

Lamar State College-Orange

2012-2014 Catalog, Volume 49

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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 State College-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 cursive script, which appears to read "J. Michael Shahan".

Dr. J. Michael Shahan
President



Contents

Campus Map and Academic Calendars	5
Campus Map	6
Fall Semester 2012	7
Spring Semester 2013	8
Summer Semester 2013.....	9
Fall Semester 2013	10
Spring Semester 2014.....	11
Summer Semester 2014.....	12
General Information	13
History.....	14
Governance	14
Mission Statement	14
Accreditation	15
Community Services and Continuing Education Programs	15
Health Policies and Regulations.....	16
Admission Requirements	19
Admission Requirements	20
Educational Records and Students' Rights.....	23
Tuition and Fees	25
Description of Fees	26
Refunds.....	27
Tuition Rebates - Baccalaureate Degrees	29
Tuition Charges for Extra Credit Hours	29
Summary of Fees	30
Financial Aid and Awards.....	34
Types of Aid.....	35

Student Services	39
Student Services	40
Campus Security	40
Compact with Texans	41
Admissions and Records.....	42
Advising and Counseling Center	43
Ron E. Lewis Library	45
Testing Center.....	45
The Learning Center	46
Activities and Organizations	46
Conduct and Discipline	47
Academic Policies and Procedures	49
Academic Policies and Procedures.....	50
Nontraditional Credit Education Evaluation.....	59
Testing and Placement	60
Degrees, Certificates and Institutional Awards	64
Degrees, Certificates and Institutional Awards.....	65
Accelerated Certification for Educators	66
Transfer and Articulation	67
General Graduation Requirements	68
Core Curriculum	70
Degrees, Certificates and Institutional Awards.....	72
Course Descriptions	118
Course Descriptions	119
Directory of Personnel	139
Directory of Personnel 2012-2014	140
Index	146
Important Campus Telephone Numbers	148
Degrees, Certificates and Institutional Awards–Alphabetical Order	149

Campus Map and Academic Calendars

Lamar State College-Orange Campus Map

Fall Semester 2012

Spring Semester 2013

Summer Semester 2013

Fall Semester 2013

Spring Semester 2014

Summer Semester 2014



Academic Calendars 2012-2014

Fall Semester 2012

August

- 27 First class day for Fall, 8-week Session I, and 10-week Session I
- 27-29 Schedule revisions and/or late registration *with fee*
- 31 Application process for December 2012 graduation begins

September

- 3 Labor Day Holiday*
- 4 6th class day for 8-week Session I-no penalty for dropping
- 5 7th class day for 10-week Session I-no penalty for dropping
- 12 12th class day for Fall-no penalty for dropping
- 19 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
- 26 Last day to drop/withdraw from 8-week Session I *with academic penalty*
Last day to drop/withdraw from 10-week Session I without academic penalty (Q or W)

October

- 3 Last day to drop/withdraw from Fall without academic penalty (Q or W)
Last day to drop/withdraw from 10-week Session I *with academic penalty*
Last day to petition for 'no grade'
- 19 Last class day for 8-week Session I
- 22 First class day for 8-week Session II
- 29 6th class day for 8-week Session II-no penalty for dropping

November

- 1 Winter Mini and Spring 2013 schedules available
Advisement and registration begins
- 2 Last class day for 10-week Session I
- 7 Last day to drop/withdraw from Fall *with academic penalty*
- 12 First class day for 10-week Session II
- 14 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
- 20 7th class day for 10-week Session II-no penalty for dropping
- 21 Last day to drop/withdraw from 8-week Session II *with academic penalty*
Last day to apply for December 2012 graduation
- 22-23 Thanksgiving Holiday *
- 30 Last day to pay for December 2012 graduation

December

- 5 Last class day for Fall and 8-week Session II
Final Exam Review Day (no exams or assignments)
- 6-12 Final Exams
- 7 Last day to drop/withdraw from 10-week Session II without academic penalty (Q or W)
- 14 December 2012 Commencement
Last day to drop/withdraw from 10-week Session II *with academic penalty*
- 17 First class day for Winter Mini
Last day to register for Winter Mini
- 21 Energy Conservation Day (campus closed)
- 24-31 Christmas Holiday*

Spring Semester 2013

January

- 1 New Year's Holiday*
- 2 Winter Mini continues
- 3 Last day to drop/withdraw from Winter Mini
- 11 Winter Mini Final Exams
- 14 First class day for Spring and 8-week Session I
- 14-16 Schedule revisions and/or late registration *with fee*
- 18 Application for May 2013 graduation begins
- 21 Martin Luther King, Jr. Day Holiday*
- 22 6th class day for 8-week Session I-no penalty for dropping
- 30 12th class day for Spring-no penalty for dropping

February

- 6 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
- 8 Last class day for 10-week Session II
- 11 First class day for 12-week Session
- 13 Last day to drop/withdraw from 8-week Session I *with academic penalty*
- 20 Last day to drop/withdraw from Spring without academic penalty (Q or W)
Last day to petition for 'no grade'
- 21 9th class day for 12-week Session-no penalty for dropping

March

- 8 Last class day for 8-week Session I
- 11-14 Spring Break*
- 15 Energy Conservation Day (campus closed)
- 18 First class day for 8-week Session II
- 25 6th class day for 8-week Session II-no penalty for dropping
- 27 Last day to drop/withdraw from 12-week Session without academic penalty (Q or W)

April

- 1 Spring Mini, Summer, and Fall 2013 schedules available
Advisement and registration begins
- 3 Last day to drop/withdraw from Spring *with academic penalty*
Last day to drop/withdraw from 12-week Session *with academic penalty*
- 10 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
- 17 Last day to drop/withdraw from 8-week Session II *with academic penalty*
- 19 Last day to apply for May 2013 graduation
- 26 Last day to pay for May 2013 graduation

May

- 1 Last class day for Spring and 8-week Session II
Final Exam Review Day (no exams or assignments)
- 2-8 Final Exams
- 8 Last class day for 12-week Session
- 10 May 2013 Commencement
- 13 First class day for Spring Mini
Last day to register for Spring Mini
- 21 Last day to drop/withdraw from Spring Mini
- 27 Memorial Day Holiday*
- 30 Spring Mini Final Exams

Summer Semester 2013

June

- 3 First class day for Summer Session I (SSI) and Full Term
- 3-5 Schedule revisions and/or late registration *with fee*
- 6 4th class day for SSI-no penalty for dropping
- 7 Application for August 2013 graduation begins
- 12 8th class day for Full Term-no penalty for dropping
- 17 Last day to drop/withdraw from SSI without academic penalty (Q or W)
Last day to petition for 'no grade'
- 24 Last day to drop/withdraw from SSI *with academic penalty*
Last day to drop/withdraw from Full Term without academic penalty (Q or W)

July

- 1 Last day to drop/withdraw from Full Term *with academic penalty*
- 4 Independence Day Holiday*
- 10 SSI Final Exams
- 11 First class day for Summer Session II (SSII)
- 11-15 Schedule revisions and/or late registration *with fee*
- 16 4th class day for SSII-no penalty for dropping
Last day to petition for 'no grade'
- 26 Last day to apply for August 2013 graduation
- 29 Last day to drop/withdraw from SSII without academic penalty (Q or W)

August

- 2 Last day to pay for August 2013 graduation
- 5 Last day to drop/withdraw from SSII *with academic penalty*
- 14 SSII and Full Term Final Exams
- 16 August 2013 Commencement

The academic calendar is subject to change. All dates should be verified. The schedule of classes is published twice per year-Spring and 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 semester.

