: Computer Science (AS), Process Technology (C), Medical Laboratory Technology Program (AAS), Industrial Technology (AAS), and students seeking a Natural Science Associate of Science degree.
- **Charlotte Ann (Waldrop) Holt Scholarship**—for female Bridge City High School graduate pursuing a degree with an interest in business or English.
- **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.
- **Riparian B & PW Scholarship**—for women who are residents of Orange County 30 years' of age or older.
- **DelPapa Centennial Scholarship**—for student majoring in business, marketing or a related subject.
- **Eber W. Ephlin Scholarship**—for high school graduates from Port Neches or Memorial High Schools who are residents of Griffin Park to attend Lamar State College-Orange, Lamar State College-Port Arthur, Lamar University or Lamar Institute of Technology.

Applications for any of these programs can be obtained in the Office of Financial Aid.

Short-Term Loans

Lamar State College-Orange provides short-term loans. Short-term loans for 60 days are designed to pay tuition and fees during registration and must be repaid within the semester in which the loan is made. Interest is charged on short-term loans. Students interested in acquiring short-term loans should contact the Office of Financial Aid 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.

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 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
- Students who are blind and/or deaf
- Students attending more than one public college or university

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

Financial Assistance and Special Services for Disabled Students

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS 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 Department of Assistive and Rehabilitative Services, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 898-3988 or (800) 242-8334.

The Advising and Counseling Office works closely with the Department of Assistive and Rehabilitative Services. 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 Department of Assistive and Rehabilitative Services Division of the Blind, 3515 Fannin, Suite 105, Beaumont, Texas 77701, at (713) 995-8847 or (800) 252-5204.

Veterans' Affairs Office

A Veterans' Affairs Office is maintained in the Office of Financial Aid and assists veterans in obtaining their educational benefits. Also, under the provisions of Public Law 634, certain veterans' dependents may be eligible for subsidies while pursuing their educations. Orphans of service personnel and dependents of veterans with service-connected disabilities may be eligible.

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.

Student Services

Student Services
Compact with Texans
Office of Admission and Records
Advising and Counseling Center
Ron E. Lewis Library
Testing Center
The Learning Center
Campus Security
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, security, student organizations, and The Brown Center.

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 Vice President for 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, the close proximity of the local hospital, 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 Vice President for 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 foreign students and all participants in the intramural sports and Spring Day Program. Insurance information is available from the Vice President for Student Services.

Campus Security

Campus security officers help protect students and their property, as well as protecting college property. Furthermore, these officers will escort students to their cars upon request and maintain parking surveillance. The campus also relies on the Orange Police Department when needed.

All emergencies on campus should be reported to the Office of the Vice President for Student Services. If an emergency occurs, telephones that dial directly to the security officer on duty are located in hallways.

Connect-ED Emergency Notification System

Lamar State College-Orange utilizes the communications system, Connect-ED, 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 Connect-ED service provides a safer environment, enhances emergency preparedness and will keep students, faculty and staff better informed. LSC-O will use this service solely for the purpose of campus safety.

Compact with Texans

Agency Name

Lamar State College-Orange

Services Rendered

LSC-O 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

LSC-O 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

LSC-O 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

LSC-O 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; 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 by the end of the first semester after receiving official completed file; and processing admission applications within 24 hours.

Complaints

Students desiring to file initial complaints about services, faculty and staff or activities should bring the complaints to the attention of the appropriate department head for resolution. If an acceptable resolution is not reached within five days, the student can then file a formal written complaint. In the event that a student wishes to file a formal written complaint, a Complaint Intake Form is available in the Office of the Vice President for Student Services or on the Lamar State College-Orange website. After receiving the formal complaint, the form will be referred to the appropriate department, and the complaint will be resolved within 10 working days and the complainant notified in writing. Procedure for specific types of grievances can be found in the Texas State University System Rules and Regulations, the LSC-O Faculty Handbook, LSC-O Student Handbook, and the LSC-O Catalog.

Student Relations Representative

Bobbie Burgess
Vice President for Student Services and Auxiliary Enterprises
Ron E. Lewis Library Building, Room 355
(409) 882-3341
bobbie.burgess@lsco.edu

Office of Admission and Records

The primary function of the Office of Admission and Records is to collect and maintain the appropriate data and records necessary to register students at Lamar State College-Orange. Application forms 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.

Advising and Counseling Center

The college provides a wide range of advising and counseling services to all students. The goal of the college 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 math and English placement exams and the Texas Success Initiative (TSI) may also be directed to the center's staff. The staff can provide current information concerning degree plans for both two-year Lamar State College-Orange degrees and four-year Lamar University degrees or direct the student to appropriate faculty advisors.

Trained personnel offer both academic and career counseling as well as limited social and personal counseling on an individual and confidential basis. Students also may participate in counseling groups and workshops dealing with areas such as personal growth, getting along with others, coping with stress, drug and alcohol dependence, and developing effective study skills.

Career counseling is available to each student to assist in the clarification of career objectives. The counselors have available the comprehensive, online interactive career guidance system, DISCOVER, 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. Students must obtain a password token from a counselor in order to use the online DISCOVER program. An explanation of a personalized profile may be obtained by visiting a professional advisor at the Advising and Counseling Center.

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 may schedule appointments by calling (409) 882-3340.

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 and services and give individual students opportunities to confer with advisors about academic programs. Details of the orientation programs can be found at www.lSCO.edu or by logging on to MyLSCO.edu with username and password.

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, and students who have not completed the Texas Success Initiative (TSI) provisions are required to register through the Advising and Counseling Center.

After successful completion of the Texas Success Initiative (TSI) and 15 credit hours, students are assigned faculty advisors by the Office of the Dean of Instruction. Continuing students should meet with their faculty advisors at least once every semester to review their academic progress and to ensure that all prerequisites and program requirements are being met.

Placement Services

Advising and counseling staff members, as well as Lamar State College-Orange faculty, assist students in finding part-time jobs off campus. The job placement specialist can assist students with job searches for both on-campus and off-campus employment. A student job board is maintained in the Academic Center where students may regularly check for job listings both on and off campus. In addition, information regarding full-time career opportunities for graduating students is provided by maintaining close working relationships with local job placement agencies and regular contact with local businesses and Lamar State College-Orange advisory board members. Students may also participate in résumé writing workshops and job interviewing training sessions as part of their preparation for LSC-O's annual job fair, which is held each spring semester.

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 child care assistance, tutoring, career and personal counseling, The Learning Center 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 and Counseling Center.

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 tape recorders, assistive listening devices, large print materials and access to a TDD.

When necessary, the counselor 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 Department of Assistive and Rehabilitative Services (DARS). 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 call or write the Department of Assistive and Rehabilitative Services, Beaumont Field Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300 at (409) 898-3988 or (800) 242-8334.

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 DARS. The department also maintains special equipment for its clients. To reach the Division of the Blind, call (409) 838-5201 or (800) 252-5204.

Ron E. Lewis Library

The mission of the Ron E. Lewis Library is to provide services and materials which support and enrich the educational goals of Lamar State College-Orange. 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 39,000 print items and subscribes to more than 350 periodicals covering education and leisure. Included in the media library are 3,500+ titles of both educational films and popular movies.

Students have access to more than 50 computers to search dozens of purchased electronic databases which include EBSCO, Proquest, Magill and Lexis-Nexis among others. These databases provide access to nearly 32,000 journals and through NetLibrary; students can access 36,000 electronic or “E-books.” Students may access these databases and E-books via the Internet from anywhere by using their MyLSC-O 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 for Texas academic and public libraries. 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 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 available.

As part of the community service mission of the college, library facilities and privileges are extended to adult citizens of the Orange community. 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 E. 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 those 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.

Group testing for ASSET is offered weekly or biweekly. A listing of all other test dates is available at the Testing Center. Registration for group testing is done at the Testing Center. 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.

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 and math sections of the ASSET immediately, be advised and register in one day if the student has already been accepted for admission.

The ASSET and Compass tests are also offered to persons who have not received high school diplomas. Students who have not received either high school diplomas or other post-secondary degrees must show an ability to benefit from the courses of study they are pursuing. This may be done by passing the ASSET, Compass, or by passing another independently administered test approved by the Secretary of the Department of Education before enrollment.

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 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

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

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

The Learning Center

The Learning Center is designed to serve, support, and augment the academic, technical and occupational curricula at Lamar State College-Orange with both individual tutoring and computer-assisted/based instruction. This computer-aided learning center, located in room 113 in the Ron E. Lewis Library Building, introduces students to new learning strategies, using contemporary equipment and software that support the curricula at Lamar State College-Orange.

The center has computer, video, and printed materials available in subjects such as math, English, and reading to increase basic skills with enrichment activities that help students broaden their knowledge outside the classroom. Tutoring is available for all subjects. Walk-ins are welcome.

Activities and Organizations

Student Government Association

The Student Government Association (SGA) serves as the representative voice of students, as 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 fall semester. Student opinions may be expressed at the open meetings of the SGA. Ideas, suggestions and/or concerns may also be submitted through SGA suggestion boxes at various campus locations.

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 game, TV, cafe, study areas and recreational facilities. All students must present their Lamar State College-Orange student identification cards 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 Director of Student Activities.

LSC-O 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 Vice President for 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 Vice President for 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.



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 official college calendar. Students may add courses, make section changes or drop courses only within the period specified in the calendar.

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 non-credit (i.e., 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 Dean of Instruction. No student will be allowed to enroll for more than 21 semester hours regardless of the number of grade points earned the preceding semester. Maximum course load total on all Lamar campuses combined is 21 semester hours.

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.

Class Attendance

Regular class attendance is important to the attainment of the educational objectives of the college. The instructor may keep attendance records and will formulate an attendance policy consistent with division policies but suited to the needs of the particular class. The instructor's policy will be explained in detail to the class at the beginning of the semester and will appear in the course syllabus.

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 Integrity

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 director, the student may make a written appeal to the Dean of Instruction within five school days of the meeting with the faculty member. If not resolved, the student may make a written appeal to the Vice President for Academic Affairs within five days.

The faculty member's charge must include an academic penalty, the most severe being removal from the course with a grade of "F." Additionally, LSC-O 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.

In cases of a possible institutional sanction, a judgment will be rendered by the Vice President for Student Services. A student who is found guilty of intellectual dishonesty loses his or her right to withdraw voluntarily from the course in which cheating occurred.

Grade Replacement/Course Repetition Policy and Procedures

- Lamar State College-Orange students will have one opportunity to replace grades earned in undergraduate courses.
- If a student repeats a course, the official grade (for calculation of grade point average) will be the second grade earned - regardless of whether it is higher, lower or the same - although the first grade will remain on the student's official transcript.
- The repetition of a LSC-O course at another institution will not replace the grade earned at LSC-O in the calculation of a student's cumulative grade point average, nor will a grade earned in a LSC-O course replace a transcribed grade earned in the same course at another institution.
- Any grade earned by further repetition of a course (third and subsequent grades earned in the same course) will be included in the calculation of a student's cumulative grade point average.
- A "Q" grade for a dropped course or a "W" grade for withdrawal from the college counts as the one

allowable attempt at course repetition. If the student receives a "Q" or "W" grade on the repeated course, the original grade will be calculated into the grade point average, and the student will not be allowed a subsequent attempt to replace the original grade under this policy.

- Before repeating a course for grade replacement, a student must receive approval from the Dean of Instruction.
- College honors will be determined on the basis of a cumulative grade point average that includes ALL grades earned, even those replaced according to this policy.

To process a request for grade replacement, the student is responsible for completing all of the following steps:

- obtain a grade replacement form from the Office of the Dean of Instruction;
- ensure that the previous and current courses are exactly the same;
- enroll (register); and
- receive signature approval from the Registrar on the form and return it to the Office of Admission and Records before the 12th class day for the fall and spring semesters, fourth class day for Summer I and Summer II and first class day for mini-sessions.

This policy only applies to repeated courses for grade replacement beginning with the fall 2001 semester.

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.

Grading System

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

The grade of "W" or "Q" is given if the withdrawal or drop is made before the penalty date and/or if the student is passing at the time of withdrawal or drop.

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 most 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; there is a form available for this 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 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 Dean of Instruction may authorize a grade change after reviewing grade records. The written instruction for a grade change should be accompanied by a statement explaining the reason for the change and must be signed by the division director and the Dean of Instruction.

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 LSC-O 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 accessing the Online Student Information System via the Internet at www.lSCO.edu, and by logging on to MYLSCO.edu 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 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, for that semester, a grade point average of 3.4 or above. This list is the Dean's List and is announced by the Dean of Instruction after each fall and spring semester.

President's List

At the end of each 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, for that semester, a grade point average of 4.0. This list is announced by the President after each fall and spring semester.

Change of Major

Students wishing to change their majors must have the approval of the division director. 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 their assigned advisor.

Changing Schedules

All section changes, adds, and drops must be approved by either the advisor, the division director or Advising and Counseling Center personnel. 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.

Dropping Courses

After consultation with the instructor, a student may drop a course and receive a grade of "Q" during the first six weeks--two weeks in the summer session--of the semester. For drops after this penalty-free period, the instructor records a grade of "Q" or "F" on the drop form, indicating that the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned on the grade sheet unless an official drop has been processed through the Office of Admission and Records. 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. A student may not drop a course after the published deadline. It is the student's responsibility to obtain all required signatures on the drop form before the end of the drop period. Prior to dropping a course students should meet with their advisors.

Six Drop Rule

Limitations on 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 high 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 (LSC-O); 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 LSC-O 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 LSC-O 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 Dean of Instruction. 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 director that the student be dropped from the course. If this action is taken after the first six weeks of the semester, a grade of "F" may be recorded for the course. In the case of an instructor-initiated drop the student's advisor will be notified.

Withdrawals

Students wishing to withdraw from all classes must fill out withdrawal petitions in the Office of Admission and Records. Students must clear all financial obligations and return all books, laboratory equipment, and other materials. Four copies of the withdrawal form signed by the division director, the Business Office, Office of Financial Aid and the Vice President for Student Services are presented to the Office of Admission and Records by the student. 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 Business Office will return such fees as are refundable according to the schedule shown under the "Fees" section of this catalog. After the penalty-free period the instructor may assign a grade of "F" for courses at the time of withdrawal.

A student may not withdraw after the published deadline. A student who leaves without withdrawing officially 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 their advisor.

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.

Academic Probation and Suspension

Students are expected to make acceptable scholastic progress toward their degree objectives. A "C" is the minimum satisfactory grade and a "C" average--a 2.0 grade point average (GPA)--constitutes satisfactory performance. Students earning less than a "C" (2.0) GPA are not making satisfactory academic progress and will be put on scholastic probation for as long as this deficiency exists. The grade point deficiency is the number of grade points fewer than those required for a "C" average.

A student with a grade point deficiency of 25 or more grade points at the end of the fall and spring semesters shall be suspended. However, no first-time college student shall be suspended at the end of his or her first semester of attendance.

Students returning from an academic suspension must continue to reduce their grade point deficiencies every semester of enrollment until the deficiencies are eliminated. If students fail to reduce their deficiencies in any one semester, they will be suspended again unless approved for probationary re-enrollment by the Vice President for Academic Affairs.

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 for additional information.

Academic Appeals Procedures

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 Vice President for Student Services.

When approved by the Vice President for 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 appeals procedure for any courses used to award the degree or to calculate the cumulative grade point average.

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 director or Dean of Instruction. 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 director 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 LSC-O subsequent to earning credit by exam. A fee of \$25.00 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 1406-1407
Calculus		
AB Test	Score of 3 or above	Math 1325 or Math 2413
BC Test	Score of 3 or above	Math 2312, 2413, & 2914
Chemistry	Score of 3 or above	Chemistry 1411
Computer Science		
A Test	Score of 4 or 5	Computer Science 1420
AB Test	Score of 4 or 5	Computer Science 2420
Economics (Micro)	Score of 3 or above	Economics 2302
Economics (Macro)	Score of 3 or above	Economics 2301
English	Score of 4 or 5	English 1301-1302
	Score of 3	English 1301
Foreign Language	Score of 3	1311
	Score of 4	1311, 1312
	Score of 5	1311, 1312, 2311
Govern./Compar.	Score of 3 or above	3 hrs. elective

		(non-advanced)
Government/Pols	Score of 3 or above	Government 2302
History/American	Score of 3 or above	History 1301-1302*
History/European	Score of 3 or above	History 2312-2322

* 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 Composition	English	ENGL 1301 Completion of ENGL 1302 with a grade of "C" or better
Foreign Language Chemistry	Spanish Chemistry	0 to 6 semester hours CHEM 1411 if validated by completion of CHEM 1412 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. 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.

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 LSC-O 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 LSC-O 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 LSC-O 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 LSC-O, for those students who may be on academic or disciplinary probation or suspension and/or for beginning freshmen prior to registration at LSC-O.
- 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 LSC-O; 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; however, credit evaluation is not automatic:

- Official transcripts reflecting all completed coursework must be sent directly to Lamar State College-Orange Office of Admission and Records from the issuing institution.
- A Transfer Credit Evaluation Request form must be completed and turned in to the Office of Admission and Records. Transfer credit evaluation will not be processed until all official transcripts have been received.
- Courses will be transferred as credit only, and the grades will not be used in calculating students' GPAs except 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 students completing Transfer Credit Evaluation Requests will be informed of the amount of credit that will transfer 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 Education Evaluation

Policy and Procedures

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 (SACS). 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. A copy of this guide is located in the Office of Admission and Records.

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/co-requisites, 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 LSC-O 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 LSC-O 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 SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of LSC-O 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 Texas Higher Education Assessment (THEA), Compass, or the ASSET test. Students must present scores to register for classes unless otherwise exempt. Students who have missed all reasonable institutional testing opportunities, through no fault of their own, may register for classes, but must take the THEA, ASSET or COMPASS not later than the end of the first semester of enrollment. Students who fail to test during the designated semester will not be permitted to re-enroll in any courses other than non-degree credit courses until they have tested.

The LSC-O 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:

- For a period of five years from the date of testing, a student who is tested and performs at or above the following standards:
 - ACT: composite score of 23 with a minimum of 19 on both the English and mathematics tests;
 - Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1,070 with a minimum of 500 on both the verbal and the mathematics tests
- For a period of three (3) years from the date of testing, a student who is tested and performs 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 three

- A student who has graduated with an associate or baccalaureate degree from an institution of higher education
- 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 equivalent college-level coursework with a “C” or better:
 - Reading-English literature, U.S. history, U.S. government or introductory psychology
 - Writing-English 1301 and English 1302
 - Mathematics-any college-level math course
- A student who has previously attended any institution and has been determined to have met readiness standards by that institution may be waived from TSI requirements as long as they are taking classes listed on the certificate plan declared
- 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
- 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
- A student who is enrolled in a certificate program of one year or less (Level-I certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute or a public state college

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

At Lamar State College-Orange all Level II certificate and degree-seeking students must take the THEA, Compass, or ASSET for placement purposes. Texas Success Initiative requirements do not apply to Level I certificates.

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 LSC-O students who are not otherwise exempt must take the ASSET, Compass, or THEA prior to registration.

Mathematics and English Placement

Diagnostic placement tests in mathematics and English are required for all students who are enrolling in math and/or English for the first time to determine the course most appropriate for the individual's skill level. Results of this test are used for placement into the appropriate level math course. While most students will take only one exam, it is possible that a few may need to take additional exams to determine placement. The math tests take 60 minutes each, and test results will normally be available immediately. English tests take 45 minutes. Although maintained in records for student advising, scores do not appear on the student transcript. Successful completion of the Texas Success Initiative requirements does not eliminate the requirement for math and English placement testing. Students who have received passing grades in math and/or English courses may continue with the next course in the sequence. Students who have failed or dropped will re-enroll at the level indicated previously. The division director can provide additional information about placement.

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.

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 director, 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 approximately 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 to this graduate guarantee policy:

- 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.
- 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 director, 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.



Degrees, Certificates and Institutional Awards

Accelerated Certification for Educators
Program

Transfer and Articulation

General Graduation Requirements

Core Curriculum

Degrees, Certificates and Institutional Awards

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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate of arts, associate of science, and associate of applied science degrees and certificates of completion and is also accredited by the Texas Board of Vocational Nurse Examiners, the Texas Board of Nurse Examiners, the Board of Directors of the American Society of Health-System Pharmacists, the National Accrediting Agency for Clinical Laboratory Sciences, the Department of State Health and Services, and The American Dental Association.

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).

Certificates (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 certificate programs with 42 credit hours or less offered at Lamar State College-Orange are exempt 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 a marketable skill or meet a student's self-defined educational objective.

Accelerated Certification for Educators (ACE) Program

LSC-O offers a high-quality teacher certification program that addresses the needs of individuals interested in a nontraditional route into the teaching profession. The Accelerated Certification for Educators (ACE) Program at LSC-O prepares individuals who hold bachelor degrees for teacher certification by the state of Texas.

This continuing education unit (CEU) teacher training program is based on contact hours, not credit hours, and is approved by the Texas State Board of Educator Certification. The program is for baccalaureate-degreed individuals presently in business/industry seeking career changes, teachers who currently do not have permanent certifications and teachers who need content area specialty. For more information contact the Education Division at (409) 882-3053.

ACE Program Components

- 1) PPR-Pedagogy and Professional Responsibilities
 - Instructional Practices and Learning Environments
 - Guiding Student Behavior (online course)
 - Texas Examinations of Educator Standards (TExES) Exam for PPR
- 2) Content Area
 - Content area course—depends upon certification area
 - Texas Examinations of Educator Standards (TExES) Exam for Content Area
- 3) Field-Based Experience (select one)
 - Internship—one full calendar year equivalent to two full semesters (paid teaching position)
 - Clinical Teaching—one semester lasting approximately 12 weeks (non-paid teaching position)

The ACE Program is intensive, fast-tracked, and modular based. Courses are held on weekday evenings and some Saturdays. Participants may enter the program in January, June or August.

Certification areas that are currently being offered are Generalist EC-6, Math 4-8, Science 4-8, Language Arts/Reading 4-8, Social Studies 4-8, Special Education EC-12, Math 8-12, Health Science Technology Education 8-12, Trade and Industrial Education 8-12, Science 8-12, English/Language Arts 8-12, Physical Education EC-12, Social Studies 8-12, Music EC-12, Art EC-12, Spanish 6-12, and Technology Applications EC-12.

LSC-O reserves the right to modify ACE Program admission, certification, and teaching certificate requirements in keeping with legislative acts and rules established by the Texas Higher Education Coordinating Board and the Texas State Board for Educator Certification.

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 Community College General 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 Community College General 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.
- 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.

Tech Prep Program

Tech Prep is a challenging course of study designed to award college credit for courses taken while in high school. Upon a student's graduation from high school and enrollment in Lamar State College-Orange, his or her high school transcript is evaluated, and the credit hours are applied to the appropriate degree plan at the end of the first semester.

Lamar State College-Orange has Tech Prep articulation agreements in the areas of allied health, criminal justice, information technology and process technology.

The following criteria govern the award of articulated semester-hour credit:

- The student must be identified by the secondary institution as a Tech Prep student.
- College credit earned by students while in high school will partially fulfill the requirements of an associate degree or certificate in an approved Tech Prep program.
- Students must earn at least a grade of "B" in the high school courses to be articulated and earn a minimum of 60 percent on the end-of-course exam for specified courses.
- College credit for articulated course(s) will be posted with a letter grade to the student's college transcript upon the successful completion of at least three semester credit hours in the Tech Prep degree plan.
- No credit hours, whether articulated or earned, will be transcribed until a student has satisfied the testing requirements of the Texas Success Initiative (TSI).
- No credit hours will be transcribed until after the student has graduated from high school.
- Award of articulated course credit will be considered on a case-by-case basis if more than two (2) years have elapsed since the student seeking the credit has graduated from high school.
- High school students interested in this program should contact their counselors for more information.

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 LSC-O;
- 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 LSC-O 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 LSC-O;
- 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 on all courses 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 are exempt 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:

LSC-O 48-Hour Core Curriculum

Subject	Hours
English	6
Mathematics	3
Natural Sciences	8
Fine Arts	3
Literature	3
History	6
Government	6
Social Sciences	3
Communication	3
Physical Education	1
Total Curriculum Hours	42

Any of the following courses may be taken to meet the fine arts or humanities elective in Associate of Applied Science degree plans:

ARTS 1301 Art Appreciation

DRAM1310 Introduction to Theater

ENGL 2322 British Literature I

ENGL 2323 British Literature II

ENGL 2326 Masterworks of American Literature

ENGL 2331 Masterworks of World Literature

ENGL 2341 Forms of Literature

HUMA1315 Understanding the Arts

SPAN 1311 Beginning Spanish I

SPAN 1312 Beginning Spanish II

Core Curriculum Required Courses

3 hours	ENGL 1301 - Composition I	
3 hours	ENGL 1302 - Composition II	
3 hours	Mathematics	
	<i>Choose from these options</i>	
	1314 - College Algebra	1342 - Elementary Statistics
	1316 - Plane Trigonometry	1350 - Fundamentals of Mathematics I
	1324 - Math for Business Applications	1351 - Fundamentals of Mathematics II
	1325 - Elements of Analysis for Bus Applications	2305 - Discrete Mathematics
	1332 - Mathematics for Liberal Arts	2312 - Pre-Calculus Mathematics
		2413 - Calculus and Analytic Geometry
8 hours	Natural Sciences	
	<i>Choose from these options:</i>	
	BIOL 1406 - General Biology I	CHEM 1406 - Introductory Chemistry I
	BIOL 1407 - General Biology II	CHEM 1408 - Introductory Chemistry II
	BIOL 1408 - Introductory Biology I	CHEM 1411 - General Chemistry I
	BIOL 1409 - Introductory Biology II	CHEM 1412 - General Chemistry II
	BIOL 2406 - Environmental Biology	CHEM 2411 - Integrated Chemistry
	BIOL 2420 - Introductory Microbiology	
	GEOL 1403 - Physical Geology	PHYS 1401 - College Physics I
	GEOL 1404 - Historical Geology	PHYS 2411 - Integrated Physics
3 hours	Fine Arts	
	<i>Choose from these options:</i>	
	ARTS 1301 - Art Appreciation	HUMA 1315 - Understanding the Arts
	DRAM 1310 - Introduction to Theater	MUSI 1306 - Music Appreciation
3 hours	Literature	
	<i>Choose from these options:</i>	
	ENGL 2322 - British Literature I	ENGL 2331 - Masterworks of World Literature
	ENGL 2323 - British Literature II	ENGL 2341 - Forms of Literature
	ENGL 2326 - Masterworks of American Literature	
3 hours	HIST 1301 - U.S. History Before 1877	
3 hours	HIST 1302 - U.S. History Since 1877	
3 hours	GOVT 2301 - Introduction to American Government I	
3 hours	GOVT 2302 - Introduction to American Government II	
3 hours	Social Sciences	
	<i>Choose from these options</i>	
	ECON 2301 - Principles of Economics (Macro)	PSYC 2301 - Introduction to Psychology
	ECON 2302 - Principles of Economics (Micro)	SOCI 1301 - Introduction to Sociology
3 hours	Communication	
	<i>Choose from these options:</i>	
	SPCH 1315 - Public Speaking	Any foreign language:
	SPCH 2335 - Argumentation and Debate	SPAN 1311, SPAN 1312
1 hour	Physical Education - PHED 1138, 1238, 1251, 1304	
42 Total Hours		

Degrees, Certificates and Institutional Awards

See Page

Associate of Arts Degrees

- Teaching-Grades EC-6, 4-8, Special Ed EC-12.....110
- Teaching-Core Subjects, Grades 8-12111

Associate of Applied Science Degrees

- Business Management76
- Industrial Technology89
- Information Technology Support Specialist92
- Medical Laboratory Technology.....96
- Medical Office Professional99
- Process Technology104
- Upward Mobility Nursing.....112

Associate of Science Degrees

- Business75
- Communication.....79
- Computer Science80
- Criminal Justice81
- Horticulture88
- Liberal Arts94
- Natural Science102
- Sociology107
- Theater

Certificates of Completion

- Academic Certificate in General Studies74
- Business Management Accounting.....77
- Cisco Network Specialist.....78
- Criminal Justice82
- Criminal Justice Corrections.....83
- Dental Assisting84
- Entrepreneurship86
- Information Technology Support Assistant-Networking.....90
- Information Technology Support Assistant-Software Development.....91
- Instrumentation93
- Medical Administrative Assistant.....95
- Medical Office Assistant.....98
- Medical Transcriptionist101
- Pharmacy Technology103
- Process Technology104
- Safety, Health and Environmental106
- Vocational Nursing114

Institutional Awards

- EMT-Basic85
- Forensic Science87
- Medical Office Receptionist100
- Web Design/Multimedia.....117

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 2301 Introduction to American Government I	3
Fine Arts Choose from DRAM 1310, ARTS 1301, HUMA 1315, or MUSI 1306	3
MATH 1314 College Algebra	3
SPCH 1315 Public Speaking or SPCH 2335 or a Modern Language	3
Semester Hours	15
 Second Semester	
ENGL 1302 Composition II	3
GOVT 2302 Introduction to American Government II	3
HIST 1301 U.S. History Before 1877	3
SCIENCE Natural Science with lab**	4
PHIL 1301 Intro to Philosophy or a Literature Course	3
Semester Hours	16
 Third Semester	
Social Science Choose from ECON 2301, 2302, PSYC 2301, SOCI 1301, GEOG 1301, 1302, or ANTH 2346	3
HIST 1302 U.S. History Since 1877	3
SCIENCE Natural Science with Lab	4
PHED Physical Education	1/2
Semester Hours	11/12
Total Program Hours 42/43	

**Natural Science choices include BIOL 1406, 1407; 1408, 1409; 2406, 2420; CHEM 1406, 1407; 1411, 1412; GEOL 1403, 1404; PHYS 1401. Science courses should be taken in sequence.

Student Notes:

Business

Associate of Science Degree

This two-year academic degree prepares individuals to be 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 Economics (Macro)	3
ENGL 1301	Composition I	3
HIST 1301	U.S. History Before 1877	3
Semester Hours		15
Second Semester		
ACCT 2302	Principles of Accounting II (Managerial)	3
BUSI 1301	Business Principles	3
ECON 2302	Principles of Economics (Micro)	3
ENGL 1302	Composition II	3
HIST 1302	U.S. History Since 1877	3
Semester Hours		15
Third Semester		
GOVT 2301	Introduction to American Government I	3
Math	▶ MATH 1314-College Algebra or ▶ MATH 1324-Mathematics for Business Applications	3
Elective	Communication	3
Elective	Natural Science with Lab	4
PHED	Physical Education	1/2
Semester Hours		14/15
Fourth Semester		
GOVT 2302	Introduction to American Government II	3
PHIL 1301	Introduction to Philosophy or Literature	3
Elective	Humanities/Fine Arts	3
Elective	Natural Science with Lab	4
Elective	Social Science	3
Semester Hours		16
Total Program Hours		61/62

Student Notes:

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.

The degree plan includes up to 36 credit hours of academic courses. Under the current inverted Bachelor of Applied Science degree plan at Lamar University, 24 credit hours of technical courses and all academic classes should transfer to a Bachelor of Applied Science four-year degree. Furthermore, the 36 units in academic courses should transfer to any four-year public college or university in the state of Texas.

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 Economics (Macro)	3
Semester Hours		15
Second Semester		
ACCT 2302	Principles of Accounting II (Managerial)	3
ACNT 1311	Introduction to Computer Accounting	3
ECON 2302	Principles of Economics (Micro)	3
ENGL 1301	Composition I	3
ITSW 1304	Introduction to Spreadsheets	3
Semester Hours		15
Third Semester		
HECO 1307	Personal Finance	3
BUSI 2301	Business Law	3
MRKG 1301	Customer Relations	3
POFT 2312	Business Correspondence and Communication	3
Elective	Speech	3
Semester Hours		15
Fourth Semester		
BMGT 2389	Internship—Business Management	3
BUSG 2309	Small Business Management	3
ACNT/MRKG	▶ ACNT 1329-Payroll Accounting or ▶ MRKG 1311-Principles of Marketing	3
Elective	Humanities or Fine Arts	3
Elective	Science or Math	3
Semester Hours		15
Total Program Hours		60

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 Computing	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	3
Semester Hours			15
Total Program Hours			30

Student Notes:

Cisco Network Specialist

Certificate of Completion

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

	Credit Hours
First Semester	
ITCC 1310 Cisco Discovery 1: Networking for Home and Small Business	3
	<hr/>
Second Semester	
ITCC 1311 Cisco Discovery 2: Working at a Small-to-Medium Business or ISP	3
	<hr/>
Third Semester	
ITCC 1312 Cisco Discovery 3: Introduction to Routing and Switching in the Enterprise	3
Fourth Semester	
ITCC 1313 Cisco Discovery 4: Designing and Supporting Computer Networks	3
Elective IT Course	3
	<hr/>
Total Program Hours	15

Student Notes:

Communication

Associate of Science Degree

This degree is recommended for students who plan to pursue Bachelor of Science 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.

First Semester			Credit Hours
ENGL 1301	Composition I		3
PHED	Physical Education		1/2
SPCH 1311	Introduction to Speech Communication		3
Elective	Natural Science with Lab		4
Elective	Social Science		3
			Semester Hours 14/15
Second Semester			
ENGL 1302	Composition II		3
GOVT 2301	Introduction to American Government I		3
SPCH 1315	Public Speaking		3
Elective	Natural Science with Lab		4
Elective	▶ PHIL 1301-Introduction to Philosophy or		3
	▶ Any Literature Course		
			Semester Hours 16
Third Semester			
GOVT 2302	Introduction to American Government II		3
HIST 1301	U.S. History Before 1877		3
MATH	▶ MATH 1314-College Algebra or		3
	▶ MATH 1332-Math for Liberal Arts		
SPCH 2335	Argumentation and Debate		3
Elective	Any elective towards a BA or BS degree		3
			Semester Hours 15
Fourth Semester			
HIST 1302	U.S. History Since 1877		3
SPCH 1318	Interpersonal Communication		3
SPCH 2341	Oral Interpretation of Literature		3
Elective	Fine Arts		3
Elective	Any elective towards a BA or BS degree		3
			Semester Hours 15
			Total Program Hours 60/61

Student Notes:

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.

First Semester			Credit Hours
COSC 1301	Introduction to Computing		3
BCIS 1310	Programming Methodology		3
ENGL 1301	Composition I		3
HIST 1301	U.S. History Before 1877		3
MATH 1314	College Algebra		3
PHED	Physical Education		1/2
Semester Hours			16/17
Second Semester			
BCIS 1316	Visual Basic		3
ENGL 1302	Composition II		3
HIST 1302	U.S. History Since 1877		3
MATH 2305	Discrete Mathematics		3
Elective	Fine Arts		3
Semester Hours			15
Third Semester			
COSC 1336	Programming Fundamentals I		3
GOVT 2301	Introduction to American Government I		3
Elective	Natural Science with Lab*		4
Elective	Social Science		3
Semester Hours			13
Fourth Semester			
COSC 1337	Programming Fundamentals II		3
GOVT 2302	Introduction to American Government II		3
Elective	▶ PHIL 1301-Introduction to Philosophy or		3
	▶ Any Literature Course		
Elective	Communication		3
Elective	Natural Science with Lab*		4
Semester Hours			16
Total Program Hours			61/62

*Science courses must be taken sequentially.

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
CRIJ 2314	Criminal Investigation	3
ENGL 1301	Composition I	3
PHED	Physical Education	1/2
Elective	Natural Science with Lab	4
Semester Hours		14/15
Second Semester		
CRIJ/FORS	▶ CRIJ 1307 - Crime in America or ▶ CRIJ 1313 - Juvenile Justice or ▶ CRIJ 2323 - Legal Aspects of Law Enforcement or ▶ FORS 2440 - Forensic Science I	3/4
ENGL 1302	Composition II	3
GOVT 2301	Introduction to American Government I	3
Elective	Fine Arts	3
Elective	Natural Science with Lab	4
Semester Hours		16/17
Third Semester		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2328	Police Systems and Practices	3
GOVT 2302	Introduction to American Government II	3
HIST 1301	U.S. History Before 1877	3
MATH	▶ MATH 1314-College Algebra or ▶ MATH 1332-Math for Liberal Arts	3
Semester Hours		15
Fourth Semester		
CRIJ 1306	Court Systems and Practices	3
CRIJ 2313	Correctional Systems and Practices	3
HIST 1302	U.S. History Since 1877	3
Elective	▶ PHIL 1301-Introduction to Philosophy or ▶ Any Literature Course	3
Elective	Communication	3
Elective	Social Science Core	3
Semester Hours		18
Total Program Hours		63-65

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. These fields have a high demand for well-trained and educated individuals who are committed to serve the public. 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	2314	Criminal Investigation	3
CJCR		▶ CJCR 1381-Co-op in Criminal Justice or	3/4
		▶ CJCR 1400-Basic Jail Course*	
Elective		Free Elective	3
Semester Hours			15/16
Second Semester			
CRIJ		▶ CRIJ 1307-Crime in America or	3
		▶ CRIJ 1313-Juvenile Justice	
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2313	Correctional Systems and Practices	3
CRIJ	2328	Police Systems and Practices	3
ENGL	1301	Composition I	3
Semester Hours			15
Total Program Hours			30/31

*Students taking CJCR 1400 must take CJCR 1381 as a co-requisite.