*These dates are subject to change.

Fall Semester 2013

August

- 26 First class day for Fall, 8-week Session I, and 10-week Session I
- 26-28 Schedule revisions and/or late registration *with fee*
- 30 Application for December 2013 graduation begins

September

- 2 Labor Day Holiday*
- 3 6th class day for 8-week Session I-no penalty for dropping
- 4 7th class day for 10-week Session I-no penalty for dropping
- 11 12th class day for Fall-no penalty for dropping
- 18 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
- 25 Last day to drop/withdraw from 8-week Session I *with academic penalty*
Last day to drop/withdraw from 10-week Session I without academic penalty (Q or W)

October

- 2 Last day to drop/withdraw from Fall without academic penalty (Q or W)
Last day to drop/withdraw from 10-week Session I *with academic penalty*
Last day to petition for 'no grade'
- 18 Last class day for 8-week Session I
- 21 First class day for 8-week Session II
- 28 6th class day for 8-week Session II-no penalty for dropping

November

- 1 Winter Mini and Spring 2014 schedules available
Advisement and registration begins
Last class day for 10-week Session I
- 6 Last day to drop/withdraw from Fall *with academic penalty*
- 11 First class day for 10-week Session II
- 13 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
- 19 7th class day for 10-week Session II- no penalty for dropping
- 20 Last day to drop/withdraw from 8-week Session II *with academic penalty*
- 22 Last day to apply for December 2013 graduation
- 27 Last day to pay for December 2013 graduation
- 28-29 Thanksgiving Holiday*

December

- 4 Last class day for Fall and 8-week Session II
Final Exam Review Day (no exams or assignments)
- 5-11 Final Exams
- 6 Last day to drop/withdraw from 10-week Session II without academic penalty (Q or W)
- 13 December 2013 Commencement
Last day to drop/withdraw from 10-week Session II *with academic penalty*
- 16 First class day for Winter Mini
Last day to register for Winter Mini
- 24-31 Christmas Holiday*

Spring Semester 2014

January

- 1-2 New Year's Holiday
- 3 Energy Conservation Day (campus closed)
- 13 First class day for Spring and 8-week Session I
- 13-15 Schedule revisions and/or late registration *with fee*
- 17 Application for May 2014 graduation begins
- 20 Martin Luther King, Jr. Day Holiday
- 21 6th class day for 8-week Session I-no penalty for dropping
- 29 12th class day for Spring-no penalty for dropping

February

- 5 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
- 7 Last class day for 10-week Session II
- 10 First class day for 12-week Session
- 12 Last day to drop/withdraw from 8-week Session I *with academic penalty*
- 19 Last day to drop/withdraw from Spring without academic penalty (Q or W)
Last day to petition for 'no grade'
- 20 9th class day for 12-week Session—no penalty for dropping

March

- 7 Last class day for 8-week Session I
- 10-1 Spring Break (no classes; campus open)
- 14 Energy Conservation Day (campus closed)
- 17 First class day for 8-week Session II
- 24 6th class day for 8-week Session II- no penalty for dropping
- 26 Last day to drop/withdraw from 12-week Session without academic penalty (Q or W)

April

- 1 Spring Mini, Summer, and Fall 2014 schedules available
Advisement and registration begins
- 2 Last day to drop/withdraw from Spring *with academic penalty*
Last day to drop/withdraw from 12-week Session *with academic penalty*
- 9 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
- 16 Last day to drop/withdraw from 8-week Session II *with academic penalty*
- 18 Good Friday (no classes; campus open)
Last day to apply for May 2014 graduation
- 25 Last day to pay for May 2014 graduation
- 30 Last class day for Spring and 8-week Session II
Final Exam Review Day (no exams or assignments)

May

- 1-7 Final Exams
- 7 Last class day for 12-week Session
- 9 May 2014 Commencement
- 26 Memorial Day Holiday

Summer Semester 2014

June

- 2 First class day for Summer Session I (SSI) and Full Term
- 2-4 Schedule revisions and/or late registration *with fee*
- 5 4th class day for SSI-no penalty for dropping
- 6 Application for August 2014 graduation begins
- 11 8th class day for Full Term-no penalty for dropping
- 16 Last day to drop/withdraw from SSI without academic penalty (Q or W)
Last day to petition for 'no grade'
- 23 Last day to drop/withdraw from SSI *with academic penalty*
- 30 Last day to drop/withdraw from Full Term without academic penalty (Q or W)

July

- 4 Independence Day Holiday
- 7 Last day to drop/withdraw from Full Term *with academic penalty*
- 9 SSI Final Exams
- 10 First class day for Summer Session II (SSII)
- 10-14 Schedule revisions and/or late registration *with fee*
- 15 4th class day for SSII-no penalty for dropping
Last day to petition for 'no grade'
- 25 Last day to apply for August 2014 graduation
- 28 Last day to drop/withdraw from SSII without academic penalty (Q or W)

August

- 1 Last day to pay for August 2014 graduation
- 4 Last day to drop/withdraw from SSII *with academic penalty*
- 13 SSII and Full Term Final Exams
- 15 August 2014 Commencement

The academic calendar is subject to change. All dates should be verified. The schedule of classes is published twice per year-Spring and 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 semester.

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 2,700. A variety of two-year academic programs is offered, leading to associate of science degrees. These programs will transfer to four-year institutions for students seeking baccalaureate degrees. Several technical/occupational programs are available, which lead to associate of applied science degrees or certificates of completion.

Governance

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

Vision

Lamar State College-Orange (LSC-O) will improve the quality of life for the citizens of Orange County and surrounding environs by spurring intellectual exploration, providing avenues for personal and professional growth, and offering a means to succeed in the global society.

Mission Statement

Lamar State College-Orange is a two-year open admissions, lower-division component of the Texas State University System. Our mission is:

- a. to provide, through traditional and innovative delivery systems, an academic curriculum that offers associate degrees and prepares students for transfer to senior colleges and universities;
- b. to provide, through traditional and innovative delivery systems, certificate and Associate of Applied Science Degree programs that prepare students for employment;
- c. to provide support services that facilitate and enhance student learning and success;
- d. to provide continuing education and customized training programs for upgrading employment skills and/or for those pursuing areas of personal interest; and
- e. to sponsor and/or participate in community activities that support economic development, promote cultural engagement, and/or encourage cooperation with area school districts.

Core Values

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

- Excellence: We endeavor to achieve quality results.
- Diversity: We celebrate diversity in ideas, people, and culture, and encourage a spirit of inclusiveness.
- Community: We demonstrate genuine concern for our students, faculty, staff, and the region that we serve.
- Student Success: We encourage and celebrate student achievement.

Accreditation

Lamar State College-Orange is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lamar State College-Orange.



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 can 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

Bacterial Meningitis Vaccination Requirement

Texas Senate Bill 1107 requires that all new students under the age of 30 who attend on-campus classes at an institution of higher learning either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester. The requirement also applies to returning students under the age of 30, after a break in enrollment of one fall or spring semester.

All new or returning Lamar State College-Orange students under the age of 30 must provide proof of a bacterial meningitis vaccination or exemption. The law states that students who do not qualify for an exemption must be immunized no later than 10 days prior to the first class day. This vaccination is valid for a five-year period. Make sure that yours has not expired. Take action now in order not to have registration delays.