Student Notes:

Criminal Justice Corrections

Certificate of Completion

This certificate will provide training for students interested in preparing themselves for careers as county jailers. 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		▶ CJCR 1381-Co-op in Criminal Justice or	3/4
		▶ CJCR 1400-Basic Jail Course*	
CRIJ	2313	Correctional Systems and Practices	3
Semester Hours			6/7
Total Program Hours			15/16

*Students taking CJCR 1400 must take CJCR 1381 as a co-requisite.

Student Notes:

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. The 40-credit-hour curriculum was developed using the American Dental Association's guidelines and should prepare students for the certification examination through the Dental Assisting National Board.

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 the TEAS test and a background check before entrance to the program is granted. Students in the program are waived from TSI requirements. However, LSC-O may require a placement test for the English course.

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 I	3
DNTA 1311 Dental Science	3
DNTA 1315 Chairside Assisting	3
DNTA 1401 Dental Materials	4
SPCH 1318 Interpersonal Communication	3
Semester Hours	16
Second Semester	
DNTA 1241 Dental Laboratory Procedures	2
DNTA 1245 Preventive Dentistry	2
DNTA 1249 Dental Radiology Techniques	2
DNTA 1251 Dental Office Management	2
DNTA 1353 Dental Assisting Applications	3
DNTA 1660 Clinical I-Dental Assistant	6
Semester Hours	17
Summer I Semester	
ENGL 1301 Composition I	3
Semester Hours	3
Summer II Semester	
DNTA 2461 Clinical II-Dental Assistant	4
Semester Hours	4
Total Program Hours	40

Emergency Medical Services

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.

EMT–Basic

Institutional Award

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

First Semester

EMSP 1501	Emergency Medical Technology-Basic	5
EMSP 1160	Clinical EMT-Basic	<u>1</u>
	Semester Hours	6
	<i>Total Program Hours</i>	6

Student Notes:

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 a large corporate environment.

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		3
ECON 2301	Principles of Economics (Macro)		3
ENGL 1301	Composition I		3
MRKG 1311	Principles of Marketing		3
Semester Hours			18
Total Program Hours			33

Student Notes:

Forensic Science

Institutional Award

This curriculum will prepare students for a field of forensic science by combining introductory criminal justice with forensic science courses. These courses may be applied toward a certificate or associate degree in Criminal Justice.

First Semester			Credit Hours
CRIJ	2314	Criminal Investigation	3
FORS	2440	Forensic Science I	4
Semester Hours			<u>7</u>
Second Semester			
CRIJ	1310	Fundamentals of Criminal Law	3
FORS	2450	Forensic Science II	4
Semester Hours			<u>7</u>
Total Program Hours			14

Student Notes:

Horticulture

Associate of Science Degree

This degree is recommended for students who plan to pursue Bachelor of Science degrees in horticulture. 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
GOVT 2301 Introduction to American Government I	3
PHED Physical Education	2
BIOL 1406 General Biology I	4
Semester Hours	12
 Second Semester	
ENGL 1302 Composition II	3
PHIL 1301 Introduction to Philosophy or any Literature course	3
SPCH 1315 Public Speaking	3
MATH 1324 Math for Business for Social Sciences I	3
BIOL 1407 General Biology II	4
Semester Hours	16
 Third Semester	
HORT 1401 Horticulture	4
HIST 1301 U.S. History Before 1877	3
MATH 1325 Math for Business and Social Sciences II	3
Elective Fine Arts	3
CHEM 1411 General Chemistry I	4
Semester Hours	17
 Fourth Semester	
CHEM 1412 General Chemistry II	4
GOVT 2302 Introduction to American Government II	3
HIST 1302 U.S. History Since 1877	3
Elective Social Science	3
Elective Any elective towards a BA or BS degree	3
Semester Hours	16
Total Program Hours	61

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 in Industrial Technology at Lamar University.

	Credit Hours
First Semester	
COSC 1301 Introduction to Computing	3
ENGL 1301 Composition I	3
PTAC 1302 Introduction to Process Technology	3
PTAC 1308 Safety, Health and Environment	3
PTAC 1332 Process Instrumentation I	3
TECM 1303 Technical Math Calculations	3
Semester Hours	18
Second Semester	
MATH 1314 College Algebra	3
OSHT 2401 OSHA Regulations	4
PTAC 1410 Process Technology I - Equipment	4
PTAC 2436 Process Instrumentation II	4
SPCH 1315 Public Speaking	3
Semester Hours	18
Summer I Semester	
Elective Humanities <u>or</u> Fine Arts	3
Semester Hours	3
Summer II Semester	
SOCI 1301 Introduction to Sociology	3
Semester Hours	3
Third Semester	
ELPT 1311 Basic Electrical Theory	3
EPCT 1301 Hazardous Waste	3
EPCT 1305 Environmental Regulations and Overview	3
INMT 1305 Introduction to Industrial Maintenance	3
Semester Hours	12
Fourth Semester	
CTEC/EPCT ▶ CTEC 2387-Internship—Process Technology <u>or</u> ▶ EPCT 2389-Internship—Environmental	3
EPCT 1341 Principles of Industrial Hygiene	3
PTAC 2314 Principles of Quality	3
PTAC 2446 Process Troubleshooting	4
	13
Total Program Hours	67

Information Technology Support Assistant

Networking Specialization

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	1310	Networking for Home and Small Business (CCNA 1)	3
ITSC	1325	Personal Computer Hardware	3
POFT	1127	Introduction to Keyboarding	1
Semester Hours			10
Second Semester			
BUSI	1301	Business Principles	3
ITCC	1311	Working at a Small-to-Medium Business or ISP (CCNA 2)	3
ITSY	1342	Information Technology Security	3
ITNW	1354	Implementing and Maintaining Servers	3
Semester Hours			12
Third Semester			
ITCC	1312	Introducing Routing and Switching in the Enterprise (CCNA 3)	3
ITSW	1307	Introduction to Database	
POFT	2312	Business Correspondence and Communication	3
			3
Semester Hours			9
Fourth Semester			
ITCC	1313	Designing and Supporting Computer Networks (CCNA 4)	3
ITSE	1345	Introduction to Oracle SQL	3
ITSW	1304	Introduction to Spreadsheets	3
Semester Hours			9
Total Program Hours			40

Student Notes:

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
BCIS	1310	Programming Methodology	3
COSC	1301	Introduction to Computing	3
ITCC	1310	Networking for Home and Small Business (CCNA 1)	3
ITSW	1307	Introduction to Database	3
ITSC	1325	Personal Computer Hardware	3
Semester Hours			15
Second Semester			
BCIS	1316	Visual Basic Programming	3
IMED	1316	Web Design I	3
ITSW	1304	Introduction to Spreadsheets	3
ITSE	1345	Introduction to Oracle SQL	3
ITSY	1342	Information Technology Security	3
Semester Hours			15
Third Semester			
BUSI	1301	Business Principles	3
POFT	2312	Business Correspondence and Communication	3
POFT	1127	Introduction to Keyboarding	1
Semester Hours			7
Total Program Hours			37

Student Notes:

Information Technology Support Specialist

Associate of Applied Science Degree

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

First Semester			Credit Hours
BCIS	1310	Programming Methodology	3
COSC	1301	Introduction to Computing	3
ITCC	1310	Networking for Home and Small Business (CCNA 1)	3
ITSC	1325	Personal Computer Hardware	3
POFT	1127	Introduction to Keyboarding	1
Elective		Humanities <u>or</u> Fine Arts	3
Semester Hours			16
Second Semester			
BCIS	1316	Visual Basic Programming	3
ITCC	1311	Working at a Small-to-Medium Business or ISP (CCNA 2)	3
ITSW	1304	Introduction to Spreadsheets	3
ITNW	1354	Implementing and Maintaining Servers	3
Elective		Social <u>or</u> Behavioral Sciences	3
Semester Hours			15
Third Semester			
BUSI	1301	Business Principles	3
ITCC	1312	Introducing Routing and Switching in the Enterprise (CCNA 3)	3
ITSW	1307	Introduction to Database	3
POFT	2312	Business Correspondence and Communication	3
MATH		▶ MATH 1314-College Algebra <u>or</u>	3
		▶ MATH 1324-Mathematics for Business Applications <u>or</u>	
		▶ MATH 1332-Mathematics for Liberal Arts	
Semester Hours			15
Fourth Semester			
ITCC	1313	Designing and Supporting Computer Networks (CCNA 4)	3
ITSE	1345	Introduction to Oracle SQL	3
IMED	1316	Web Design I	3
ITSY	1342	Information Technology Security	3
ITSC	2387	Internship—ITSS Program	3
SPCH	1318	Interpersonal Communication	3
Semester Hours			18
Total Program Hours			64

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		MATH 1314 - College Algebra or MATH 1332 - Mathematics for Liberal Arts	3
Semester Hours			17
Second Semester			
CETT	1405	AC Circuits	4
INCR	1442*	Fundamentals of Measurement & Process Control	4
INTC	1301	Principles of Industrial Measurement	3
PTAC	1308	Health, Safety & Environmental Measurement	3
Semester Hours			14
Total Program Hours			31

*Capstone course; prerequisite: INCR 1402

Liberal Arts

Associate of Science 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 or for students who have collected hours in a variety of disciplines, perhaps by changing majors.

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 2301	Introduction to American Government I		3
PHED	Physical Education		1/2
Elective	Any elective towards a BA or BS degree		3
Elective	Natural Science with Lab		4
Semester Hours			14/15
Second Semester			
ENGL 1302	Composition II		3
PHIL 1301	Introduction to Philosophy or Any Literature Course		3
SPCH 1315	Public Speaking		3
Elective	Any elective towards a BA or BS degree		3
Elective	Natural Science with Lab		4
Semester Hours			16
Third Semester			
HIST 1301	U.S. History Before 1877		3
MATH	▶ MATH 1314-College Algebra or ▶ MATH 1332-Mathematics for Liberal Arts		3
Elective	Fine Arts		3
Elective	Any elective towards a BA or BS degree		3
Elective	Any elective towards a BA or BS degree		3
Semester Hours			15
Fourth Semester			
GOVT 2302	Introduction to American Government II		3
HIST 1302	U.S. History Since 1877		3
Elective	Social Science		3
Elective	Any elective towards a BA or BS degree		3
Elective	Any elective towards a BA or BS degree		3
Semester Hours			15
Total Program Hours			60/61

Student Notes:

Medical Administrative Assistant

Certificate of Completion

This program is designed to prepare individuals to work in administrative roles in health care facilities. Skills are developed in computer applications, medical office procedures, and financial management. In addition, the student learns basic human anatomy, physiology, and disease conditions.

First Semester			Credit Hours
HITT 1305	Medical Terminology I		3
MRKG 1301	Customer Relations		3
POFM 1309	Medical Office Procedures		3
POFT 1329	Beginning Keyboarding		3
COSC 1301	Introduction to Computing		3
Semester Hours			15
Second Semester			
HPRS 2321	Medical Law and Ethics for Office Personnel		3
MRMT 1307	Medical Transcription I		3
POFM 1300	Medical Coding Basics		3
POFM 1327	Medical Insurance		3
BIOL 2404	Anatomy and Physiology		4
Semester Hours			16
Third Semester			
ACCT 2301	Principles of Accounting I (Financial)	POFM 2333	3
	Medical Document Production	POFM 2386 Internship—Medical	3
	Office		3
BMGT 1301	Supervision		3
SPCH 1318	Interpersonal Communication		3
Semester Hours			15
Total Program Hours			46

Student Notes:

Medical Laboratory Technology

Associate of Applied Science Degree

Lamar State College-Orange offers a two-year program designed to provide understanding, proficiency, and skill in medical laboratory technology (MLT). Upon completion of the program, the student is granted the Associate of Applied Science degree and is eligible to apply for the certification examination given by the Board of Registry of the American Society of Clinical Pathologists (ASCP) and/or the National Certification Agency for Medical Laboratory Personnel (NCA).

To be considered for admission to the Medical Laboratory Technology Program, a student must:

- be accepted as a student at LSC-O;
- submit an application to the Medical Laboratory Technology Program;
- submit transcript(s) of all college work completed;
- submit high school transcript or GED certificate if the student has no previous college hours;
- satisfy the TSI requirements;
- submit proof of qualifying medical exam and required immunizations the semester before clinicals; and
- have completed prerequisites.

Applicants are encouraged to take the general academic courses (non-MLAB) listed on the degree plan prior to applying to the Medical Laboratory Technology Program. MLAB students are required to earn “C” or above in all MLAB and science courses listed on the degree plan.

General BIOL 1406 and 1407 are recommended if the student plans to pursue a baccalaureate degree for medical technology.

Complete information about the Medical Laboratory Technology Program, including admissions requirements, application deadlines, uniform and accessories expenses, etc., is available from the Allied Health Division. Additional questions regarding medical laboratory technology may be addressed to the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, Illinois, 60018, or by phone at (773) 714-8880.

Prerequisites		Credit Hours
BIOL 1406	General Biology I or	4
BIOL 2401	Human Anatomy and Physiology I	
BIOL 1407	General Biology II or	4
BIOL 2402	Human Anatomy and Physiology II	
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
Prerequisite Hours		16

(This plan is continued on the next page.)

Medical Laboratory Technology (continued)

		Credit Hours
First Semester		
MATH 1314	College Algebra	3
MLAB 1201	Introduction to Clinical Laboratory Science	2
PLAB 1223	Phlebotomy	2
MLAB 1227	Coagulation	2
MLAB 1415	Hematology	4
Semester Hours		<u>13</u>
Second Semester		
COSC 1301	Introduction to Computing	3
MLAB 1311	Urinalysis and Body Fluids	3
MLAB 1335	Immunology/Serology	3
MLAB 2431	Immunoematology	4
Semester Hours		<u>13</u>
Summer Semester		
ENGL 1301	Composition I	3
Semester Hours		<u>3</u>
Third Semester		
MLAB 2401	Clinical Chemistry	4
MLAB 2434	Clinical Microbiology	4
PSYC/SOCI	▶ PSYC 2301-Introduction to Psychology or ▶ SOCI 1301-Introduction to Sociology	3
Elective	Humanities or Fine Arts	3
Semester Hours		<u>14</u>
Fourth Semester		
MLAB 2232	Seminar in Medical Laboratory Technology	2
MLAB 2663	Clinical—Medical Laboratory Technician	6
SPCH 1318	Interpersonal Communication	3
Semester Hours		<u>11</u>
Total Program Hours		70

Student Notes:

Medical Office Assistant

Certificate of Completion

This program is designed for individuals considering employment with medical offices performing clerical functions. Emphasis is placed on skill development in clerical functions such as reception, scheduling, filing, insurance billing, patient relations, and technical procedures.

First Semester			Credit Hours
COSC	1301	Introduction to Computing	3
HITT	1305	Medical Terminology I	3
MRKG	1301	Customer Relations	3
POFM	1309	Medical Office Procedures	3
POFT	1329	Beginning Keyboarding	3
Semester Hours			15
Second Semester			
BIOL	2404	Anatomy and Physiology	4
HPRS	2321	Medical Law and Ethics for Office Personnel	3
MRMT	1307	Medical Transcription I	3
POFM	1300	Medical Coding	3
POFM	1327	Medical Insurance	3
Semester Hours			16
Total Program Hours			31

Student Notes:

Medical Office Professional

Associate of Applied Science Degree

This program is designed for individuals considering employment with medical offices performing clerical functions. Emphasis is placed on interpersonal communication, familiarization with administrative duties, skill development in clerical functions such as reception, scheduling, filing, billing, completion of insurance claims, patient relations, medical terminology, International Classification of Diseases ninth edition (ICD-9), Physicians' Current Procedural Terminology (CPT) coding, transcribing medical reports, processing insurance claim denials, and technical procedures.

First Semester			Credit Hours
HITT 1305	Medical Terminology I		3
MRKG 1301	Customer Relations		3
POFM 1309	Medical Office Procedures		3
POFT 1329	Beginning Keyboarding		3
COSC 1301	Introduction to Computing		3
Semester Hours			15
Second Semester			
HPRS 2321	Medical Law and Ethics for Office Personnel		3
MRMT 1307	Medical Transcription I		3
POFM 1300	Medical Coding Basics		3
POFM 1327	Medical Insurance		3
BIOL 2404	Anatomy and Physiology		4
Semester Hours			16
Third Semester			
ACCT 2301	Principles of Accounting I (Financial)		3
BMGT 1301	Supervision		3
SPCH 1318	Interpersonal Communication		3
POFM 2386	Internship—Medical Office		3
POFM 2333	Medical Document Production		3
Semester Hours			15
Fourth Semester			
BUSI 1301	Business Principles		3
ITSW 1304	Introduction to Spreadsheets		3
POFT 2312	Business Correspondence and Communication		3
Elective	Social/Behavioral Science		3
Elective	Humanities <u>or</u> Fine Arts		3
Semester Hours			15
Total Program Hours			61

Student Notes:

Medical Office Receptionist

Institutional Award

This program is designed to prepare individuals to work in health care facilities as receptionists. Receptionists register new patients, use proper telephone techniques, schedule appointments, file medical records, process mail, understand medical terminology, etc. Students use both manual and computerized systems to organize medical offices.

First Semester			Credit Hours
HITT 1305	Medical Terminology I		3
MRKG 1301	Customer Relations		3
POFM 1309	Medical Office Procedures		3
POFT 1329	Beginning Keyboarding		3
		Semester Hours	12
		Total Program Hours	12

Student Notes:

Medical Transcriptionist

Certificate of Completion

Graduates of the medical office transcriptionist program are in demand for positions in hospitals, laboratories and clinics. They also have unique opportunities to work from home on a contractual or per diem basis. The primary duty is transcription of medical dictation into the appropriate report format. This includes radiology, consultation, operative, pathology, and multi-specialty reports. Professional credentialing is offered through the Association for Healthcare Documentation Integrity (AHDI).

First Semester			Credit Hours
BIOL	2404	Anatomy and Physiology	4
HITT	1305	Medical Terminology I	3
HPRS	2321	Medical Law and Ethics for Office Personnel	3
MRMT	1307	Medical Transcription I	3
POFT	1329	Beginning Keyboarding	3
			3
Semester Hours			16
Second Semester			
MRMT	2333	Medical Transcription II	3
POFM	2333	Medical Document Production	3
			3
Semester Hours			6
Total Program Hours			22

Student Notes:

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.

First Semester		Credit Hours
Science	▶ BIOL 1406-General Biology I or ▶ GEOL 1403-Physical Geology or ▶ CHEM 1411-General Chemistry	4
ENGL 1301	Composition I	3
HIST 1301	U.S. History Before 1877	3
MATH 1314	College Algebra	3
Elective	PHIL 1301-Introduction to Philosophy or Literature	3
Semester Hours		16
Second Semester		
ENGL 1302	Composition II	3
HIST 1302	U.S. History Since 1877	3
MATH	▶ MATH 2312-Precalculus or ▶ MATH 1342-Elementary Statistics or ▶ MATH 2413-Calculus I	3/4
Science	▶ BIOL 1407-General Biology* II or ▶ GEOL 1404-Historical Geology* or ▶ CHEM 1412-General Chemistry*	4
PHED	Physical Education	1/2
Semester Hours		14/16
Third Semester		
GOVT 2301	Introduction to American Government I	3
Science	▶ CHEM 1411-General Chemistry* I or ▶ GEOL 1403-Physical Geology*	4
Elective	▶ BIOL 2420-Microbiology* or ▶ Any GEOL Course*	4
Elective	Fine Arts	3
Semester Hours		14
Fourth Semester		
GOVT 2302	Introduction to American Government II	3
Elective	▶ CHEM 1412-General Chemistry II* or ▶ GEOL 1404-Historical Geology*	4
Elective	Natural Science with Lab*	4
Elective	Social Science	3
Elective	SPCH 1315-Public Speaking or a Modern Language	3
Semester Hours		17

Total Program Hours 61/63

*Science courses must be taken sequentially.

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 TEAS Test 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
HITT 1305	Medical Terminology I		3
MRKG 1301	Customer Relations		3
PHRA 1301	Introduction to Pharmacy		3
PHRA 1305	Drug Classification		3
PHRA 2260	Clinical—Pharmacy Technician		2
Semester Hours			14
Second Semester			
ENGL 1301	Composition I		3
PHRA 1309	Pharmaceutical Mathematics I		3
PHRA 1445	Intravenous Admixture/Sterile Compounding		4
PHRA 2361	Clinical—Pharmacy Technician		3
SPCH 1318	Interpersonal Communication		3
Semester Hours			16
Total Program Hours			30

Student Notes:

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 1308	Safety, Health and Environment	3
PTAC 1332	Process Instrumentation	3
TECM 1303	Technical Math Calculations	3
Semester Hours		18
Second Semester		
MATH	▶ MATH 1314 - College Algebra <u>or</u> ▶ MATH 1332 – Mathematics for Liberal Arts	3
OSHA 2401	OSHA Regulations	4
PTAC 1410	Process Technology I - Equipment	4
PTAC 2436	Process Instrumentation II	4
SPCH 1315	Public Speaking	3
Semester Hours		18
Summer I Semester		
Elective	Humanities/Fine Arts	3
Semester Hours		3
Summer II Semester		
SOCI 1301	Introduction to Sociology	3
Semester Hours		3
<i>42 hours completes Process Technology Certificate</i>		
Third Semester		
CHEM 1411	General Chemistry I	4
PHYS 1401	College Physics I	4
PTAC 2314	Principles of Quality	3
PTAC 2420	Process Technology II-Systems	4
Semester Hours		15
Fourth Semester		
CTEC 2480	Coop. Ed./CTEC 2445 Unit Ops	4
PTAC 2438	Process Technology III-Operations	4
PTAC 2446	Process Troubleshooting	4
Semester Hours		12
Total Program Hours		69

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. Upon completion of this certificate, students will be able to transfer coursework to Lamar Institute of Technology or McNeese State University System to complete a two-year degree in process technology.

First Semester			Credit Hours
COSC	1301	Introduction to Computing	3
ENGL	1301	Composition I	3
PTAC	1302	Introduction to Process Technology	3
PTAC	1308	Safety, Health and Environment	3
PTAC	1332	Process Instrumentation I	3
TECM	1303	Technical Math Calculations	3
			3
			Semester Hours 18
Second Semester			
MATH	▶ MATH 1314 - College Algebra or ▶ MATH 1332 - Mathematics for Liberal Arts		3
OSHT	2401	OSHA Regulations	4
PTAC	1410	Process Technology I-Equipment	4
PTAC	2436	Process Instrumentation II	4
SPCH	1315	Public Speaking	3
			3
			Semester Hours 18
Summer I Semester			
Elective	Humanities or Fine Arts		3
			3
			Semester Hours 3
Summer II Semester			
SOCI	1301	Introduction to Sociology	3
			3
			Semester Hours 3
			3
			Total Program Hours 42

Student Notes:

Safety, Health, 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 created 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	3
EPCT 1305 Environmental Regulations	3
EPCT 1341 Industrial Hygiene	3
TECM 1303 Technical Math	<u>3</u>
Semester Hours	18
Second Semester	
EPCT 1349 Environment Regulation Interpretation	3
EPCT 2389 Internship—Environmental	3
OSHT 2401 OSHA Regulations	4
PTAC 1308 Safety, Health and Environment	3
SPCH 1315 Public Speaking	<u>3</u>
Semester Hours	16
Summer I Semester	
MATH ▶ MATH 1314-College Algebra <u>or</u>	3
▶ MATH 1332-Math for Liberal Arts	
Elective Humanities <u>or</u> Fine Arts	<u>3</u>
Semester Hours	6
Summer II Semester	
SOCI 1301 Introduction to Sociology	<u>3</u>
	3
Total Program Hours	43

Student Notes:

Sociology

Associate of Science Degree

This degree is recommended for students who plan to pursue Bachelor of Science 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
PHED Physical Education	1/2
SOCI 1301 Introduction to Sociology	3
SPCH 1315 Public Speaking	3
Elective Natural Science with Lab	4
Semester Hours	14/15
 Second Semester	
ENGL 1302 Composition II	3
GOVT 2301 Introduction to American Government I	3
PHIL 1301 Introduction to Philosophy or Any Literature Course	3
SOCI 1306 Social Problems	3
Elective Natural Science with Lab	4
Semester Hours	16
 Third Semester	
GOVT 2302 Introduction to American Government II	3
HIST 1301 U.S. History Before 1877	3
MATH	3
▶ MATH 1314-College Algebra or	
▶ MATH 1332-Math for Liberal Arts	
SOCI	3
▶ SOCI 2301-Marriage and the Family or	
▶ SOCI 2306-Human Sexuality or	
Elective Any elective towards a BA or BS degree	3
Semester Hours	15
 Fourth Semester	
SOCI 2336 Criminology	3
HIST 1302 U.S. History Since 1877	3
SOCI	3
▶ SOCI 2339-Juvenile Delinquency or	
▶ SOCI 2340-Drug Use and Abuse	
Elective Fine Arts	3
Elective Any elective towards a BA or BS degree	3
Semester Hours	15
 Total Program Hours 60/61	

Science courses should be taken in sequential order.

Student Notes:

Theater

Associate of Science Degree

This degree is recommended for students who plan to pursue a Bachelor of Science degree in theater. 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
PHED	Physical Education	1/2
GOVT 2301	Introduction to American Government I	3
DRAM 1310	Introduction to Theater	3
Elective	Natural Science with Lab	4
Semester Hours		14/15
Second Semester		
ENGL 1302	Composition II	3
PHIL 1301	Introduction to Philosophy or Any Literature Course	3
DRAM 1330	Stagecraft	3
SPCH 1315	Public Speaking	3
Elective	Natural Science with Lab	4
Semester Hours		16
Third Semester		
DRAM 1351	Acting I	3
HIST 1301	U.S. History Before 1877	3
MATH	▶ MATH 1314-College Algebra or ▶ MATH 1332-Mathematics for Liberal Arts	3
DRAM 1320	Theater Production	3
DRAM 1342	Costume Design	3
Semester Hours		15
Fourth Semester		
DRAM 1352	Acting II	3
GOVT 2302	Introduction to American Government II	3
HIST 1302	U.S. History Since 1877	3
Elective	Social Science	3
DRAM 1341	Makeup	3
Semester Hours		15
 Total Program Hours		 60/61

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 15 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.)

Student Notes:

Teaching

Grades EC-6, Grades 4-8, Special Ed
Associate of Arts in Teaching Degree (AAT-1)

First Semester			Credit Hours
PHIL 1301	Intro to Philosophy		3
EDUC 1301	Introduction to the Teaching Profession		3
ENGL 1301	Composition I		3
MATH 1314	College Algebra		3
PHED	Physical Education		1/2
HIST 1301	U.S. History Before 1877		3
Semester Hours			16/17
Second Semester			
BIOL 1408	Introduction to Biology I		4
ENGL 1302	Composition II		3
GOVT 2301	Introduction to American Government I		3
HIST 1302	U.S. History Since 1877		3
EDUC 2301	Introduction to Special Populations		3
Semester Hours			16
Third Semester			
GOVT 2302	Introduction to American Government II		3
MATH 1350	Fundamentals of Mathematics		3
Elective	CHEM 2411 or 1406		4
SPCH 1315	Public Speaking		3
LIT/PHIL	▶ any literature course OR		3
	▶ PHIL 1301		
Semester Hours			16
Fourth Semester			
PSYC/SOCI	▶ PSYC 2301-Introduction to Psychology OR		3
	▶ SOCI 1301-Introduction to Sociology		
Elective	Fine Arts-DRAM 1310		3
Elective	Natural Science with Lab		4
MATH	Any college level MATH		3
Semester Hours			13
Total Program Hours			61/62

Student Notes:

Teaching

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

Associate of Arts in Teaching Degree (AAT-2)

First Semester	Credit Hours
PHIL 1301 Introduction to Philosophy	3
EDUC 1301 Introduction to the Teaching Profession	3
ENGL 1301 Composition I	3
HIST 1301 U.S. History Before 1877	3
MATH 1314 College Algebra	3
PHED Physical Education	1/2
Semester Hours	16/17
 Second Semester	
ENGL 1302 Composition II	3
HIST 1302 U.S. History Since 1877	3
GOVT 2301 Introduction to Government I	3
Elective Natural Science with Lab	4
EDUC 2301 Introduction to Special Populations	3
Semester Hours	16
 Third Semester	
GOVT 2302 Introduction to American Government II	3
SPCH 1315 Public Speaking	3
Elective Natural Science with Lab	4
ENGL Any literature course	3
Elective *See Below	3
Semester Hours	16
 Fourth Semester	
FINE ARTS	3
PSYC/SOCI	3
▶ PSYC 2301-Introduction to Psychology or	
▶ SOCI 1301-Introduction to Sociology	
MATH Any college level	3
Elective *See Below	3
Semester Hours	12
 Total Program Hours 60/61	

*See Education Division Director for elective options.

Student Notes:

Upward Mobility Nursing

Associate of Applied Science Degree

The Associate of Applied Science Upward Mobility 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 Upward Mobility Nursing Program. To be considered for admission to the Upward Mobility Nursing Program, students must submit the following to the Allied Health Division:

- application to the Upward Mobility Nursing Program;
- official transcript from State Board-approved Vocational/Practical Nursing Program;
- official transcript(s) of all college work completed;
- official transcript evaluation by LSC-O for all transfer students;
- license number and expiration date of current LVN/LPN license;
- proof of current work experience and a minimum of 1,000 hours of clinical experience at the level of a licensed vocational practical nurse;
- successful completion of BIOL 2401 and BIOL 2402 Human Anatomy and Physiology, BIOL 2420 Introductory Microbiology, a three-hour computer elective or college algebra, RNSG 1300 Health Assessment, RNSG 1311 Nursing Pathophysiology and ENGL 1301 Composition I, with a minimum grade of “C”;
- three letters of reference from a previous or current supervisor;
- copy of current CPR certification;
- Evolve Reach Admission Assessment (A²) Exam profile indicating a composite score of 75 or higher and a reading comprehension score of 75 or higher;
- proof of good mental and physical health;
- completion of Hepatitis B vaccination series;
- complete Intake Interview Form; and
- current satisfactory criminal background check is required prior to full acceptance into the UMN Program.

Complete information about the Upward Mobility Nursing Program, including admission requirements, application deadlines, criminal background policy, and current application forms, is available from the Allied Health Division or on the LSC-O website.

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

- has ever been 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 Board of Nurse Examiners website at www.BON.state.tx.us.

Prerequisites			Credit Hours
BIOL 2401	Human Anatomy and Physiology I		4
BIOL 2402	Human Anatomy and Physiology II		4
BIOL 2420	Introductory Microbiology		4
ENGL 1301	Composition I		3
Elective/MATH	▶ Computer Elective or		3
	▶ MATH 1314-College Algebra		
RNSG 1300	Health Assessment		3
RNSG 1311	Nursing Pathophysiology		<u>3</u>
	Semester Hours		24
Co-requisites			
BIOL 1322	Principles of Nutrition		3
PSYC 2308	Child Psychology		3
PSYC 2311	Adult Development and Aging		3
SPCH	▶ SPCH-1311-Introduction to Speech Communication or		3
	▶ SPCH 1315-Public Speaking		
Elective	Humanities or Fine Arts		<u>3</u>
	Semester Hours		15
First Semester			
RNSG 1210	Introduction to Community-Based Nursing		2
RNSG 1327	Transition/Vocational to Professional Nursing		3
RNSG 2361	Clinical I		<u>3</u>
	Semester Hours		8
Second Semester			
RNSG 2362	Clinical II		3
RNSG 2514	Care of Clients with Complex Health Care Needs		<u>5</u>
	Semester Hours		8
Third Semester			
RNSG 2363	Clinical III		2
RNSG 2535	Integrated Client Care Management		3
RNSG 1207	Nursing Jurisprudence		<u>5</u>
	Semester Hours		10
	Total Program Hours		65

Prerequisites must be completed prior to admission to the Upward Mobility Nursing Program. Co-requisites may be taken at any time but must be completed prior to graduation.

Student Notes:

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 LSC-O 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 Upward Mobility Nursing Program is built. The Upward Mobility Nursing 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 LSC-O, a student must:

- be accepted as a student at Lamar State College-Orange;
- submit transcripts of all college work to the Allied Health Division;
- satisfy the ATI TEAS requirements;
- have a grade of “C” or better in BIOL 2401 and BIOL 2402-Anatomy and Physiology. Although completion of BIOL 1322-Principles of Nutrition and PSYC 2308-Child Psychology is not required for admission to the VN Program, 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. *
- submit a complete application to the Allied Health Division;
- 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 an LSC-O designated company or have obtained a completed Declaratory Order from the Board of Nurse Examiners (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 minimum scores of 80 with the permission of the Director of Vocational Nursing Programs. Students may take the challenge exam only one time. The challenge exam is given at the LSC-O 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 LSC-O VN Program. Complete information about the Vocational Nursing Program, including admission requirements, application deadlines and current application forms, is available from the Allied Health Division.

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 Vocational Nurse Examiners 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 Nurse Examiners 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	2401	Human Anatomy and Physiology I	4
BIOL	2402	Human Anatomy and Physiology II	4
VNSG	1160	Clinical I Practical Nurse	1
VNSG	1323	Basic Nursing Skills	3
Semester Hours			12
First Semester			
BIOL	1322	Principles of Nutrition	3
VNSG	1227	Essentials of Medication Administration	2
VNSG	1331	Pharmacology	3
VNSG	1502	Applied Nursing Skills I	5
VNSG	1561	Clinical II Practical Nurse	5
Semester Hours			18

(This plan is continued on the next page.)

Vocational Nursing-Continued**Second Semester**

PSYC 2308	Child Psychology	3
VNSG 1136	Mental Health	1
VNSG 1222	Vocational Nursing Concepts	2
VNSG 1562	Clinical III Practical Nurse	5
VNSG 2413	Applied Nursing Skills II	4
	Semester Hours	<u>15</u>

Third Semester

VNSG 1138	Mental Illness	1
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1334	Pediatrics	3
VNSG 2214	Applied Nursing Skills III	2
VNSG 2563	Clinical IV Practical Nurse	5
	Semester Hours	<u>14</u>

***Total Program Hours* 59**

Student Notes:

Web Design/Multimedia

Institutional Award

This program is designed to train students interested in Web page creation for business and industry as well as assist educators in incorporating multimedia/video and technology into the classroom. Students will develop skills in a hands-on learning environment. They will learn html programming, web design, and multimedia.

First Semester			Credit Hours
IMED	1301	Introduction to Multimedia	3
ITSE	1311	Beginning Web Programming	3
Semester Hours			<u>6</u>
Second Semester			
IMED	1316	Web Design I	3
Elective		IT Elective	3
Semester Hours			<u>6</u>
Total Program Hours			12

Student Notes:

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” and “TEC” denotes classes in the technical area. Technical courses may or may not transfer to another college or university. Academic courses will 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.

ACCT 2301 3-3-0

Principles of Accounting I

This course addresses the concepts and procedures of financial accounting and reporting for sole proprietorship, partnership, and corporate forms of organization in both service and merchandising firms. It also provides a more in-depth review of accounting for account receivables, short-term investments, inventories, plant assets, liabilities, payroll, stock transactions, dividends, and retained earnings. AC.

ACCT 2302 3-3-0

Principles of Accounting II

This course is a continuation of Accounting 2301 with an emphasis on managerial accounting, budgeting, and accounting for manufacturing organizations. It includes the development of cash flow statements, using the direct and indirect methods, cost behavior and cost-volume-profit analysis, contribution versus the absorption method of financial accounting, developing a capital and master budget for a manufacturing concern, flexible budgets and standards for control, departmental and activity-based accounting, overhead application and job-costing, and process-costing systems. Prerequisite: ACCT 2301. AC.