To learn important facts about Bacterial Meningitis:

<http://www.cdc.gov/meningitis/about/faq.html>.

Proof of bacterial meningitis vaccination or exemption

- A document bearing the signature or stamp of a physician, his or her designee, or public health official that states the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official immunization record generated by a state or local health authority. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official school record that indicates a current bacterial meningitis vaccination. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. This document must state the name of the physician and the name and address of the medical facility.
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used and can be requested here:

<https://webds.dshs.state.tx.us/immco/affidavit.shtm-Affidavit>- Affidavit Request for Exemption from Immunization for Reasons of Conscience. Please allow several weeks for delivery.

How to provide proof of bacterial meningitis or exemption

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

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

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

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

Tobacco-Free Institution

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

Policy Statement on AIDS

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

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

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

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

Compliance with the Americans with Disabilities Act of 1990

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

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

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

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

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

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

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

Beginning freshmen must submit 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.

STSK 1200 "College Success" is required for all first-time freshman students. A first-time student is one who has not earned any college credit since graduating from high school or completing the GED.

New students and returning students, with an enrollment lapse of one semester, who are under the age of 30 will not be permitted to register for classes without verification of proof of receiving the Bacterial Meningitis Immunization Vaccination. Please see *Bacterial Meningitis Vaccination Requirement* under the *Health Policies and Regulations* of this catalog.

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit 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 who have a break in enrollment of one fall or spring term must file for readmission by submitting an application for admission. Former students who have attended another college are required to submit a complete official transcript of all work done subsequent to the last date of attendance at LSC-O. Students with unsettled financial debts to any TSUS component or incomplete records will not be allowed to register until such problems are resolved.

Proof of Residency

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

- Texas high school transcript for full senior year immediately preceding the census date;
- Unexpired Texas driver's license or Texas ID card with an issue date of more than 12 months preceding the census date for the term enrolling;
- Two consecutive Texas voter registration cards with the most current not expired;
- Pay stubs for the 12 months preceding the census date;
- Bank statements reflecting a Texas address for 12 months preceding the census date;
- Utility bills for the 12 months preceding the census date;
- Registration or verification from 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 Credit Enrollment

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

High School Concurrent Enrollment

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

Transients

Students 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. A 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 may be admitted if they (1) have graduated in the upper two-thirds of their classes, (2) score 700 or above on the Scholastic Aptitude Test, or (3) have the recommended high school preparation credits.

Selected Admission - 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 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 sent 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."

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

Types of Aid

Description of Fees

Payment of Fees

Lamar State College-Orange reserves the right to change fees in accordance with acts of the Texas Legislature and the college's Board of Regents. By registering for classes at the college, each student agrees to abide by all policies of the college.

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

Installment Program

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

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

Mini-Sessions

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

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

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

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).

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, Spring Semesters

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

Fall, Spring 8-Week Session

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

Fall, Spring 10-week Session

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

Fall, Spring 12-Week Session and Summer Extended Session

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

Summer Sessions I and II

- Through the 4th class day, 100 percent
- After the 4th 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 30 percent of the student's outstanding obligation. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

Resident Classification

Students are responsible for registering under their legal residence student classification. Questions regarding residency must be answered by the Registrar no later than the time of registration.

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
Internet/Hybrid Fee	\$50	per course
Late Registration Fee	\$10	
Reinstatement Fee	\$50	
Returned Checks	\$25	
Installment Late Penalty	\$15	
Credit by Exam	\$25	

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

	Texas/Louisiana*	Non Texas/Louisiana**
E & G Tuition	\$50/SCH	\$401/SCH
Designated Tuition	\$56/SCH	\$56/SCH
Student Services, maximum \$180	\$18/SCH	\$18/SCH
Computer Services	\$18/SCH	\$18/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.

Total charge does not include the following fees:

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/Hybrid (per course)		\$50.00

Summary of Fees
Fall 2012
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	\$94	\$18	\$4	\$18	\$30	\$5	\$5	\$174
2	\$188	36	8	36	30	5	5	308
3	\$282	54	12	54	30	5	5	442
4	\$376	72	16	72	30	5	5	576
5	\$470	90	20	90	30	5	5	710
6	\$564	108	24	108	30	5	5	844
7	\$658	126	28	126	30	5	5	978
8	\$752	144	32	144	30	5	5	1,112
9	\$846	162	36	162	30	5	5	1,246
10	\$940	180	40	180	30	5	5	1,380
11	\$1,034	180	40	198	30	5	5	1,492
12	\$1,128	180	40	216	30	5	5	1,604
13	\$1,222	180	40	234	30	5	5	1,716
14	\$1,316	180	40	252	30	5	5	1,828
15	\$1,410	180	40	270	30	5	5	1,940
16	\$1,504	180	40	288	30	5	5	2,052
17	\$1,598	180	40	306	30	5	5	2,164
18	\$1,692	180	40	324	30	5	5	2,276
19	\$1,786	180	40	342	30	5	5	2,388
20	\$1,880	180	40	360	30	5	5	2,500

Summary of Fees
Spring Mini-Session 2013, Summer Sessions I & II 2013
Texas and Louisiana Residents

1	\$106	\$18	\$4	\$18	\$15	\$5	\$5	\$171
2	\$212	36	8	36	15	5	5	317
3	\$318	54	12	54	15	5	5	463
4	\$424	72	16	72	15	5	5	609
5	\$530	90	20	90	15	5	5	755
6	\$636	90	20	108	15	5	5	879
7	\$742	90	20	126	15	5	5	1,003
8	\$848	90	20	144	15	5	5	1,127
9	\$954	90	20	162	15	5	5	1,251
10	\$1,060	90	20	180	15	5	5	1,375
11	\$1,166	90	20	198	15	5	5	1,499
12	\$1,272	90	20	216	15	5	5	1,623

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

Summary of Fees
Fall 2012
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	\$445	\$18	\$4	\$18	\$30	\$5	\$5	\$525
2	\$890	36	8	36	30	5	5	1,010
3	\$1,335	54	12	54	30	5	5	1,495
4	\$1,780	72	16	72	30	5	5	1,980
5	\$2,225	90	20	90	30	5	5	2,465
6	\$2,670	108	24	108	30	5	5	2,950
7	\$3,115	126	28	126	30	5	5	3,435
8	\$3,560	144	32	144	30	5	5	3,920
9	\$4,005	162	36	162	30	5	5	4,405
10	\$4,450	180	40	180	30	5	5	4,890
11	\$4,895	180	40	198	30	5	5	5,353
12	\$5,340	180	40	216	30	5	5	5,816
13	\$5,785	180	40	234	30	5	5	6,279
14	\$6,230	180	40	252	30	5	5	6,742
15	\$6,675	180	40	270	30	5	5	7,205
16	\$7,120	180	40	288	30	5	5	7,668
17	\$7,565	180	40	306	30	5	5	8,131
18	\$8,010	180	40	324	30	5	5	8,594
19	\$8,455	180	40	342	30	5	5	9,057
20	\$8,900	180	40	360	30	5	5	9,520

Summary of Fees
Spring Mini-Session 2013, Summer Sessions I & II 2013
Non-Texas Residents