ACNT 1311 3-3-0

Intro to Computerized Accounting

This is a course in computerized accounting systems that include the hands-on use of accounting software and an analysis of manual versus computerized accounting systems. The software used is a full-fledged accounting package used in businesses using microcomputers in today's market. Prerequisite: ACCT 2301. TEC.

ACNT 1329 3-3-0

Payroll and Business Tax Accounting

This course provides a comprehensive study of payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures, and recordkeeping requirements. The students will first gain a thorough knowledge of manual payroll accounting systems, and then complete a computerized practice set. Prerequisite: ACCT 2301 or concurrent enrollment. TEC.

ARTS 1301 3-3-0

Art Appreciation

This is an introductory course emphasizing the understanding and appreciation of painting, sculpture, architecture, and other art forms. AC.

BCIS 1310 3-2-3

Programming Methodology

This course is designed to teach software theory and structured programming methods used to solve business data problems. It includes discussion of business applications, testing, documentation, input specification, and report generation. Prerequisite: COSC 1301 or concurrent enrollment. AC.

BCIS 1316 3-2-3

Computer Programming (Visual Basic)

This course provides an introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. Prerequisite: BCIS 1310. AC.

BIOL 1322 3-3-0

Principles of Nutrition

This course addresses basic principles of nutrition in health and disease. Topics include food selection and quality of nutrients in normal and therapeutic diets related to physiological and psychological needs of individuals, including consideration of socioeconomic background. AC.

BIOL 1406 4-3-2**General Biology I**

This course provides a survey of biology for science and psychology majors. Topics include biochemistry, cell structure and function, evolution, genetics, and organism diversity. AC.

BIOL 1407 4-3-2**General Biology II**

This course is a continuation of BIOL 1406. Topics include structure and function of organisms (with fetal pig dissection in lab), development, reproduction, and ecology. Prerequisite: BIOL 1406. AC.

BIOL 1408 4-3-2**Introductory Biology I**

This course provides a survey of biology for non-science majors. Topics include organization of life and human body systems, presented in light of health concerns, and current issues. Chemistry is not stressed. Human body systems reviewed include circulatory, respiratory, digestive, sensory, and reproductive. AC.

BIOL 1409 4-3-2**Introductory Biology II**

This course is a continuation of BIOL 1408 with emphasis on organisms, including taxonomic diversity of living things, heredity, evolution, and ecology. BIOL 1408 is helpful but not a prerequisite. Prerequisite: BIOL 1408 helpful but not required. AC.

BIOL 2305 3-3-0**Pathophysiology**

This course is a study of the structure and function of human anatomy, including the neuro-endocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. AC

BIOL 2401 4-3-2**Human Anatomy and Physiology I**

This is a study of the basic principles of human anatomy and physiology with emphasis on interrelationships among body systems. Topics include structure and function of cells and tissues and the muscular, skeletal, nervous, and endocrine systems. AC.

BIOL 2402 4-3-2**Human Anatomy and Physiology II**

This course is a continuation of BIOL 2401. Topics include the circulatory, lymphatic, immunological, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIOL 2401. AC.

BIOL 2406 4-3-2**Environmental Biology**

This course focuses on human interaction with and effect upon plant and animal communities. Topics include conservation, pollution, energy, and other contemporary ecological problems. Prerequisites: None. AC.

BIOL 2420 4-3-2**Introductory Microbiology**

This course addresses microorganisms with emphasis on those of medical significance and problems of personal and community health. Prerequisite: BIOL 1406-1407 or BIOL 2401-2402. AC.

BMGT 1301 3-3-0**Supervision**

This course provides a study of methods of applying psychology to the handling of people; the use of testing methods; the consideration of such factors as morale, group attitudes, motivation, frustration, and fatigue; and the application of psychological studies to human behavior on the job. TEC.

BMGT 2389 3-0-9**Internship—Business Management**

This course offers an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisites: Enrollment in business management program, sophomore standing, a minimum of 30 semester hours in program, and departmental approval. TEC.

BUSG 2309 3-3-0**Small Business Management**

This course covers all the fields of business (marketing, sales, operations, accounting, human resource management, computers, financial management, etc.) with a special emphasis on the problems and opportunities facing small businesses. Each student will develop a detailed business plan to begin and run a new business venture. Prerequisites: ACCT 2301 and BUSI 1301. TEC.

BUSI 1301 3-3-0**Business Principles**

This course is an introduction into the business world and is designed to provide the student with an understanding of the concepts and terminology covering all fields within business. This includes economics, operations management, quality assurance, human resource management, labor relations, marketing, computer information systems, accounting, financial management, and the securities market. AC.

BUSI 2301 3-3-0**Business Law**

This course covers principles of law that form the legal framework for business activity, including contracts, sales, negotiable instruments, agency employment, forms of business organization, and personal and real property. AC.

CETT 1403..... 4-3-4**DC Circuits**

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

CETT 1405..... 4-3-4**AC Circuits**

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

CHEM 1406 4-3-2**Introductory Chemistry I**

This is a survey course in elementary inorganic chemistry for allied health majors. Recommended: MATH 1314 or equivalent. AC.

CHEM 1408 4-3-2**Introductory Chemistry II**

This course is a continuation of CHEM 1406 for allied health majors. Topics include nuclear science, as well as elementary organic and physiological chemistry. Prerequisite: CHEM 1406 or CHEM 1411. AC.

CHEM 1411 4-3-2**General Chemistry I**

This course addresses the general practices, problems, fundamental laws, and theories of general chemistry. Prerequisite: DMTH 0302 or higher or two years of high school algebra. AC.

CHEM 1412 4-3-2**General Chemistry II**

This course is a continuation of CHEM 1411. Topics include properties of the elements, elementary qualitative analysis, and theories of solutions and equilibrium. Prerequisite: CHEM 1411. AC.

COSC 1301..... 3-3-0**Introduction to Computing**

This course provides an 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 towards a student's major field of study in business or computer science. AC.

COSC 1320 3-2-3**Introductory C++ Programming**

This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. It includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Prerequisite: BCIS 1310. AC.

COSC 1336 4-3-4**Programming Fundamentals I**

This course is an introduction to 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. Prerequisite: COSC 1301. AC.

COSC 1337 4-3-4**Programming Fundamentals II**

This course is a review of control structures and data types with an emphasis on structural data types. The course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Topics include the basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336. AC.

COSC 2420 4-3-3**Advanced C++ Programming**

This course provides further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. Prerequisite: COSC 1320. AC.

CRIJ 1301 3-3-0**Introduction to Criminal Justice**

This course includes the history and philosophy of criminal justice and ethical considerations, defines crime and its nature and impact, and provides an overview of criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. AC.

CRIJ 1306 3-3-0**Court Systems and Practices**

This course covers the judiciary in the criminal justice system, structure of American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, and the types and rules of evidence and sentencing. AC.

CRIJ 1307 3-3-0**Crime in America**

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

CRIJ 1310 3-3-0**Fundamentals of Criminal Law**

This course provides a study of the nature of criminal law and its philosophical and historical development, major definitions and concepts, classification of crimes, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. AC.

CRIJ 1313 3-3-0**Juvenile Justice System**

This course provides a study of the juvenile justice process, including 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.

CJCR 1381 3-0-16**Co-op in Criminal Justice**

This is a non-traditional course designed to give the student positive work experience combined with an academic study of criminal justice. TEC.

CJCR 1400 4-3-2**Basic Jail Course**

This course provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmate's rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures, and release procedures. This course is taught in accordance with the current TCLEOSE instructor guides provided by the commission for course #1007. Students taking the basic jail course must also register for CJCR 1381 (Co-op in Criminal Justice). Students taking CJCR 1400 or CJCR 1381 must not have criminal records. Permission of the Director of Criminal Justice is needed before a student can register for the basic jail course. TEC.

CRIJ 2313 3-3-0**Correctional Systems and Practices**

This course covers corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. AC.

CRIJ 2314 3-3-0**Criminal Investigation**

This course provides a study of investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. AC.

CRIJ 2323 3-3-0**Legal Aspects of Law Enforcement**

This course provides a study of police authority and responsibilities, constitutional constraints, laws of arrest, search and seizure, and police liability. AC.

CRIJ 2328 3-3-0**Police Systems and Practices**

This course provides a study of the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. AC.

CTEC 2387 3-0-10**Internship—Process Technology**

This course provides on-the-job experience in business, industry or government agencies. Students will participate in a work-based learning experience that enables them to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: Enrollment in the Industrial Technology Program with 30 completed hours, sophomore standing and department approval. TEC.

CTEC 2445 4-3-3**Unit Operations**

This course provides hands-on experience in process instruments, controls, computers, and mechanical equipment applications. TEC

CTEC 2480 4-1-24**Coop. Ed**

This course provides career related activities encountered in the process operations through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. TEC

DMTH 0300 3-3-0**Pre-Algebra**

This course addresses 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. AC.

DMTH 0301..... 3-3-0**Introduction to Algebra**

This course addresses basic skills, ratio 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: DMTH 0300 or appropriate math placement score. AC.

DMTH 0302..... 3-3-0**Intermediate Algebra**

This course provides a 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. AC.

DNTA 1241..... 2-1-2**Dental Laboratory Procedures**

This course provides the study of dental laboratory procedures, including skills associated with chair-side assisting; pouring, trimming and polishing study casts; preliminary impressions; and fabricating provisional restorations. Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1245, 1249, 1251, 1353 and 1660. TEC.

DNTA 1245..... 2-1-2**Preventive Dentistry**

This course provides the study and prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutrition counseling, visual aids, and oral hygiene instruction for dental patients. Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1249, 1251, 1353 and 1660. TEC.

DNTA 1249..... 2-1-2**Dental Radiology Techniques**

This course provides the practical application of exposing, processing and mounting of dental radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures. Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1245, 1251, 1353 and 1660. TEC.

DNTA 1251..... 2-1-2**Dental Office Management**

This course is an introduction to 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, managing recall systems, federal and state guidelines regarding health care providers, and operating basic business equipment including the computer. Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1245, 1249, 1353 and 1660. TEC.

DNTA 1305..... 3-2-2**Dental Radiology**

This course is an introduction to radiation physics, protection and the operations of radiographic equipment, including: exposure, processing, and mounting of dental radiographs. Specific safety and standard precautions for the classroom and lab settings will be practiced. Co-requisites: DNTA 1311, 1315 and 1401. TEC.

DNTA 1311..... 3-2-2**Dental Science**

This course is an introduction to anatomical systems with emphasis placed on head and neck anatomy. The supporting oral structures, embryology of the teeth and tooth nomenclature are covered. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. Co-requisites: DNTA 1305, 1315 and 1401. TEC.

DNTA 1315..... 3-2-3**Chairside Assisting**

This course is an introduction to pre-clinical chair-side assisting procedures, instrumentation, infection control, equipment safety, and maintenance. Co-requisites: DNTA 1305, 1311 and 1401. TEC.

DNTA 1353..... 3-2-2**Dental Assisting Applications**

This course incorporates comprehensive procedures and applications for the specialties of dentistry. Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1245, 1249, 1251 and 1660. TEC.

DNTA 1401..... 4-3-2**Dental Materials**

This course introduces the theory and structure, properties and procedures related to dental materials. Includes safety and standard precautions practiced in the lab and classroom setting. Co-requisites: DNTA 1305, 1311 and 1315. TEC.

DNTA 1660..... 6-0-18**Clinical I—Dental Assistant**

This course provides 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 introduces a method of instruction providing detailed education, training and workplace experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid, external learning experiences. Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1245, 1249, 1251 and 1353. TEC.

DNTA 2461..... 4-0-12**Clinical II—Dental Assistant**

This course provides 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 introduces a method of instruction providing detailed education, training, and workplace experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid, external learning experiences. Prerequisites: DNTA 1241, 1245, 1249, 1251, 1305, 1311, 1315, 1353, 1401, and 1660. TEC.

DRAM 1120.....1-0-24**Theater Practicum I**

This course provides an overview of practicum in theater with emphasis on technique and procedures with experience gained in play productions. AC.

DRAM 1121.....1-0-24**Theater Practicum II**

This course is the follow-up to DRAM 1120, covering practicum in theater with emphasis on technique and procedures with experience gained in play productions. Prerequisite: DRAM 1120. AC.

DRAM 1310..... 3-3-0**Introduction to Theater**

This course provides a general survey of the major fields of theater arts and is intended for students who have limited theatrical experience or knowledge. The course emphasizes the various types and styles of plays and knowledge of the functions of the actor, director, set designer, costumer, and other elements of theater production. AC.

DRAMA 1330..... 3-3-0**Stagecraft I**

This course covers the study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup and backstage organization. AC.

DRAM 1341.....3-3-0**Makeup**

This course teaches the design and execution of makeup for the purpose of developing believable characters. Course includes discussion of basic makeup principles and practical experience of makeup application. AC.

DRAM 1342.....3-3-0**Introduction to Costume**

This course explains the principles and techniques of costume design and construction for theatrical productions. AC.

DRAM 1351.....3-3-0**Acting I**

This course teaches the development of basic skills and techniques of acting including increase sensory awareness, ensemble performing, character analysis and script analysis. Emphasis on the mechanics of voice, body, emotion and analysis as tools for the actor.AC.

DRAM 1352.....3-3-0**Acting II**

This course is the follow-up to DRAM 1351 and more deeply explores the skills discussed in Acting I. Prerequisite: DRAMA 1351. AC.

DRDG 0301.....3-3-0**College Prep Reading**

This course provides intensive study and practice in reading comprehension and vocabulary development to prepare students for college-level reading tasks. Credit does not apply to any degree plan. AC.

DWRT 0301..... 3-3-0**College Prep Writing**

This course addresses the development of writing skills with emphasis on individualized instruction in composition. This course is designed to prepare students for the writing portion of the ASSET test and/or entry into ENGL 1301. This course does not satisfy general degree requirements for freshman English. AC.

ECON 2301.....3-3-0**Principles of Economics (Macro)**

This course emphasizes monetary theory, national income analysis, fluctuation and growth, public finance, international trade, and current economic problems. AC.

ECON 2302.....3-3-0**Principles of Economics (Micro)**

This course provides an introduction to economic principles and addresses the allocation of resources, determination of output, prices, distribution and managerial economics. AC.

EDUC 1301..... 3-3-1**Introduction to the Teaching Profession**

This course is designed to give students an overview of American education and the role of the teacher within its structure. The course examines the major social, economic, historical, political, and philosophical issues related to American education. Social objectives are used to provide a framework for highlighting the study of the education setting. This course is required for students seeking teacher certification in the EC-12th grades and all-levels academic disciplines. This course includes a minimum of 16 hours of field experience in a P-12 classroom. AC.

EDUC 2301..... 3-3-1**Introduction to Special Populations**

This course is designed to provide the student with current research findings, verified practices and policies related to children with special needs. A comprehensive focus on diversity in the classroom and the components of cultural competence will be introduced. This course will provide a knowledge base with emphasis placed on methods and instructional procedures used in a special education classroom. It will also provide students with opportunities to participate in early field observations of EC-12 populations. This course is required for students seeking teacher certification in the EC-12th grades and all-levels academic disciplines. This course includes a minimum of 16 hours of field experience in a P-12 classroom. Prerequisite: EDUC 1301. AC.

ELPT 1311..... 3-3-1**Basic Electrical Theory**

This course covers basic theory and practice of electrical circuits. It includes calculations as applied to alternating and direct current. TEC.

EMSP 1160..... 1-0-5**Clinical—EMT-Basic**

This is 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. Co-requisite: EMSP 1501. TEC.

EMSP 1501..... 5-4-4**Emergency Medical Technology-Basic**

This course provides an introduction to the level of Emergency Medical Technician (EMT)-Basic. It includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Recommended co-requisite: EMSP 1160. TEC.

ENGL 1301 3-3-0**Composition I**

This course provides intensive study and practice in basic forms of expository writing, including writing frequent themes and collateral reading of articles and essays of a factual and informative nature. Prerequisite: Passing English placement test(s). AC.

ENGL 1302 3-3-0**Composition II**

This course provides further study and practice in the basic forms of expository writing and analytical writing. Topics for composition are suggested from a wide reading of fiction, poetry, and drama. Prerequisite: ENGL 1301. AC.

ENGL 2322 3-3-0**British Literature I**

This course provides critical study of significant works of British literature. The course may include the study of movements, schools, or periods. Prerequisites: ENGL 1301 and ENGL 1302. AC.

ENGL 2323 3-3-0**British Literature II**

This course provides critical study of selected significant works of British literature. The course may include the study of movements, schools, or periods. Prerequisites: ENGL 1301 and ENGL 1302. AC.

ENGL 2326 3-3-0**Masterworks of American Literature**

This course provides critical study of significant works of American literature, including both the 19th and 20th centuries. Prerequisites: ENGL 1301 and ENGL 1302. AC.

ENGL 2331 3-3-0**Masterworks of World Literature**

This course provides critical study of significant works of world literature. Prerequisites: ENGL 1301 and ENGL 1302. AC.

ENGL 2341 3-3-0**Forms of Literature**

This course provides critical study of six to 10 major works of short and long fiction from Europe, America, and non-Western cultures from the 19th and 20th centuries. Prerequisites: ENGL 1301 and ENGL 1302. AC.

EPCT 1301 3-3-1**Hazardous Waste Operation & Emergency**

Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29CFR-1910.120 and 40CFR-264.16. TEC.

EPCT 1305 3-3-0**Environmental Regulations Overview**

This course provides an overview of federal and state (Texas) regulations including the history and application of these 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**

In this course, students will learn to recognize, evaluate, and control hazards in the workplace. Students will learn basic toxicology and health effects of hazardous chemicals. Students will be able to describe routes of entry, risk evaluation, permissible exposure limits, medical surveillance, and implementation of safety/health plans. TEC.

EPCT 1349 3-3-0**Environmental Regulations and Interpretations**

This course explains the goals of the major environmental regulations; interpretation and application of the major environmental regulations and identifying the written documentation requirements to maintain environmental compliance. TEC.

EPCT 2389 3-0-10**Internship—Environmental**

This course provides on-the-job experience in business, industry, or government agencies. Students will participate in a work-based learning experience that enables them 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 with 30 hours completed, sophomore standing and department approval. TEC.