1	\$457	\$18	\$4	\$18	\$15	\$5	\$5	\$522
2	\$914	36	8	36	15	5	5	1,019
3	\$1,371	54	12	54	15	5	5	1,516
4	\$1,828	72	16	72	15	5	5	2,013
5	\$2,285	90	20	90	15	5	5	2,510
6	\$2,742	90	24	108	15	5	5	2,985
7	\$3,199	90	20	126	15	5	5	3,460
8	\$3,656	90	20	144	15	5	5	3,935
9	\$4,113	90	20	162	15	5	5	4,410
10	\$4,570	90	20	180	15	5	5	4,885
11	\$5,027	90	20	198	15	5	5	5,360
12	\$5,484	90	20	216	15	5	5	5,835

Summary of Fees
Spring 2013
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	\$106	\$18	\$4	\$18	\$30	\$5	\$5	\$186
2	\$212	36	8	36	30	5	5	332
3	\$318	54	12	54	30	5	5	478
4	\$424	72	16	72	30	5	5	624
5	\$530	90	20	90	30	5	5	770
6	\$636	108	24	108	30	5	5	916
7	\$742	126	28	126	30	5	5	1,062
8	\$848	144	32	144	30	5	5	1,208
9	\$954	162	36	162	30	5	5	1,354
10	\$1,060	180	40	180	30	5	5	1,500
11	\$1,166	180	40	198	30	5	5	1,624
12	\$1,272	180	40	216	30	5	5	1,748
13	\$1,378	180	40	234	30	5	5	1,872
14	\$1,484	180	40	252	30	5	5	1,996
15	\$1,590	180	40	270	30	5	5	2,120

Summary of Fees
Spring 2013
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	\$457	\$18	\$4	\$18	\$30	\$5	\$5	\$537
2	\$914	36	8	36	30	5	5	1,034
3	\$1,371	54	12	54	30	5	5	1,531
4	\$1,828	72	16	72	30	5	5	2,028
5	\$2,285	90	20	90	30	5	5	2,525
6	\$2,742	108	24	108	30	5	5	3,022
7	\$3,199	126	28	126	30	5	5	3,519
8	\$3,656	144	32	144	30	5	5	4,016
9	\$4,113	162	36	162	30	5	5	4,513
10	\$4,570	180	40	180	30	5	5	5,010
11	\$5,027	180	40	198	30	5	5	5,485
12	\$5,484	180	40	216	30	5	5	5,960
13	\$5,941	180	40	234	30	5	5	6,435
14	\$6,398	180	40	252	30	5	5	6,910
15	\$6,855	180	40	270	30	5	5	7,385

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 emailed 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

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

Students wishing to be considered for scholarships should request the scholarship application. Students should be aware that scholarship funds are limited and that recipients normally must have grade point averages above 2.0 to be considered.

Satisfactory Academic Progress

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

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

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

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

Summer and mini-session coursework will be included in all completion rate and GPA calculations. Students denied aid may appeal in writing to the financial aid office. This appeal should explain any mitigating circumstances, which have caused the student's failure to make academic progress. The Coordinator of Financial Aid will review appeals. Relevant documentation necessary to verify or support the appeal (e.g. death in immediate family, extended personal illness, recent divorce, etc.) should be submitted with the appeal letter. Students shall be notified of their appeal decisions on their MyLSCO within two (2) weeks of the appeal letter being received in the financial aid office. Students denied their appeal may then make an

additional appeal to the Director of Financial Aid. (**NOTE:** If a student's appeal is denied, new information and documentation is required at each level of appeal to enhance the chances for granting subsequent appeals.) If appeal is denied by the Director, students may then appeal to the Vice President for Student Services. The decision of the Vice President is final. Ten (10) working days should be allowed at each level of appeal. Students will be notified of all appeal decisions through MyLSCO. A student not meeting SAP, but who has their appeal accepted, will be placed on probation or be placed on a Satisfactory Academic Plan. They will receive notification by status updates on their MyLSCO. Under the terms of probation, the student must complete 75% of all attempted coursework for that semester, and attain a GPA of 2.0 for the semester. Their status will be reevaluated at the end of the semester, which is when they are placed on probation. They will be notified of their new status on their MyLSCO at the end of that semester.

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

Types of Aid

Grants

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

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

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

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

Loans

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

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

Scholarships

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

Scholarships at Lamar State College-Orange are of two types: those administered solely by the college, including the selection of recipients; and those administered by the college at the request of donors who select the recipients themselves. Scholarship application forms and information concerning other requirements and deadlines are available in the Office of Financial Aid.

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.
- **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.
- **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.
- **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.
- **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. 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. Students are able to apply for student assistant and work-study job programs on line at:

https://jobs.lSCO.edu/applicants/jsp/shared/Welcome_css.jsp

Exemptions

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

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

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) 924-7320 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, 5550 Eastex Freeway, Suite D, Beaumont, Texas, 77708, or at (409) 899-8490 and (800) 687-7013.

Veterans' Affairs Office

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

Post 9/11 GI Bill, Chapter 33

Montgomery GI Bill, Chapter 30

Montgomery GI Bill- Selected Reserve Chapter, 1606

Montgomery GI Bill- Reserve Educational Assistance Program, Chapter 1607

Vocational Rehabilitation and Employment Vet Success Program, Chapter 31

Survivors and Dependents Assistance, Chapter 35

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

Hazlewood Exemption for Texas Veterans

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

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
Campus Security
Compact with Texans
Office of Admission and Records
Advising and Counseling Center
Ron E. Lewis Library
Testing Center
The Learning Center
Activities and Organizations
Conduct and Discipline

Student Services

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

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

Student complaints regarding **non-academic** issues are made in writing on the **Complaint Intake Form**. The complaint is logged in at this time and routed to the department against which the complaint has been made. If resolution is not achieved, the complainant may appeal to the Vice President for Student Services. Students may expect a maximum of five (5) days per step in the complaint resolution procedure. The decision of the Vice President for Student Services is final. **Academic** complaints/grievances should first be filed, in writing, with the instructor. If resolution is not achieved, the complainant may appeal through the chain-of-command, possibly culminating with a hearing before the Academic Appeals Committee. Students are then notified, in writing, of the decision. Procedures for pursuing specific types of grievances are detailed in the Texas State University System *Rules and Regulations*, the *LSC-O Faculty Handbook*, the *LSC-O Student Handbook*, and the *LSC-O Catalog*. Students may expect a maximum of five (5) working days per step in the grievance procedure.

Student Relations Representative

Michael Yeater
Vice President for Student Services and Auxiliary Enterprises
Ron E. Lewis Library Building, Room 355
(409) 882-3341
Michael.Yeater@lsc.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.

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, division directors, and program directors about academic programs. Details of the orientation programs can be found at www.lsc.edu or by contacting the Recruiting Office at (409) 882-3955.

DegreeWorks

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

For students, DegreeWorks:

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

For advisors and staff members, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces

- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

Students and advisors can also use DegreeWorks to test alternate majors to see how a change of major might affect the student's expected graduation date.

Current students may access DegreeWorks, view course schedules and register for classes online at my.lsc.edu under the Self-Service Banner link.

Advising and Counseling Center

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

The Advising and Counseling Center can provide specific assistance with class schedule planning, change of major, general information about various career choices, and transferring college credits. Questions concerning 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 all degree, certificate and institutional awards, as well as programs at other colleges and universities. The Transfer Success advisor is available to facilitate a successful transfer in order to meet your educational and career goals.

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

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 Director of Advising, Counseling and Testing with the collaboration of the Dean of Instruction and the Division Directors. 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) 924-7329 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) 899-8490 or (800) 687-7013.

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 45,000 print items and subscribes to more than 200 periodicals covering education and leisure. Included in the media library are 2,500+ titles of both educational films and popular movies. Students have access to 68 computers to search dozens of purchased electronic databases which include EBSCO, Proquest, Magill and Lexis-Nexis among others. These databases provide access to nearly 32,000 journals and through EBSCO eBooks, students can access 36,000 electronic or eBooks. Students may access these databases and eBooks via the Internet from anywhere by using their MyLSCO login information.

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

While students are encouraged to learn how to find and use their own resources in the library, librarians 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 Gray Library at Lamar University. The Ron E. Lewis Library also honors the TexShare borrower card when presented with acceptable photo identification. Some use and access restrictions may apply to resources and materials with contractual and licensing restrictions.

Testing Center

The Lamar State College-Orange Testing Center is located in room 107 of the Ron E. Lewis Library Building. The Testing Center provides a quiet and comfortable setting for group and individual testing of students. The center is completely handicapped accessible.

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 during fall and spring semesters. The center observes reduced hours during the Summer semesters, 8 a.m. through 6 p.m., Monday through Thursday; and 8 a.m. through 5 p.m. on Friday.

Individual testing for career assessment inventories, make-up exams, finals, English and math placement,

credit by examination, etc., is done on an appointment basis. During registration a student can generally get the results for the reading and math sections of the COMPASS immediately, be advised and register in one day if the student has already been accepted for admissions.

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

Special Accommodations Testing

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 most 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 TV, cafe, study areas, games 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 academic calendar. Students may add courses, make section changes or drop courses only within the period specified in the calendar.

New students and returning students, with an enrollment lapse of one semester, who are under the age of 30, will not be permitted to register for classes without verification of proof of receiving the Bacterial Meningitis Immunization Vaccination. Please see *Bacterial Meningitis Vaccination Requirement* under the *Health Policies and Regulations* of this catalog.

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

Students may replace a course grade by repeating the same course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College-Orange course. Eligibility for all College

honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar State College-Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division director of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the *Grade Replacement Policy* for any courses used to award a degree or calculate the cumulated grade point average.

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

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 higher education as a first time freshman beginning fall 2007 and subsequent terms.

- Under *Section 51.907* of the *Texas Education Code*, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas and applies to students who enroll in a public institution of higher education as first-time freshman in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade (A,B,C,D,F,S,U or Q) or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course (signified by a 'QL' grade at Lamar State College – Orange (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	English	ENGL 1301
Composition		Completion of ENGL 1302 with a grade of "C" or better
Foreign Language	Spanish	0 to 6 semester hours
Chemistry	Chemistry	CHEM 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.

International Baccalaureate (IB) Diploma Program

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

Exam	Score= 4+ On all Levels	Credit Granted	Equivalent Course
<i>Group 1-Language (A1)</i>			
English	HL	6 hrs	ENGL 1301, 1302
	SL	3 hrs	ENGL 1301
	A or B	3 hrs	ENGL 1302
<i>Group 2- Second Language (A2)</i>			
Spanish	SL	6 hrs	SPAN 1311, 1312
<i>Group 3- Individuals and Society</i>			
History Americas	HL	6 hrs	HIST 1301, 1302
	SL	3 hrs	HIST 1301
Economics	HL	6 hrs	ECON 2301, 2302
	SL	3 hrs	ECON 2301

Philosophy	HL or SL	3 hrs	PHIL 1301
Psychology	HL or SL	3 hrs	PSYC 2301
<i>Group 4- Experimental Sciences</i>			
Chemistry	HL	8 hrs	CHEM 1411, 1412
	SL	4 hrs	CHEM 1411
Biology	HL	8 hrs	BIOL 1406, 1407
	SL	4 hrs	BIOL 1406
Physics	SL	4 hrs	PHYS 1401
<i>Group 5- Math and Computer Sciences</i>			
Mathematics	HL	3 hrs	MATH 1325
	SL	3 hrs	MATH 1314
Computer Sciences	SL	3 hrs	COSC 1301
<i>Group 6-Arts</i>			
Visual Arts (A)	HL or SL	3 hrs	DRAM 1310
Visual Arts (B)	HL or SL	3 hrs	ARTS 1301
Music	HL or SL	3 hrs	MUSI 1306

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 Commission on Colleges (SACSCOC). Credit may also be awarded based on recommendations contained in the *National Guide to Educational Credit for Training Programs* published by the American Council on Education. 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, or are majoring in programs of less than 43 credit hours.

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 general 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 technical 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 may be waived from TSI requirements.

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.

Changes to acceptable tests are forthcoming. Check with Advising staff prior to testing

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 technical 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.

(Current TSI requirements are under review by the Texas Higher Education Coordinating Board. Implementation of recent changes in the law are forthcoming.)

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. 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.
- 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 Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lamar State College-Orange.

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 Texas Board of Nursing. The Pharmacy Technology Program is accredited by the American Society of Health-System Pharmacists. The Emergency Medical Services Program is certified by the Texas Department of State Health Services.

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 technical certificate programs with 42 credit hours or less offered at Lamar State College-Orange are waived from the testing requirements of the Texas Success Initiative (TSI).

Institutional Awards (IA)

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

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 ACE Program at (409) 882-3043.

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. The ACE Program will begin offering online components in Fall 2012 for the following certification areas: Generalist EC-6, Generalist 4-8, Special Education EC-12, English Language Arts 8-12, Science 8-12. Health Science Technology and Trade and Industrial Education have been offered online for the past 11 years and services students across the state of Texas. Based on enrollment, the following certifications will remain face-to-face: Math 8-12, Physical Education EC-12, Social Studies 8-12, Music EC-12, Art EC-12, and Spanish 6-12. Participants may enter the program in January, June or August.

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

Resolution of Transfer Disputes for Lower-Division Courses

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

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course is denied.
- A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Coordinating Board's rules and guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written denial, the institution that denies the course credit for transfer shall notify the commissioner of its denial and the reasons for the denial.

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

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 offered at LSC-O are waived from the testing requirements of the Texas Success Initiative (TSI).

Core Curriculum

Current 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 42-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
DRAM 1310	Introduction to Theater
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2326	American Literature
ENGL 2331	World Literature
ENGL 2341	Forms of Literature
HUMA 1315	Fine Arts Appreciation
MUSI 1306	Music Appreciation

*A new Texas Core Curriculum will be implemented in June 2014.