FORS 2440 4-3-2**Forensic Science I**

This course provides an in-depth study of crime scene investigation and evidence gathering. Utilizing lecture/lab analyses, the methods, procedures, techniques, and preservation of crime scene evidence will be presented as students learn “hands-on” the proper procedures of evidence gathering and how scientific instrumentation has changed the courtroom into medico-legal suites. Specific labs include trace analysis of hair and fiber, stain analysis, epithelial cell analysis, latent fingerprint analysis, DNA sequencing, and other basic lab analytical techniques. Prerequisites: Permission of the Director of Criminal Justice is required and CRIJ 1310 and 2314. A natural science with a lab is recommended. AC.

FORS 2450 4-3-2**Forensic Science II**

This course is an advanced neuropsychology lecture/lab within a criminological context that focuses on the neuroanatomy of the brain, neurochemistry, psychopathologies, and psychopathic characteristics evidenced in violent predatory psychopathy, and antisocial violent criminality observed in rape, homicide, and serial homicide. Prerequisites: Permission of the Director of Criminal Justice is required and CRIJ 1310 and 2314. A natural science with a lab is recommended. AC.

GEOL 1403 4-3-2**Physical Geology**

This course provides an introduction into Earth materials and landforms and the processes that have formed and altered them. Topics discussed include minerals, rocks, weathering, soils, mineral resources, erosion, sediment depositions, crustal motions, ground water, caves, glaciations, and the beach. AC.

GEOL 1404 4-3-2**Historical Geology**

This course provides an introduction to the geologic and biologic history of the Earth. Topics discussed include the formation and progressive changes that have affected the Earth's crust and what is on it, such as changes within the atmosphere, oceans, position of land, and life forms. AC.

GOVT 2301 3-3-0**Introduction to American Government I**

This course provides a study of the national and Texas constitutions, federalism, political socialization and participation, public opinion, interest groups, parties, voting, and elections. AC.

GOVT 2302 3-3-0**Introduction to American Government II**

This course provides a study of the legislative, executive and judicial branches and the bureaucracy, policy formulation and implementation, including civil rights and civil liberties, and domestic and foreign policies. AC.

HECO 1307 3-3-0**Personal Finance**

This course covers 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.

HIST 1301 3-3-0**U.S. History Before 1877**

This course provides a survey of United States history from the revolutionary period through reconstruction. AC.

HIST 1302..... 3-3-0**U.S. History Since 1877**

This course provides a survey of United States history from the post-reconstruction period to the present. AC.
NOTE: History courses DO NOT have to be taken in sequence. AC.

HIST 2301..... 3-3-0**Texas History**

This course is a survey of Texas history from the year 1400 to the mid-twentieth century. Prerequisites: ENGL 1301 HIST 1301 and 1302. AC.

HIST 2321..... 3-3-0**World Civilizations I**

This course is a survey of ancient and medieval history with emphasis on Asian, African and European cultures. Prerequisites: HIST 1301 and 1302. AC.

HIST 2322..... 3-3-0**World Civilizations II**

This course is a survey of history and culture of Asia, Africa, Europe and the Americas. Prerequisites: HIST 1301 and 1302. AC.

HITT 1305..... 3-3-0**Medical Terminology I**

This course provides instruction in the practical application of a medical vocabulary system. Topics include structure, recognition, analysis, definitions, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. TEC.

HORT 1401..... 4-3-2**Horticulture**

This course covers the structure, growth, and development of horticultural plants from a practical and scientific approach. Topics include environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping. AC.

HPRS 2321..... 3-3-0**Medical Law and Ethics for Office Personnel**

This course provides instruction in the principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Topics include current ethical issues related to the practice of medicine and patient confidentiality. TEC.

HUMA 1315..... 3-3-0**Understanding the Arts**

This course offers a study of the visual arts, musical arts, and theatrical arts. It provides a medium of learning that broadens the cultural horizons, engenders respect for people's creative potential, and encourages emotional maturity through awareness and understanding of people's aesthetic responses. AC.

IMED 1301 3-2-2**Introduction to Multimedia**

This course is a survey of the theories, elements and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development and interactive presentations. The emphasis is on conceptualizing and producing effective multimedia. TEC.

IMED 1316 3-2-3**Web Design I**

Instruction in web page design and related graphic design issues including mark-up languages, websites, and browsers. The student will identify how the Internet functions with specific attention to the World Wide Web, e-mail, and file transfer. The student will apply design techniques in the creation and optimization of graphics, and other embedded elements for use in a web page. The student will study the use of lists, tables, frames, and forms to create interactive web pages; create, design, test, and debug a website, and identify the benefits and limitations of various web page development software programs. Prerequisite: COSC 1301. TEC.

INCR 1402..... 4-3-4**Physics of Instrumentation**

This course provides an introduction to simple control loops, as well as an 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**Fundamentals of Measurement and Process Control**

This course provides 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 control. TEC.

INMT 1305..... 3-3-0**Introduction to Industrial Maintenance**

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out. TEC.

INTC 1301..... 3-0-0**Principles of Industrial Measurement**

This course covers the principles of measurement and devices used to measure process variables and basic control functions. TEC.

INTC 1358..... 3-0-0**Flow and Measurement Calibration**

This course covers the practical methods of flow measurement and flow integration. Course materials emphasize the primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards. TEC.

ITCC 1310..... 3-2-4**Cisco Discovery I: Networking for Home and Small Businesses (CCNA 1)**

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras. TEC.

ITCC 1311..... 3-2-4**Cisco Discovery 2: Working at a Small-to-Medium Business or ISP (CCNA 2)**

This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context.. Prerequisite: ITCC 1310. TEC.

ITCC 1312..... 3-2-4**Cisco Discovery 3: Introducing Routing and Switching in the Enterprise (CCNA 3)**

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. Prerequisites: ITCC 1310, ITCC 1311. TEC.

ITCC 1313..... 3-2-4**Cisco Discovery 4: Designing and Supporting Computer Networks (CCNA 4)**

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, lifecycle services, including upgrades, competitive analysis, and system integration. Prerequisites: ITCC 1310, ITCC 1311, ITCC 1312. TEC.

ITNW 1354 3-2-2**Implementing and Maintaining Servers**

This course covers the development of skills necessary to implement, administer and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisite: ITSC 1325 TEC.

.ITSC 1325 3-2-3**Personal Computer Hardware**

This course provides a study of current personal computer hardware. This course will familiarize the student with computer assembly and upgrading, setup, and configuration and troubleshooting. TEC.

.ITSC 2387 3-0-9**Internship—ITSS Program**

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. See instructor the semester prior to internship. Prerequisites: Enrollment in information technology support specialist program, sophomore standing, a minimum of 30 semester hours in program, and departmental approval. TEC.

ITSE 1311 3-2-2**Beginning Web Programming**

This is a three-credit college course providing an introduction to Web programming languages and tools used to develop Web-based applications. This course will include HTML and JavaScript and how they are used to make Web pages interactive. The basics of programming logic and object-oriented programming will also be introduced. TEC.

ITSE 1345 3-2-3**Introduction to Oracle SQL**

This course is 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). Prerequisite: ITSW 1307. TEC.

ITSW 1304 3-2-3**Introduction to Spreadsheets**

This course provides instruction in the concepts, procedures, and importance of electronic spreadsheets. Prerequisite: COSC 1301. TEC.

ITSW 1307 3-2-3**Introduction to Database**

This course provides an introduction to database theory and the practical applications of a database. Prerequisite: COSC 1301. TEC.

ITSY 1342 3-2-2**IT Security**

This course delivers instruction in security for network hardware, software and data. Included are physical security, backup procedures, relevant tools, encryption and protection from viruses. TEC.

MATH 1314 3-3-0**College Algebra**

This course addresses algebra topics, including linear equations, quadratic equations and inequalities, determinants, matrices, systems of equations, partial fractions, binomial theorem, logarithms, and theory of equations. Prerequisite: Passing ASSET or a passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1316 3-3-0**Plane Trigonometry**

This course provides a study of trigonometric functions, identities, inverse functions, trigonometric equations, graphs, and applications of trigonometry. It is recommended for students who have not had high school trigonometry. Prerequisite: MATH 1314 or equivalent. AC.

MATH 1324 3-3-0**Mathematics for Business Applications**

This course provides a review of basic algebra techniques, linear equations and inequalities; the mathematics of finance, matrices and linear programming; and an introduction to probability and statistics. Prerequisite: A passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1325 3-3-0**Elements of Analysis for Business Applications**

This course provides an introduction to calculus, including the derivative, applications of the derivative, techniques of differentiation, exponential and natural logarithmic functions, and an introduction to integral calculus. Prerequisites: MATH 1324 or MATH 1314 or equivalent. AC.

MATH 1332 3-3-0**Mathematics for Liberal Arts**

This course is designed to provide liberal arts majors three hours of college-level mathematics credit. Topics include sets, logic, number systems, number theory, functions, equivalence, congruence, measurement, other geometric concepts, matrices and applications, mathematics of finance, and the introduction to probability and statistics. Prerequisite: DMTH 0302 or higher. AC.

MATH 1342 3-3-0**Elementary Statistics**

This course provides a non-calculus based introduction to statistics, statistical measures of data, measures of central tendency and variation, normal distribution, and correlation and sampling. Prerequisite: MATH 1314 or its equivalent. AC.

MATH 1350 3-3-0**Fundamentals of Mathematics I**

This course introduces 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. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisite: MATH 1314 or the equivalent. AC.

MATH 2305 3-3-0**Discrete Mathematics**

This course provides an introduction to combinatorial and finite mathematics required in the study of computer science. Topics include special functions such as truncation, floor and ceiling, number theory, matrix algebra, summation notation, logic and Boolean algebra, probability, combinatorics, graph theory, differential equations, and recurrence relations. Prerequisites: MATH 1314 or its equivalent. AC.

MATH 2312 3-3-0**Pre-calculus Mathematics**

This course addresses the fundamentals of algebra, trigonometry, and analytic geometry, and prepares students for MATH 2413. Prerequisites: MATH 1314 or appropriate placement score. AC.

MATH 2413..... 4-4-0**Calculus and Analytic Geometry I**

This course addresses functions, limits, and derivatives of algebraic, trigonometric, exponential, and logarithmic functions; curve sketching; related rates; maximum and minimum problems; and definite and indefinite integrals with applications. Prerequisites: MATH 2312 or its equivalent. AC.

MLAB 1201..... 2-1-2**Introduction to Clinical Laboratory Science**

This course is an introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation, professionalism, and ethics. Required co-requisites: PLAB 1223, MLAB 1415 and 1227. TEC.

MLAB (PLAB 1223)..... 2-2-0**Phlebotomy**

This course will provide skill development in the performance of a variety of blood collection methods, using proper techniques and universal precautions. Course topics include vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood culture, and specimen collection in adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens, and quality assurance, specimen handling, processing, and accessing. Topics include: professionalism, ethics, and medical terminology. Required co-requisites: MLAB 1201, 1415 and 1227. TEC.

MLAB 1227..... 2-1-2**Coagulation**

This is a course in coagulation theory, procedures, and practical applications. It includes laboratory exercises that rely on commonly performed manual and semi-automated methods. Co-requisites: MLAB 1201, 1415 and PLAB 1223. TEC.

MLAB 1311..... 3-2-2**Urinalysis and Body Fluids**

This course provides an introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids. Prerequisites: MLAB 1201, 1415, 1227 and PLAB 1223. Co-requisites: MLAB 1335. TEC.

MLAB 1335..... 3-2-2**Immunology/Serology**

This course provides an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Prerequisites: MLAB 1201, 1415, 1227 and PLAB 1223. Co-requisites: MLAB 1331 and 1311. TEC.

MLAB 1415..... 4-3-4**Hematology**

This course is an introduction to the theory and practical application of routine and special hematology procedures, both manual and automated, red blood cell and white blood cell maturation sequences, and normal and abnormal morphology, and associated diseases. Co-requisites: MLAB 1201, 1227 and PLAB 1223. TEC.

MLAB 2232..... 2-2-0**Seminar in Medical Laboratory Technology**

This course is designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory. Prerequisites: MLAB 1201, MLAB 1227, MLAB 1415, MLAB 1335, MLAB 1311, MLAB 2401, MLAB 2431, MLAB 2434 and PLAB 1223. Co-requisite: MLAB 2663. TEC.

MLAB 2401..... 4-3-2**Clinical Chemistry**

This course is an introduction to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test and principles and procedures for the test results, including quality control, and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. Co-requisites: MLAB 2431 and 2434. TEC.

MLAB 2431..... 4-3-3**Immunochemistry**

This course provides a study of blood antigens and antibodies. Course topics include the performance of routine blood banking procedure, including blood group and Rh typing, antibody screens, antibody identification, cross-matching, elution, and absorption techniques. Prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. Required co-requisites: MLAB 2401 and 2434. TEC.

MLAB 2434..... 4-3-3**Clinical Microbiology**

This course is designed to give instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. Co-requisites: MLAB 2401 and 2431. TEC.

- MLAB 2663** 6-0-36
Clinical
 This course offers a method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are responsibility of the college faculty. Prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311, 2401, 2431, 2434 and PLAB 1223. Co-requisites: MLAB 2232. TEC.
- MRKG 1301** 3-3-0
Customer Relations
 This course covers the general principle of customer service including skills, knowledge, attitudes and behaviors. Students develop an understanding of the importance of the relationship between the customer and the organizations. TEC.
- MRKG 1311** 3-3-0
Principles of Marketing
 This course will develop understanding of marketing concepts and strategies used by organizations to sell products and services. Topics covered include: the value and purpose of marketing, market planning, global marketing, ethics, marketing information, consumer behavior, segmentation, and product development. TEC.
- MRMT 1307** 3-1-5
Medical Transcription I
 This course provides fundamentals of medical transcription, including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis is on development of speed and accuracy. Prerequisites: Minimum typing speed of 45 net words per minute or POFT 1329 and HITT 1305. TEC.
- MRMT 2333** 3-1-5
Medical Transcription II
 This course provides skill development in the production of medical reports, including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. This course puts an emphasis on speed and accuracy. Prerequisites: Minimum typing speed of 45 net words per minute or POFT 1329, HITT 1305, and MRMT 1307. TEC.
- MUSI 1181** 1-1-0
Piano Class I
 This is a self-paced course for the study of piano. The beginning level is based on the individual's musical background and experience. Students take one 30-minute private lesson per week. Practice rooms are available. No prior experience is required. The course can be repeated up to four semesters for credit. AC.
- MUSI 1183** 1-1-0
Voice Class I
 This course provides one 30-minute private lesson each week for beginners as well as advanced vocalists. Time is to be arranged individually. Practice rooms are available. To enroll, a student must be able to read music and be approved by the instructor. AC.
- MUSI 1306** 3-3-0
Music Appreciation
 This course provides an understanding of music through the study of cultural periods, major composers, and musical elements, which is illustrated with audio recordings and live performances. AC.
- OSHT 2401** 4-4-0
OSHA Regulations
 This is a study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. It provides an overview of health and safety in the workplace. Students are introduced to OSHA standards and issues of employee compliance. TEC.
- PHED 1138** 1-0-3
Concepts of Physical Fitness
 The class is designed for those individuals who wish to begin a fitness program, have little or no knowledge about what to do, or have been idle for an extended period. Class members participate in simple cardiovascular endurance and strength and flexibility exercises. AC.
- PHED 1238** 2-1-2
Concepts of Physical Fitness
 This course involves physical activities, such as racquetball, volleyball, basketball, and aerobics and emphasizes development of lifetime skills in sports. This course may be repeated for credit. AC.
- PHED 1301** 3-3-0
Introduction to Physical Fitness and Sport
 This course provides an overview of major dimensions of physical education, exercise science, and sports. It offers the student both an introduction to the knowledge base as well as information on expanding career opportunities. AC.
- PHED 1304** 3-3-0
Health and Wellness
 This course examines acquired knowledge and attitudes pertaining to wellness/health maintenance, including exercise and diet modification activities and its effect upon individual decision-making within one's life span. AC.

PHIL 1301..... 3-3-0**Introduction to Philosophy**

This course provides an introduction on the study of ideas and its logical structure, including arguments and investigations about abstract and real phenomena. Course topics include an introduction to the history, theories, and methods of reasoning. AC.

PHRA 1301..... 3-3-0**Introduction to Pharmacy**

This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician in retail, institutional, and long-term care settings. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. Various software programs will be used to enhance the pharmacy technician's learning process. This course includes the learning Modules 1, 15, 16, 17, 18, 23, 24 and 31 from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). Co-requisites: PHRA 1305, 1309, HITT 1305 and PHRA 2260. TEC.

PHRA 1305..... 3-2-2**Drug Classification**

This course is a study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. This course places emphasis on the location of drugs within the pharmacy, inventory control, safety, and quality assurance procedures. This course includes the learning Modules 2-14 and 17 from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). Recommended prerequisites or co-requisites: PHRA 1301, 1309, HITT 1305 and PHRA 2260. TEC.

PHRA 1309..... 3-2-2**Pharmaceutical Mathematics**

This course provides a study in pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. The course focuses on conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milli-equivalent units, intravenous flow rates and solving problems. This course includes the learning Modules 19 and 20 related to preparation of non-compounded and non-sterile compounded products from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). Co-requisites: PHRA 1301 and 1305, 2260 and HITT 1305. TEC.

PHRA 1445..... 4-2-4**Intravenous Admixture and Sterile Compounding**

This course includes mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (robotics, auto-injectors and pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition and chemotherapy drugs), and safe handling of antineoplastic drugs. This course includes the learning Modules 21, 22, and 25-32 from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). Prerequisites: PHRA 1301, 1305, 1309, 2260 and HITT 1305. Co-requisite: PHRA 2361. TEC.

PHRA 2260..... 2-0-8**Clinical-Pharmacy Technician**

This course provides 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/client care at a retail, institutional or long-term care clinical site. Students will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions of the pharmacy technician in a variety of clinical settings. Students will demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills. This course includes the application of objectives from learning Modules 33, 34 and 35 related to acute, ambulatory and long-term care practice experiences from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). Co-requisites: PHRA 1301, 1305, 1309 and HITT 1305. TEC.

PHRA 2361..... 3-0-12**Clinical II—Pharmacy Technician**

This capstone course provides practical clinical experience in retail, institutional and long-term care settings. This course provides students with opportunities to apply, review, and bring together all the skills and knowledge from previous courses in serving clients in retail, institutional, and long-term care settings, including the standards of ethics governing pharmacy practice. Prerequisites: PHRA 1301, 1305, 1309, 2260 and HITT 1305. Co-requisite: PHRA 1445. TEC.