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>		
MATH 1314-College Algebra		MATH 1342-Elementary Statistical Methods
MATH 1316-Plane Trigonometry		MATH 2305-Discrete Mathematics
MATH 1324-Math for Business and Social Sciences I		MATH 2312-Pre-Calculus Math
MATH 1325-Math for Business and Social Sciences II		MATH 2318-Linear Algebra I
MATH 1332-Contemporary Mathematics I		MATH 2413-Calculus I
		MATH 2414-Calculus II
		MATH 2415-Calculus III
8 hours	Natural Sciences	
<i>Choose from these options:</i>		
BIOL 1406-Biology for Science Majors I		CHEM 1406-Introductory Chemistry I
BIOL 1407-Biology for Science Majors II		CHEM 1408-Introductory Chemistry II
BIOL 1408-Biology for Non-Science Majors I		CHEM 1411-General Chemistry I
BIOL 1409-Biology for Non-Science Majors II		CHEM 1412-General Chemistry II
BIOL 2401-Anatomy and Physiology I		PHYS 1401-College Physics I
BIOL 2402-Anatomy and Physiology II		PHYS 1405-Elementary Physics I
BIOL 2406-Environmental Biology		PHYS 1407-Elementary Physics II
BIOL 2420-Microbiology for Non-Science Majors		PHYS 2425-University Physics I
GEOL 1403-Physical Geology		
GEOL 1404-Historical Geology		
3 hours	Fine Arts	
<i>Choose from these options:</i>		
ARTS 1301-Art Appreciation		HUMA 1315-Fine Arts Appreciation
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-World Literature
ENGL 2323-British Literature II		ENGL 2341-Forms of Literature
ENGL 2326-American Literature		
3 hours	HIST 1301-United States History I	
3 hours	HIST 1302-United States History II	
3 hours	GOVT 2301-American Government I	
3 hours	GOVT 2302-American Government II	
3 hours	Social Sciences	
<i>Choose from these options:</i>		
ECON 2301-Principles of Macroeconomics		PSYC 2301-General Psychology
ECON 2302-Principles of Microeconomics		SOCI 1301-Introductory Sociology
3 hours	Communication	
<i>Choose from these options:</i>		
SPCH 1315-Public Speaking		SPAN 1311-Beginning Spanish I
SPCH 2335-Argumentation and Debate		SPAN 1312-Beginning Spanish II
1/3 hours	Physical Education - PHED 1164, 1238 or 1304	
42/44 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-Grades 8-12, EC-12..... 111

Associate of Applied Science Degrees

- Business Management 75
- Industrial Technology 91
- Information Technology Support Specialist..... 94
- Medical Office Professional 99
- Process Operating Technology 104
- Upward Mobility Nursing 112

Associate of Science Degrees

- Business..... 74
- Communication 79
- Computer Science..... 80
- Criminal Justice 81
- Horticulture..... 90
- Liberal Arts..... 96
- Natural Science..... 102
- Sociology 107
- Theater 108

Certificates of Completion

- Academic Certificate in General Studies..... 73
- Business Management Accounting 77
- Cisco Networking Specialist 78
- Criminal Justice 83
- Criminal Justice Corrections 84
- Customer Service..... 85
- Dental Assisting..... 86
- Entrepreneurship..... 87
- Information Technology Support Assistant-Networking Specialist..... 92
- Information Technology Support Assistant-Software Development..... 93
- Instrumentation..... 95
- Medical Administrative Assistant 97
- Medical Office Assistant 98
- Medical Transcriptionist..... 101
- Pharmacy Technology 103
- Process Technology..... 105
- Safety, Health and Environmental..... 106
- Vocational Nursing..... 114

Institutional Awards

- Emergency Medical Services 87
- Forensic Science..... 89
- Medical Office Receptionist..... 100
- 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	American Government I.....	3
MATH 1314	College Algebra.....	3
	or MATH 1324	
	or MATH 1332	
COMMUNICATION*	3
FINE ARTS*	3
	Semester Hours	15
Second Semester		
ENGL 1302	Composition II.....	3
GOVT 2302	American Government II.....	3
HIST 1301	United States History I.....	3
NATURAL SCIENCE WITH LAB*	4
PHYSICAL EDUCATION*	1,2 or 3
	Semester Hours	14/16
Third Semester		
HIST 1302	United States History II.....	3
LITERATURE*	3
NATURAL SCIENCE WITH LAB*	4
SOCIAL SCIENCE*	3
	Semester Hours	13
	Total Program Hours	42/44

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Studies- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

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 Macroeconomics.....	3
ENGL	1301	Composition I	3
HIST	1301	United States History I.....	3
Semester Hours			15
Second Semester			
ACCT	2302	Principles of Accounting II-Managerial	3
BUSI	1301	Business Principles	3
ECON	2302	Principles of Microeconomics	3
ENGL	1302	Composition II	3
HIST	1302	United States History II	3
Semester Hours			15
Third Semester			
GOVT	2301	American Government I	3
MATH	1314	College Algebra	3
		or MATH 1324	
		COMMUNICATION*	3
		NATURAL SCIENCE WITH LAB*	4
		PHYSICAL EDUCATION*	1, 2 or 3
Semester Hours			14/16
Fourth Semester			
GOVT	2302	American Government II	3
		LITERATURE*	3
		FINE ARTS*	3
		NATURAL SCIENCE WITH LAB*	4
		SOCIAL SCIENCE*	3
Semester Hours			16
Total Program Hours			60/62

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- PSYC 2301 or SOCI 1301

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 Macroeconomics		3
Semester Hours			15
Second Semester			
ACCT 2302	Principles of Accounting II-Managerial.....		3
ACNT 1311	Introduction to Computerized Accounting.....		3
ECON 2302	Principles of Microeconomics.....		3
ENGL 1301	Composition I.....		3
ITSW 1304	Introduction to Spreadsheets		3
Semester Hours			15
Third Semester			
BUSI 1307	Personal Finance		3
BUSI 2301	Business Law.....		3
MRKG 1301	Customer Relationship Management		3
POFT 2312	Business Correspondence and Communication		3
COMMUNICATION*		3
Semester Hours			15
Fourth Semester			
BMGT 2389 [◇]	Internship-Business Management		3
BUSG 2309	Small Business Management.....		3
MRKG 1311	Principles of Marketing		3
	or ACNT 1329		
LITERATURE/FINE ARTS*		3
NATURAL SCIENCE/MATH*		3
Semester Hours			15
Total Program Hours			60

°Capstone Course

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Math- MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 2305, MATH 2312, MATH 2318, MATH 2413, MATH 2414, or MATH 2415

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Business Management Accounting

Certificate of Completion

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

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

[◇]Capstone Course

Cisco 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	3
Semester Hours			3
Second Semester			
ITCC	1311	Cisco Discovery 2	3
Semester Hours			3
Third Semester			
ITCC	1312	Cisco Discovery 3	3
Semester Hours			3
Fourth Semester			
ITCC	1313 [◊]	Cisco Discovery 4	3
INFORMATION TECHNOLOGY*			3
Semester Hours			6
Total Program Hours			15

[◊]Capstone Course

***Information Technology**- BCIS 1310, BCIS 1316, COSC 1301, COSC 1336, COSC 1337, IMED 1301, IMED 1316, ITNW 1354, ITSC 1325, ITSC 2387, ITSE 1311, ITSE 1345, ITSW 1304, ITSW 1307, or ITSY 1342

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
SPCH 1311	Introduction to Speech Communication.....	3
NATURAL SCIENCE WITH LAB*		4
PHYSICAL EDUCATION*		1,2 or 3
SOCIAL SCIENCE*		3
Semester Hours		14/16

Second Semester		
ENGL 1302	Composition II	3
GOVT 2301	American Government I.....	3
SPCH 1315	Public Speaking.....	3
APPROVED ELECTIVE [†]		3
NATURAL SCIENCE WITH LAB*		4
Semester Hours		16

Third Semester		
GOVT 2302	American Government II	3
HIST 1301	United States History I.....	3
MATH 1314 ^Δ	College Algebra.....	3
or MATH 1324		
or MATH 1332		
SPCH 2335	Argumentation and Debate.....	3
LITERATURE*		3
Semester Hours		15

Fourth Semester		
HIST 1302	United States History II.....	3
SPCH 1318	Interpersonal Communication.....	3
SPCH 2341	Oral Interpretation.....	3
APPROVED ELECTIVE [†]		3
FINE ARTS*		3
Semester Hours		15
Total Program Hours		60/62

[†]See Division Chair

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

*Choose from options for:

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

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	BASIC Programming.....		3
ENGL 1301	Composition I.....		3
HIST 1301	United States History I.....		3
PHYSICAL EDUCATION*			1,2 or 3
Semester Hours			13/15
Second Semester			
COSC 1336	Programming Fundamentals I.....		3
ENGL 1302	Composition II.....		3
HIST 1302	United States History II		3
MATH 1314	College Algebra		3
FINE ARTS*		3
Semester Hours			15
Third Semester			
COSC 1337	Programming Fundamentals II		3
GOVT 2301	American Government I.....		3
NATURAL SCIENCE WITH LAB*			4
SOCIAL SCIENCE*			3
LITERATURE*			3
Semester Hours			16
Fourth Semester			
MATH 2305	Discrete Mathematics.....		3
GOVT 2302	American Government II		3
COMMUNICATION*			3
NATURAL SCIENCE WITH LAB*			4
APPROVED ELECTIVE [†]			3
Semester Hours			16
Total Program Hours			60/62

[†]See Division Director

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature-ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Criminal Justice

Associate of Science Degree

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

	Credit Hours
First Semester	
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 2314 Criminal Investigation	3
ENGL 1301 Composition I.....	3
PHYSICAL EDUCATION*	1, 2 or 3
NATURAL SCIENCE WITH LAB*	4
Semester Hours	14/16
 Second Semester	
CRIJ 1307 Crime in America	3/4
or CRIJ 1313	
or CRIJ 2323	
or FORS 2440	
or FORS 2450	
ENGL 1302 Composition II.....	3
GOVT 2301 American Government I.....	3
NATURAL SCIENCE WITH LAB*	4
FINE ARTS*	3
Semester Hours	16/17
 Third Semester	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 2313 Correctional Systems and Practices.....	3
or CRIJ 2328	
GOVT 2302 Introduction to American Government II.....	3
HIST 1301 United States History I	3
MATH 1314 College Algebra	3
or MATH 1324	
or MATH 1332	
Semester Hours	15
 Fourth Semester	
CRIJ 1306 Court Systems and Practices	3
HIST 1302 United States History II.....	3
COMMUNICATION*	3
SOCIAL SCIENCE*	3
LITERATURE*	3
Semester Hours	15
Total Program Hours	60/63

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Criminal Justice

Certificate of Completion

This curriculum will prepare students for entry into a field of criminal justice by combining both academic and technical concepts. 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	1381	Co-op in Criminal Justice	3/4
		or CJCR 1400**	
FREE ELECTIVE		3
Semester Hours			15/16

Second Semester			
CRIJ	1307	Crime in America.....	3
		or CRIJ 1313	
CRIJ	1310	Fundamentals of Criminal Justice.....	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.

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	1381	Co-op in Criminal Justice	3/4
or CJCR 1400**			
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.

Customer Service

Institutional Award

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

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

Dental Assisting

Certificate of Completion

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

Admissions requirements are that students be at least 18 years of age and have high school diplomas or G.E.D. certificates. Students must pass the HOBET 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	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 in the Clinic.....	2
DNTA	1251	Dental Office Management	2
DNTA	1353	Dental Assisting Applications.....	3
DNTA	1660	Clinical I-Dental Assistant	6
Semester Hours			17
Summer Semester			
DNTA	2461	Clinical II-Dental Assisting.....	4
ENGL	1301	Composition I.....	3
Semester Hours			7
Total Program Hours			40

Emergency Medical Services

Institutional Award

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

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

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

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

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

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/Entrepreneurship.....	3
ECON	2301	Principles of Macroeconomics	3
ENGL	1301	Composition I.....	3
MRKG	1311	Principles of Marketing.....	3
Semester Hours			18
Total Program Hours			33

[◊]Capstone Course

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	Introduction to Forensic Science.....	4
Semester Hours			7
Second Semester			
CRIJ	1310	Fundamentals of Criminal Law.....	3
FORS	2450	Introduction to Forensic Psychology	4
Semester Hours			7
Total Program Hours			14

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
BIOL	1408	Biology for Non-Science Majors I.....	4
ENGL	1301	Composition I.....	3
GOVT	2301	American Government I.....	3
COMMUNICATION*			3
PHYSICAL EDUCATION*			1,2 or 3
Semester Hours			14/16
Second Semester			
BIOL	1409	Biology for Non-Science Majors II.....	4
ENGL	1302	Composition II.....	3
HIST	1301	United States History I.....	3
MATH	1324	Math for Business Applications.....	3
Semester Hours			13
Third Semester			
BIOL	2406	Environmental Biology.....	4
CHEM	1411	General Chemistry I.....	4
HIST	1302	United States History II.....	3
HORT	1401	Horticulture.....	4
FINE ARTS*			3
Semester Hours			18
Fourth Semester			
CHEM	1412	General Chemistry II.....	4
GOVT	2302	American Government II.....	3
LITERATURE*			3
NATURAL SCIENCE/MATH*			3/4
SOCIAL SCIENCE*			3
Semester Hours			16/17
Total Program Hours			61/64

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Math- MATH 1314, MATH 1316, MATH 1325, MATH 1332, MATH 1342, MATH 2305, MATH 2312, MATH 2318, MATH 2413, MATH 2414, or MATH 2415

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Industrial Technology

Associate of Applied Science Degree

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

First Semester			Credit Hours
COSC 1301	Introduction to Computing		3
ENGL 1301	Composition I.....		3
PTAC 1302	Introduction to Process Technology		3
PTAC 1308	Safety, Health and Environment I.....		3
PTAC 1332	Process Instrumentation I.....		3
TECM 1303	Technical Calculations.....		3
Semester Hours			18
Second Semester			
MATH 1314	College Algebra		3
	or MATH 1332		
OSHT 2401	OSHA Regulations-General Industry		4
PTAC 1410	Process Technology I-Equipment		4
PTAC 2436	Process Instrumentation II		4
COMMUNICATION*		3
Semester Hours			18
Third Semester			
ELPT 1311	Basic Electrical Theory		3
EPCT 1301	Hazardous Waste Op. and Emergency Response		3
EPCT 1305	Environmental Regulations Overview		3
INMT 1305	Introduction to Industrial Maintenance		3
LITERATURE/FINE ARTS*		3
Semester Hours			15
Fourth Semester			
EPCT 2389 [◇]	Internship-Environmental Engineering Tech.....		3
	or CTEC 2387		
EPCT 1341	Principles of Industrial Hygiene		3
PTAC 2314	Principles of Quality		3
PTAC 2446	Process Troubleshooting		4
SOCIAL SCIENCE.....			3
Semester Hours			16
Total Program Hours			67

[◇] Capstone Course

*Choose from options for:

Communication- SPCH 1315 or SPCH 1318

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social Science- PSYC 2301 or SOCI 1301

Information Technology Support Assistant

Networking Specialist

Certificate of Completion

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

First Semester			Credit Hours
COSC	1301	Introduction to Computing.....	3
ITCC	1310	Cisco Discovery 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	Cisco Discovery 2.....	3
ITSY	1342	Information Technology Security.....	3
ITNW	1354	Implementing and Supporting Servers.....	3
Semester Hours			12
Third Semester			
ITCC	1312	Cisco Discovery 3.....	3
ITSW	1307	Introduction to Database.....	3
POFT	2312	Business Correspondence and Communication.....	3
Semester Hours			9
Fourth Semester			
ITCC	1313 [◊]	Cisco Discovery 4.....	3
ITSW	1304	Introduction to Spreadsheets.....	3
Semester Hours			6
Total Program Hours			37