PHYS 1401 4-3-2**College Physics I**

This course is designed for majors in the physical or natural sciences. Emphasis is placed upon understanding and application of basic physical laws. Topics include general physics, mechanics, and heat. Prerequisite: MATH 1314 or its equivalent. AC.

POFI 2301 3-2-2**Word Processing**

This course introduces the various aspects of a word processing software package with emphasis on the use of text editing features to produce business documents. Prerequisite: Demonstrated keyboarding ability. TEC.

POFM 1300 3-2-2**Medical Coding**

This course provides presentation and application of basic coding rules, principles, guidelines, and conventions, utilizing various coding systems, including CPT-4 and ICD-9. Prerequisite: HITT 1305. TEC.

POFM 1309 3-2-2**Medical Office Procedures**

This course introduces basic medical office skills, utilizing MediSoft medical billing software, including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. This course puts an emphasis on human relations and customer service skills. TEC.

POFM 1327 3-3-1**Medical Insurance**

This course provides a survey of medical insurance, including managed care, government policy and procedures, including Medicare, Medicaid, HIPAA compliance, claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisite: HITT 1305. TEC.

POFM 2333 3-2-2**Medical Document Production**

This course studies advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, coding, billing, insurance activities, and records management. Prerequisites: Minimum typing speed of 45 wpm or POFT 1329 and HITT 1305. TEC.

POFM 2386 3-0-9**Internship—Medical Office**

This course provides an experience external to the college for an advanced student in a specialized field, involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisites: Enrollment in medical office technology program, sophomore standing, a minimum of 30 semester hours in program, all POFM courses completed, and departmental approval. TEC.

POFT 1127 1-1-1**Introduction to Keyboarding**

This course focuses on skill development in keyboarding with emphasis on alphabet, number and symbol keys by touch. Skills can be applied to computers, typewriters and other equipment with keyboards. TEC.

POFT 1329 3-2-2**Beginning Keyboarding**

This course provides an introduction to the touch-typing system of keyboarding, numeric keyboarding and the formatting of letters, memos, reports, and tables. This course is designed for the individual with no previous keyboarding experience. Training is provided with the personal computer. TEC.

POFT 2312 3-3-0**Business Correspondence and Communication**

This course develops writing skills to produce effective business documents. TEC.

PSYC 2301 3-3-0**Introduction to Psychology**

This course provides an introductory survey of the major areas of psychology, such as learning, personality, psychological testing, developmental issues and physiological bases of behavior. Emphasis is on psychology as the scientific study of behavior and includes both human and animal behavior. AC.

PSYC 2308 3-3-0**Child Psychology**

This course provides a study of the growth and development of behavior patterns in children. AC.

PSYC 2311 3-3-0**Adult Development and Aging**

This course offers a survey of major issues in adult development and aging, including: biological influences, aging changes, cognitive changes, personality integration, changes in family structure, and disease factors. AC.

PSYC 2313 3-3-0**Adolescent Psychology**

This course provides a study of the growth and development of adolescent behavior patterns. Prerequisite: PSYC 2301. AC.

PSYC 2317 3-3-0**Statistical Methods in Psychology**

This course provides a non-calculus based introduction to statistics, statistical measures of data, measures of central tendency and variation, normal distribution, and correlation and sampling. Prerequisites: MATH 1314 or its equivalent. AC.

PTAC 1302 3-2-2**Introduction to Process Technology**

This course provides an introduction to process operations 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 1308 3-3-0**Safety, Health and Environment**

This course is an introduction to 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 environmental compliance. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. TEC.

PTAC 1332 3-2-2**Process Instrumentation I**

This course introduces the student to the: nature of process control, elements of process control, process control signals, introduction to process measurement, principles of transducers, basic process measurement, temperature measurements, principles of pressure and measurements, level measurements, properties of fluid flow, flow measurements, controllers, modern control, and valves. TEC.

PTAC 1410 4-3-2**Process Technology I - 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. Prerequisite: PTAC 1302. TEC.

PTAC 2314 3-3-0**Principles of Quality**

This course is the study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement. TEC

PTAC 2420 4-3-3**Process Technology II - Systems**

This course will study process systems and the equipment in each system including the scientific principles. Prerequisite: PTAC 1410. TEC

PTAC 2436 4-3-3**Process Instrumentation II**

This course introduces the student to the following: process control drawings; using symbols and diagrams; fundamentals of control loops; control loop characteristics; advanced control methods; loop dynamics; loop protection; measuring conductivity; measuring pH and ORP; optical measurement; measuring products of combustion; chromatography; computers-history and overview; small computers in process control; distributive control system-architecture; DCS configuration and operation; DCS system and applications integration; introduction to programmable logic controllers; system integration; and troubleshooting. Prerequisites: PTAC 1332. TEC.

PTAC 2438 4-3-3**Process Technology III - Systems**

This course combines systems into operational processes with emphasis on operations under various conditions including startup, shutdown, and emergency situations. This course covers typical operator duties. Prerequisite: PTAC 2420. TEC.

PTAC 2446 4-3-3**Process Troubleshooting**

This course introduces the student to 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. TEC.

RNSG 1207..... 2-1-2**Nursing Jurisprudence**

This course in nursing jurisprudence and ethics emphasizes personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.

RNSG 1210..... 2-1-2**Introduction to Community-Based Nursing**

This course provides an overview of the delivery of nursing care in a variety of community-based settings, 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. Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301; and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.

RNSG 1300..... 3-2-2**Health Assessment**

This course focuses on the development of skills and techniques required for a comprehensive health assessment of clients across the lifespan: pediatric, adults, and geriatric. Course topics include the assessment of clients' health promotion and maintenance, illness and injury prevention and restoration and application of the nursing process within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Completion of practical/vocational nursing program or administrative approval, BIOL 2401 and BIOL 2402. TEC.

RNSG 1311..... 3-2-2**Nursing Pathophysiology**

This course provides basic principles of pathophysiology, emphasizing nursing applications. Topics include principles of homeostasis related to body systems. The student will discuss homeostasis as a mechanism for achieving and maintaining normal interaction of structure and functions, relate the physiological system and its role in pathogenesis, and explain the importance of pathophysiology in nursing practice. Prerequisites: Completion of practical/vocational nursing program or administrative approval, BIOL 2401 and BIOL 2402. TEC.

RNSG 1327..... 3-2-4**Transition from Vocational to Professional Nursing**

This course provides a study of health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301; 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. Co-requisite: RNSG 2361. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the clinical component (RNSG 2361) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2361..... 3-0-12**Clinical I**

This course provides 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. Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301; 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. Co-requisite: RNSG 1327. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the didactic component (RNSG 1327) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2362..... 3-0-16**Clinical II**

This course provides 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. Prerequisites: BIOL 2401, 2402, 1402 and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. Co-requisite: RNSG 2514. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the didactic component (RNSG 2514) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2363..... 3-0-16**Clinical III**

This course provides 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. Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301 and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. Co-requisite: RNSG 2535. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the didactic component (RNSG 2534) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2514..... 5-4-2**Care of Client w/ Complex Healthcare Needs**

This course provides application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex healthcare needs, including, but not limited to, complex childhood/adolescent diseases, complicated prenatal care, acute mental illness, complex preoperative care, serious adult health problems, and health issues related to aging. This course places emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 240, and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. Co-requisite: RNSG 2362. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. This course must be successfully completed simultaneously with the clinical component (RNSG 2362) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2535..... 5-4-2**Integrated Client Care Management**

This course provides the application of client assessment skills, critical thinking and independent nursing interventions to care for diverse client/families throughout the life span whose healthcare needs may be difficult to predict. This course places emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and healthcare and applicable knowledge, judgment skills and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301 and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. Co-requisite: RNSG 2363. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the clinical component (RNSG 2363) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

SGNL 1301 3-3-0**Sign Language I (Beginning)**

This course introduces American Sign Language, covering finger spelling, vocabulary and basic sentence structure and preparing students to interpret oral speech for the hearing impaired. AC.

SGNL 2301 3-3-0**Sign Language II (Intermediate)**

This course offers review and application of conversational skills in American Sign Language, including interpreting from signing to voice and from voice to signing. Prerequisite: SGNL 1301. AC.

SOCI 1301..... 3-3-0**Introductory Sociology**

This course addresses concepts and principles used in the study of group life, social institutions and social processes. AC.

SOCI 1306..... 3-3-0**Social Problems**

This course addresses application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance, or family problems. AC.

SOCI 2301..... 3-3-0**Marriage and the Family**

This course provides a sociological examination of marriage and family life, including problems of courtship, mate selection, and marriage adjustment in modern American society. AC.

SOCI 2306 3-3-0**Human Sexuality**

This course provides a study of the psychological, socialized, and physiological aspects of human sexuality. AC.

SOCI 2326 3-3-0**Social Psychology**

This course provides a survey of theories of individual behavior and social environment and may include topics, such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. AC.

SOCI 2336 3-3-0**Criminology**

This course provides a study of current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of preventions, systems of punishment and rehabilitation. AC.

SOCI 2339 3-3-0**Juvenile Delinquency**

This course provides current theories and research on crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. AC.

SOCI 2340 3-3-0**Drug Use and Abuse**

This course provides a study of the use and abuse of drugs in today's society. Emphasis is on the physiological, sociological and psychological factors. AC.

SPAN 1311 3-3-0**Beginning Spanish I**

This course teaches fundamental skills in listening comprehension, speaking, reading and writing, including basic vocabulary, grammatical structures, and culture. Students will engage in audio and computerized practice. AC.

SPAN 1312 3-3-0**Beginning Spanish II**

This course is a continuation of SPAN 1311 and includes concentration on conversation, more advanced points of grammar and continued reading practice. Students will engage in audio and computerized practice. Prerequisite: SPAN 1311 or equivalent determined by examination. AC.

SPCH 1311 3-3-0**Introduction to Speech Communications**

This course provides both theoretical and practical approaches to speech communication behavior in interpersonal, small group, and public communication situations. AC.

SPCH 1315 3-3-0**Public Speaking**

This course addresses research, composition, organization and delivery of speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques. AC.

SPCH 1318 3-3-0**Interpersonal Communication**

This course provides both theoretical and practical approaches to verbal and nonverbal communication with focus on interpersonal relationships. AC.

SPCH 2335 3-3-0**Argumentation and Debate**

This course provides a study of evidence and reasoning and a critique of them as reflected in current public affairs. AC.

SPCH 2341 3-3-0**Oral Interpretation of Literature**

This course provides both theoretical and practical approaches to the principles of speech applied to performance in the interpretation of prose and poetry. Prerequisite: Sophomore literature or instructor's approval. AC.

TECM 1303 3-3-0**Technical Math Calculations**

This course provides specific mathematical calculations required by industry. It includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, flow rates, pressure, level, temperature, proportions, etc. The course also covers converting to different units of measurements including flow, level, pressure and temperature. TEC.

VNSG 1136 1-1-0**Mental Health**

This course provides an introduction to the principles and theories of positive mental health and human behaviors. Topics included, but not limited to, are emotional responses, coping mechanisms, and therapeutic communication skills. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. Co-requisites: VNSG 2413, VNSG 1562, VNSG 1222. TEC.

VNSG 1138 1-1-0**Mental Illness**

This course provides a study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1160..... 1-0-3**Clinical Practical Nurse I**

Students will acquire skills to provide basic care to clients, such as hygiene measures, transfer techniques, obtaining vital signs, bed making, etc. Clinical experiences are unpaid external learning experiences. Must be taken in concurrence with VNSG 1323. TEC.

VNSG 1222..... 2-2-0**Vocational Nursing Concepts**

This course provides an introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts presented relate to the physical, emotional and psychosocial self-care of the learner/professional. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1331, VNSG 1227. Co-requisites: VNSG 2413, VNSG 1562, VNSG 1136, PSYC 2308. TEC.

VNSG 1227..... 2-1-2**Essentials of Medication Administration**

This course provides 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. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. Co-requisites: VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1330..... 3-3-0**Maternal-Neonatal Nursing**

This course provides utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth and the neonatal period including abnormal conditions. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1331..... 3-3-0**Pharmacology**

This course provides the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Course topics include nursing interventions utilizing the nursing process. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. Co-requisites: VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1323..... 3-2-2**Basic Nursing Skills**

This course provides the mastery of entry-level nursing skills and competencies for a variety of healthcare settings. Students will utilize 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. Must be taken with VNSG 1160. TEC.

VNSG 1334..... 3-3-0**Pediatrics**

This is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child, utilizing the nursing process. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1502..... 5-3-6**Applied Nursing Skills I**

This course is an introduction to and application of primary nursing skills. This course addresses the role of the vocational nurse. Emphasis is on utilization of the nursing process and related scientific principles. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. Co-requisites: VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1561..... 5-0-18**Clinical Practical Nurse II**

This course provides 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 clinical rotation is in nursing home facilities or hospital facilities. Students in this level will be required to perform various 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. Clinical experiences are unpaid external experiences. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. Co-requisites: VNSG 2413, VNSG 1562, VNSG 1222. TEC.

VNSG 1562..... 5-0-24

Clinical Practical Nurse III

This course provides 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. Students continue to provide client care, administer medications, wound care, sterile technique, isolation, admissions and discharges of clients, following doctors' orders, and utilizing the nursing process, etc. Clinical experiences are unpaid learning experiences. TEC.

VNSG 2213..... 4-3-2

Applied Nursing Skills II

This course provides an application of nursing skills to meet more complex needs, utilizing the nursing process and scientific principles. Clients experiencing health deviations are included in this course. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. Co-requisites: VNSG 2413, VNSG 1562, VNSG 1222. TEC.

VNSG 2214..... 2-1-3

Applied Nursing Skills III

This course is a continuation of Applied Nursing Skills II. Nursing skills are applied to meet complex client needs, utilizing the nursing process and related scientific principles. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 2563 5-0-24

Clinical Practical Nurse IV

This course provides 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. Students continue to provide client care in various clinical sites, such as medical surgical, obstetrics/gyn, post partum, pediatrics, etc. Community sites as well as hospital facilities will be utilized. Students will coordinate and provide care for clients while utilizing the nursing process. Clinical experiences are unpaid external experiences. Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

Directory of Personnel

Texas State University System
Board of Regents
System Administration

Lamar State College-Orange
Executive Staff
Academic Administration
General Administration
Full-Time Faculty
Support Staff

Directory of Personnel 2010-2012

Texas State University System

Board of Regents

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Donna Williams	Arlington
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System Administration

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Fernando C. Gomez, *Vice Chancellor and General Counsel*

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Peter E. Graves, *Associate Vice Chancellor for Contract Administration*

Lamar State College-Orange

Executive Administration

Shahan, Michael J., Ph.D., *President*

Kirkland, Joseph M., Ph.D., *Vice President for Academic Affairs*

Burgess, Bobbie, M.Ed., *Vice President for Student Services and Auxiliary Enterprises*

Rogers, Dana, B.S./C.P.A., *Vice President for Finance and Operations*

Academic Administration

Dando, Carla, M.A., M.S., B.A., *Dean of Instruction*

McNair, Mike, M.Ed., *Director of Arts and Sciences*

Mott, Brenda, M.Ed., *Director of Education*

Simar, Gina, M.Ed., B.S.N., R.N., *Director of Allied Health*

Spears, Jackie, M.Ed., B.S., *Director of Business and Technology*

General Administration

Ahearn, Frances, M.Ed./L.P.C., Director of Advising, Counseling and Testing
Bane, Susan, B.B.A., Payroll Manager
Barrientos, Antonio, B.A.A.S., Director of the Learning Center
Bedair, Brenda, B.B.A., Director of Accounting
Burnett, Linda, B.S., Coordinator of Information Services
Campbell, Jesse “Butch”, M.Ed., M.S., Director of Development and Security
Campbell, Rebecca, B.S., Registrar
Chambless, Chris, B.S., Accountant I
Cheatham, Linda, A.A.S., User Services/Telecom Specialist
Choate-Rumby, Judy, B.S.I.T., Academic Advisor/ Job Placement
Conley, Tom, B.S., Project Manager
Conrad, Adam, M.S., Academic Advisor/ Transfer Success
Elliott, Wendy, B.A.A.S., Director of Student Activities
Goins, David, Director of Physical Plant
Gravett, Denetta, A.A.S., Accountant II
Gray, Alicia, B.B.A., Director of Human Resources
Greene, Marilyn, M.L.I.S., M.L.I.S., Director of Library and Learning Resources
Hooker, Nancy, M.Ed., Director of Tech Prep
Johnson, David, A.A.S., Network Analyst Senior
Kapranos, Aubrey, M.L.S., Librarian
Kim, Kungwha, M.L.S., Library Tech Service Manager
Kinto, Diana, B.S., Coordinator of Financial Aid
Lanphar, Tara, A.A.S., System Administrator
Langham, Gerald, B.S., Instructional Staff
Marcantel, Laurie, M.Ed., L.P.C., Academic Advisor/Special Populations
McCoy, Mary Jane, M.L.S., M.L.I.S., Public Services Librarian
Moreau, Brianne, B.S., Recruiter
Norville, Victoria, B.B.A., Testing Administrator
Olson, Kerry, B.B.A., Director of Financial Aid
Ozmun, Cliff, M.B.A., Director of Workforce Training
Petitjean, Kevin, System Analyst II
Petitjean, Jennifer, B.B.A., Web Administrator
Pollard, Cheryl, B.S.W., Admissions Advisor/ Retention
Presslar, Elizabeth, B.A., Learning Lab Manager
Reeves, Angela, B.S., Workforce Development Program Manager
Rowell, Amanda, B.S., Director of Marketing and Public Information
Sanford, Jerry, D.C., Director of Institutional Effectiveness
Sethna, Bishar, M.B.A., Coordinator of Institutional Research
Simmons, Jamie, B.S., Accountant III
Smith, Raymond, B.S., Director of Purchasing and Contracts
Smith, Terrie, Manager, The Brown Center
Srinivasan, Sribhagyam, Ed.D., Instructional Designer
Thomas, Melissa, B.B.A., Director of Finance
Townsend, Stephanie, M.B.A., Accountant I
Williams, Judy, B.S., ACE Program Coordinator

Full-Time Faculty

The following list reflects the status of the Lamar State College-Orange faculty as of June 30, 2010. 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.

- Antoon, Melody**, (2009) Instructor of Upward Mobility Nursing
B.S., Louisiana State University; B.S.N., University of Southern Mississippi;
M.S.N., Southeastern Louisiana University
- Baker, Suzanne**, (2003) Instructor of Vocational Nursing
A.A.S., Lamar State College-Port Arthur
- Best, A.**, (1985) Assistant Professor of Economics
B.A., B.S., Texas Woman's University; M.S., North Texas State University
- Brent, Sandra M.**, (1999) Instructor of Upward Mobility Nursing
B.S., Lamar University; M.S., McNeese State University
- Burns, Eddie, Jr.**, (2007) Instructor of Process Technology
B.S., Lamar University
- Carroll, Linda**, (2005) Instructor of Vocational Nursing
A.A.S., Lamar University
- Carter, Dale**, (2007) Instructor of Welding
- Cole, Angela**, (2008) Instructor of Vocational Nursing
B.S.N., University of Texas Medical Branch
- Coratti, John**, (1994) Professor of Criminal Justice
Program Director of Criminal Justice
A.A., Ocean County Community College; B.A., Rutgers College
M.A., Seton Hall University; J.D., University of Dayton School of Law
- Crockett, Suzonne**, (2004) Instructor of Mathematics
A.A.S., Lamar State College-Orange; BAAS, Lamar University
- Daniel, Martha**, (2008) Instructor of Vocational Nursing
B.S., Lamar University
- Daniel, Max**, (1973) Assistant Professor of Political Science
B.A., University of Houston; M.A., Sam Houston State University
- Davidson, Joyce**, (2005) Instructor of Upward Mobility Nursing
B.S., M.S., University of South Florida
- Dorman, Bonnie**, (1980) Instructor of Medical Office Technology
B.B.A., Lamar University; M.Ed., McNeese State University
- Doss, L. Kevin**, (1996) Instructor of Speech
B.A., Southwest Baptist; M.A., Southwest Texas State University
- Dotson, Diane**, (2003) Instructor of Computer Information Systems
Program Director of Information Technology
A.S., Northeast Louisiana University; B.B.A., M.Ed., Lamar University
- Ellis, James**, (2001) Instructor of Business Management
Director of Business Management Program
B.S., Ohio State University; M.B.A., Lamar University
- Fears, Dixie L.**, (2002) Instructor of Vocational Nursing
A.A.S., Lamar University
- Flippen, Carolyn**, (2002) Instructor of Dental Assisting
Program Director of Dental Assisting Program
Certificate, National Dental Assisting Board
- Ford, Randy**, (2001) Instructor of Pharmacy Technology
Program Director of Pharmacy Technology
Certificate, South West School of Medical Assistants

- Foreman, Sherri**, (2006) Instructor of Vocational Nursing
B.S., Lamar University
- Granger, Thera**, (2010) Instructor of Pharmacy Technology
Certificate, Pharmacy Technician Certification Board
- 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
- LeBlanc, Lorrie**, (1996) Instructor of Vocational Nursing
Program Director of Vocational Nursing
A.A.S., Lamar University-Port Arthur; B.S., University of Texas Medical Branch
- 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
Program Director of Upward Mobility Nursing
C-F.N.P.
B.S., University of Texas-San Antonio; M.Ed., Lamar University
M.S., UTMB-Galveston; Licensed Family Nurse Practitioner
- Melder, Rocky**, (2008) Instructor of Process Technology
B.S., Lamar University
- Mello, Carolyn**, (2002) Instructor of English
B.A., Lamar University; M.Ed., McNeese State University
- Meloncon, Janet**, (2006) Instructor of Upward Mobility Nursing
A.A.S., B.S., M.S., Lamar University
- Miller, Roberta**, (1995) Instructor of Sociology
B.S., Lamar University; M.S., Baylor University
- Owens, Eric**, (2006) Instructor of History
B.A., M.A., Wichita State University
- Parrott, Bobby**, (2007) Instructor of Welding
- Paulk, Charlene**, (1994) Instructor of Vocational Nursing
A.A.S., Lamar University-Orange; B.S.N., UTMB
- Peveto, Barbara**, (1999) Instructor of Mathematics
B.S., East Texas Baptist; B.S., M.Ed., Lamar University
- Phillips, Catherine**, (1999) Instructor of Computer Information Systems
B.A., Jacksonville University; M.S., Florida State University
- Preslar, Andrew**, (1994) Instructor of English
B.A., University of Texas; M.A., Lamar University
- Priest, Karen**, (1987) Assistant Professor of English
B.A., M.A., Lamar University
- Rector, Kathryn**, (2005) Instructor of Speech
B.A., M.A., Lamar University
- Senter, Robyn**, (2003) Instructor of Biology
B.S., M.S., Baylor University
- Thibodeaux, Stephenie**, (2001) Instructor of Upward Mobility Nursing
A.S., B.S., Lamar University; M.S., University of Texas-Houston
- Thomas, Donald**, (1992) Instructor of Physical Education
B.S., M.S., Henderson State University
- Turkel, Arlene**, (1989) Associate Professor of English
B.A., M.Ed., Lamar University; Ed.D., Texas A & M University

Turner, Carol, (2002) Instructor of Medical Office Technology
Program Director of Medical Office Technology
A.S., Lamar State College-Orange

Vickers, Amber, (2009) Instructor of Accounting
B.B.A., M.B.A., Harding University

Whitehead, Gwendolyn, (1990) Associate Professor of English
B.A., M.A., Lamar University; Ph.D., University of Southwestern Louisiana

Wilmore, Larry, (1975) Assistant Professor of Biology
B.S., M.Ed., Lamar University; M.S., Ohio State University

Support Staff

Abshire, Carol, Lab Tech III, Academic Programs
Adams, Geneva, Clerk II, Library
Chiasson, Charlotte, Administrative Assistant I, Education Division
Clements, Robin, Administrative Assistant II, Vice President for Academic Affairs
Cole, Francesca, Administrative Assistant I, Advising and Counseling
Collins, Jeffrey, Property Inventory Clerk
Compton, Crystal, Administrative Assistant I, Nursing
Crow, Phyllis, Administrative Assistant II, Allied Health
Denison, Candace, Accounting Clerk I, Cashier
Derouen, Mary Beth, Network Support Specialist
Dockins, Kirk, Program Assistant II, Student Center
Doiron, Karolyn, Administrative Assistant II, Dean of Instruction
Dues, Diane, Administrative Assistant III, Vice President for Finance and Operations
Dumes, Erica, Accounting Clerk II, Accounts Payable
Escamilla, Vera, Clerk II, Admissions and Records
Foley, Martha, Administrative Assistant I, Continuing Education/Workforce Development
Font, Larry, Facility Worker II, Physical Plant
Fontenot, Dale, System Support Specialist, Computer Center
Ford, Phyllis, Executive Assistant, President's Office
Gaspard, Joanie, Administrative Assistant I, ACE Program
Geldard, Ruby, Clerk II, Admissions and Records
Guidry, Judy, Testing Examiner, Testing Center
Guidry, Matthew, System Support Specialist, Computer Center
Guilbeaux, Debbie, Administrative Assistant I, Division Directors
Haney, Wanda, Accounting Clerk IV
Hardin, Pamela, Clerk I
Jacobs, Paula, ADP Records Control Clerk III
Jones, Stephanie, Administrative Assistant III, Vice President for Student Services
Jungen, Roseanne, Clerk II, ACE Program & Lab Assistant, Learning Center
Knox, Michael, Security Coordinator
Lane, Randy, Facility Worker II
Long, Ray, Security Guard
Morvent, Gayle, Transcript Evaluator, Admissions and Records
Mummey, Courtney, Clerk II, Admissions and Records
Porter, Jessica, Accounting Clerk IV
Robicheaux, Brenda, Administrative Assistant II, Tech Prep
Robertson, Daniel, Security Guard
Sarver, Barbara, Laboratory Tech I, The Learning Center
Scales, Lynn, Administrative Assistant II, Financial Aid
Sias, Sharon, Head Cook II, The Brown Center
Solis, Josephine, Library Technical Assistant II
Sparks, Lisa, Administrative Assistant II, ACE Program
Strong, George, Program Attendant I, The Brown Center
Thomas, Wilbert, Program Attendant I, The Brown Center
Wall, Richard, Courier
Willoughby, Sherrie, Administrative Assistant II, Human Resources
Wolfe, Carolee, Cook, The Brown Center
Wyles, Cindy, Printing Services Tech III

Index

A		
ADA Compliance	17	
Ability to Benefit	22	
Academic Advising	45	
Academic Appeals Procedures	55	
Academic Certificate in General Studies	74	
Academic Integrity	53	
Academic Probation and Suspension	57	
Academic Records and Transcripts	24	
Accelerated Certification for Educators (ACE)	67	
Accreditation	14	
Admission and Records	44	
Advanced Placement	58	
Advising and Counseling	44	
Agency Name (Compact with Texans)	43	
Alumni	49	
Associate of Applied Science Degree	70	
Associate of Arts Degree	69	
Associate of Science Degree	69	
B		
Brown Center, The	15	
Business (AS)	75	
Business Management (AAS)	76	
Business Management Accounting (C)	77	
C		
Campus Security	42	
Carl Perkins Programs	46	
Certificate (C)	66	
Change of Address or Name	44	
Change of Major	55	
Changing Schedules	54	
Cisco Network Specialist (C)	78	
Class Attendance	52	
Classification of Students	54	
Communication (AS)	79	
Complaints (Compact with Texans)	43	
Computer Science (AS)	80	
Connect-ED Emergency Notification System	42	
Continuing Education	15	
Core Curriculum (LSC-O's)	71	
Course Descriptions	120	
Course Numbering	52	
Course Repetition Policy and Procedures	53	
Credit by Exam & Advanced Standing Exam	58	
Criminal Justice (AS)	81	
Criminal Justice (C)	82	
Criminal Justice Corrections (C)	83	
D		
Dean's List	55	
Debts	50	
Degrees, Certificates, Institutional Awards	73,151	
Delinquent Payments	30	
Dental Assisting (C)	84	
Disability Support Services	46	
Disciplinary Action	49	
Dropped Course Refunds	29	
Dropping Courses	56	
E		
Education/Teaching-AAT 1	110	
Education/Teaching-AAT 2	111	
Eligibility for Extracurricular Activities	57	
Emergency Medical Services	85	
Employment	39	
EMT-Basic (IA)	85	
English Requirement	57	
English Placement	62	
Entrepreneurship (C)	86	
Exemptions	39	
F		
False Information	23	
Final Grade Report	55	
Financial Assistance/Special Services-Disabled Students	39	
Financial Obligations	30	
Forensic Science (IA)	87	
Former Students	20	
Full-Time Student Status	52	
G		
General Deposit	34	
General Scholarships	38	
Governance	14	
Grade Appeals and Academic Grievances	55	
Grade Changes	54	
Grade Point Average Computation	55	
Graduation Requirements	69	
Grade Replacement	53	
Grading System	54	
Graduate Guarantee Policy	63	
Graduates of Non-Accredited High Schools	22	
Graduation under a Particular Catalog	63	
Graduation with Honors	63	
Grants	36	
H		
Hazing	50	
Health Services and Student Insurance	42	
High School Dual Enrollment	21	
High School Students-Co-Enrollment	21	
History, LSC-O's	14	
Horticulture (AS)	88	
How to Apply for Admission	23	
How to Apply for Financial Aid and Awards	35	
I		
Incomplete	54	
Industrial Technology	89	
IT Support Assistant-Networking (C)	90	
IT Support Assistant-Software (C)	91	
IT Support Specialist (AAS)	92	
Installment Program	28	
Institutional Awards	66	
Instructor-Initiated Drop	56	
Instrumentation	93	
International Students	21	

L

Laboratory Fees 32
 Learning Center, The 48
 Liberal Arts (AS) 94
 Liberal Arts Division 142
 Library 46
 Loans 37
 LSC-O Foundation Scholarships 37

M

Mathematics Placement 62
 Matriculation Fee 28
 Maximum Course Loads 52
 Medical Administrative Assistant (C) 95
 Medical Laboratory Technology (AAS) 96
 Medical Office Assistant (C) 98
 Medical Office Professional (AAS) 99
 Medical Office Receptionist (IA) 100
 Medical Office Transcriptionist (C) 101
 Minimum Class Enrollment 52
 Mission Statement 14
 Music Lab Fees (Applied) 34

N

Natural Science (AS) 102
 New Courses 52
 New Student Orientation 45
 Non-High School Students 22
 Non-Texas Residents 34
 Non-Traditional Credit Education Evaluation 60
 Notification of Emergencies 44
 Nursing–Upward Mobility Nursing (AAS) 112

O

Observance of Religious Holy Days 53
 Official Summons 50

P

Parking Regulations 50
 Payment of Fees 28
 Pharmacy Technology (C) 103
 Placement Services 45
 Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct 39
 Policy Statement on AIDS 16
 President’s List 55
 Process Operating Technology (AAS) 104
 Process Technology (C) 105
 Programs of Study Offered 73,151
 Prohibition of Handguns on Campus 17
 Proof of Residency 21

R

Recreational Sports 49
 Refunds–Students on Installment Plans 30
 Refunds–Students Receiving Financial Aid 30
 Registration for Classes 52
 Reinstatement Fee 28
 Reinstatement to Class 56
 Requirements and Limitations 68
 Resident Classification 31

Resolution of Transfer Disputes-Lower-Division Courses...68

S

Safety, Health, Environmental (C) 106
 Scholarships 37
 Second Associate Degree 63
 Selected Admission–Allied Health Programs 22
 Semester Hours 52
 Service Goals and Objectives–CWT 43
 Service Principles–CWT 43
 Services Rendered–CWT 43
 Sexual Harassment Policy 17
 Short-Term Loans 38
 Smoke-Free Workplace Policy 16
 Sociology (AS) 107
 Special Accommodations Testing 48
 Standards for Maximum Wait Time-CWT 43
 Student Center 49
 Student Conduct 49
 Student Government Association 48
 Student Handbook 42
 Student Organizations 48
 Student Publications 49
 Student Relations Representative-CWT 44
 Summary of Fees 32-34

T

Tech Prep Program 69
 Testing Center 47
 Testing Fees 28
 Texas/Louisiana Residents 33
 Texas Success Initiative (TSI) 61
 Theater (AS) 108
 Transfer and Articulation 68
 Transfer Credit Evaluation 60
 Transfer Credit for Correspondence Courses 59
 Transfer of Military Credit 60
 Transfer Students 20
 Transients 22
 Tuition Rebates-Baccalaureate Degrees 31
 Tuition Charges-Extra Credit Hours 31

U

Upward Mobility Nursing (AAS) 112

V

Veterans’ Affairs Office 39
 Veterans’ Satisfactory Academic Progress 57
 Vocational Nursing (C) 114

W

Waiving Off-Campus Fees 28
 Waiving Tuition for Senior Citizens 28
 Web Design/Multimedia (IA) 117
 When to Apply for Admission 23
 When to Apply for Financial Aid and Awards 35
 Who May Apply for Admission 20
 Withdrawal Refunds 29
 Withdrawals 56
 Workforce Development 15

Important Campus Telephone Numbers

General Information/Main Line	(409) 883-7750
Academic Advising	(409) 882-3340
Allied Health	(409) 882-3044
Business and Technology	(409) 882-3027
Education	(409) 882-3053
Arts and Sciences	(409) 882-3027
Admission and Records	(409) 882-3364
Bookstore	(409) 882-3331
Brown Center (The)	(409) 882-3350
Campus Visits and Tours	(409) 882-3955
Career Services	(409) 882-3379
Cashier	(409) 882-3371
Continuing Education	(409) 882-3321
Dean of Instruction	(409) 882-3976
Disability Support Services	(409) 882-3387
Financial Aid	(409) 882-3317
General Information	(409) 882-3340
Learning Center	(409) 882-3373
Library	(409) 882-3352
President's Office	(409) 882-3314
Public Information	(409) 882-3345
Recruiting	(409) 882-3955
Registrar's Office	(409) 882-3318
Scholarships	(409) 882-3317
Security	(409) 883-3092
Student Activities	(409) 882-3097
Student Center	(409) 882-3097
Student Government	(409) 882-3904
Student Services	(409) 882-3341
Tech Prep	(409) 882-3074
Testing	(409) 882-3330
Veterans' Affairs	(409) 882-3317
Vice President for Academic Affairs	(409) 882-3336
Vice President for Finance	(409) 882-3363
Vice President for Student Services	(409) 882-3341
Workforce Development	(409) 882-3321

LAMAR STATE COLLEGE-ORANGE

410 Front Street • Orange, TX 77630

Degrees, Certificates and Institutional Awards

AAS	Associate of Applied Science	C	Certificate of Completion
AAT	Associate of Arts in Teaching	IA	Institutional Award
AS	Associate of Science		

No.	Type	Program Title	Page
1	C	Academic Certificate in General Studies	74
2	AS	Business	75
3	AAS	Business Management	76
4	C	Business Management Accounting	77
5	C	Cisco Network Specialist	78
6	AS	Communication	79
6	AS	Computer Science	80
7	AS	Criminal Justice	81
8	C	Criminal Justice	82
9	C	Criminal Justice Corrections	83
10	C	Dental Assisting	84
11	IA	EMT-Basic	85
12	C	Entrepreneurship	86
13	IA	Forensic Science	87
14	AS	Horticulture	88
15	AAS	Industrial Technology	89
16	C	Information Technology Support Assistant-Networking	90
17	C	Information Technology Support Assistant-Software Development	91
18	AAS	Information Technology Support Specialist	92
19	C	Instrumentation	93
20	AS	Liberal Arts	94
21	C	Medical Administrative Assistant	95
22	AAS	Medical Laboratory Technology	96
23	C	Medical Office Assistant	98
24	AAS	Medical Office Professional	99
25	IA	Medical Office Receptionist	100
26	C	Medical Transcriptionist	101
27	AS	Natural Science	102
28	C	Pharmacy Technology	103
29	AAS	Process Technology	104
30	C	Process Technology	105
31	C	Safety, Health and Environmental	106
32	AS	Sociology	107
35	AS	Theater	108
33	AAT	Teaching (AAT 1) EC-6, 4-8, Special Ed EC-12	110
34	AAT	Teaching (AAT 2) Core subjects, Grades 8-12	111
36	AAS	Upward Mobility Nursing	112
37	C	Vocational Nursing	114
38	IA	Web Design/Multimedia	117