[◊]Capstone Course

Information Technology Support Assistant

Software Development

Certificate of Completion

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

First Semester			Credit Hours
BCIS	1310	BASIC Programming	3
COSC	1301	Introduction to Computing	3
ITCC	1310	Cisco Discovery 1	3
ITSW	1307	Introduction to Database	3
ITSC	1325	Personal Computer Hardware	3
Semester Hours			15
Second Semester			
BCIS	1316 [◊]	Computer Programming-BASIC.....	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	1127	Introduction to Keyboarding	1
POFT	2312	Business Correspondence and Communication	3
Semester Hours			7
<i>Total Program Hours</i>			<i>37</i>

[◊]Capstone Course

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	BASIC Programming	3
COSC	1301	Introduction to Computing	3
ITCC	1310	Cisco Discovery 1	3
ITSC	1325	Personal Computer Hardware	3
POFT	1127	Introduction to Keyboarding	1
LITERATURE/FINE ARTS*			3
Semester Hours			16
Second Semester			
BCIS	1316	Computer Programming-BASIC.....	3
ITCC	1311	Cisco Discovery 2	3
ITSW	1304	Introduction to Spreadsheets	3
ITNW	1354	Implementing and Supporting Servers.....	3
SOCIAL SCIENCE*			3
Semester Hours			15
Third Semester			
BUSI	1301	Business Principles	3
ITCC	1312	Cisco Discovery 3.....	3
ITSW	1307	Introduction to Database	3
MATH	1314	College Algebra	3
		or MATH 1324	
		or MATH 1332	
POFT	2312	Business Correspondence and Communication.....	3
Semester Hours			15
Fourth Semester			
ITCC	1313	Cisco Discovery 4	3
IMED	1316	Web Design I.....	3
ITSC	2387 [◇]	Internship-Computer and Information Sciences	3
ITSE	1345	Introduction to Oracle SQL.....	3
ITSY	1342	Information Technology Security	3
COMMUNICATION*			3
Semester Hours			18
Total Program Hours			64

[◇] Capstone Course

*Choose from options for:

Communication- SPCH 1315 or SPCH 1318

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Instrumentation

Certificate of Completion

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

First Semester	Credit Hours
CETT 1403 DC Circuits.....	4
COSC 1301 Introduction to Computing	3
INCR 1402 Physics of Instrumentation	4
INTC 1358 Flow & Measurement Calibration	3
MATH 1314 College Algebra.....	3
or MATH 1332	
Semester Hours	17
Second Semester	
CETT 1405 AC Circuits.....	4
INCR 1442 [◇] Measurement and Process Control Theory.....	4
INTC 1301 Principles of Industrial Measurement I	3
PTAC 1308 Health, Safety and Environment I	3
Semester Hours	14
Total Program Hours	31

[◇]Capstone Course

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.

	Credit Hours
First Semester	
ENGL 1301 Composition I.....	3
GOVT 2301 American Government I.....	3
PHYSICAL EDUCATION*	1,2 or 3
NATURAL SCIENCE WITH LAB*	4
APPROVED ELECTIVE [†]	3
Semester Hours	14/16
Second Semester	
ENGL 1302 Composition II	3
HIST 1301 United States History I.....	3
COMMUNICATION*	3
NATURAL SCIENCE WITH LAB*	4
APPROVED ELECTIVE [†]	3
Semester Hours	16
Third Semester	
GOVT 2302 American Government II	3
MATH 1314 College Algebra	3
or MATH 1324	
or MATH 1332	
LITERATURE*	3
FINE ARTS*	3
APPROVED ELECTIVE [†]	3
Semester Hours	15
Fourth Semester	
HIST 1302 United States History II.....	3
SOCIAL SCIENCE*	3
APPROVED ELECTIVE [†]	3
APPROVED ELECTIVE [†]	3
APPROVED ELECTIVE [†]	3
Semester Hours	15
Total Program Hours	60/62

[†]See Division Director

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

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
COSC 1301	Introduction to Computing		3
HITT 1305	Medical Terminology I		3
MRKG 1301	Customer Relations		3
POFM 1317	Medical Administrative Support		3
POFT 1329	Beginning Keyboarding		3
Semester Hours			15
Second Semester			
HPRS 2321	Medical Law and Ethics for Health Professionals		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
HITT 1301	Health Data Content and Structure.....		3
POFM 2386 [◊]	Internship-Medical Admin/Executive Assistant		3
BMGT 1301	Supervision.....		3
SPCH 1318	Interpersonal Communication		3
Semester Hours			15
Total Program Hours			46

[◊]Capstone Course

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	1317	Medical Administrative Support	3
POFT	1329	Beginning Keyboarding	3
Semester Hours			15
Second Semester			
BIOL	2404	Anatomy and Physiology	4
HPRS	2321	Medical Law and Ethics for Health Professionals	3
MRMT	1307	Medical Transcription I.....	3
POFM	1300	Medical Coding Basics	3
POFM	1327 [◊]	Medical Insurance	3
Semester Hours			16
<i>Total Program Hours</i>			31

[◊]Capstone Course

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
COSC	1301	Introduction to Computing	3
HITT	1305	Medical Terminology I	3
MRKG	1301	Customer Relations	3
POFM	1317	Medical Administrative Support	3
POFT	1329	Beginning Keyboarding	3
Semester Hours			15
Second Semester			
HPRS	2321	Medical Law and Ethics for Health Professionals	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
HITT	1301	Health Data Content and Structure	3
BMGT	1301	Supervision.....	3
SPCH	1318	Interpersonal Communication	3
BUSI	1301	Business Principles.....	3
Semester Hours			15
Fourth Semester			
ITSW	1304	Introduction to Spreadsheets	3
POFT	2312	Business Correspondence and Communication	3
POFM	2386 [◇]	Internship-Medical Admin/Executive Assistant	3
SOCIAL SCIENCE*			3
LITERATURE/FINE ARTS*			3
Semester Hours			15
Total Program Hours			61

[◇] Capstone Course

*Choose from options for:

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

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 1317	Medical Administrative Support		3
POFT 1329	Beginning Keyboarding		3
		Semester Hours	12
		<i>Total Program Hours</i>	12

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	1301	Health Data Content and Structure	3
HPRS	2321	Medical Law and Ethics for Health Professionals	3
MRMT	1307	Medical Transcription I.....	3
HITT	1305	Medical Terminology I	3
Semester Hours			16
Second Semester			
MRMT	2333 [◇]	Medical Transcription II	3
POFT	1329	Beginning Keyboarding	3
Semester Hours			6
Total Program Hours			22

[◇] Capstone Course

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
CHEM 1411	General Chemistry I..... or BIOL 1406 or GEOL 1403	4
ENGL 1301	Composition I.....	3
HIST 1301	United States History I.....	3
MATH 1314	College Algebra.....	3
COMMUNICATION*	3
Semester Hours		16
Second Semester		
CHEM 1412	General Chemistry II or BIOL 1407 or GEOL 1404	4
ENGL 1302	Composition II.....	3
HIST 1302	United States History II.....	3
MATH 1342	Elementary Statistics or MATH 2312 or MATH 2413	3/4
PHYSICAL EDUCATION*	1,2 or 3
Semester Hours		14/17
Third Semester		
GOVT 2301	American Government I.....	3
FINE ARTS*	3
LITERATURE*	3
NATURAL SCIENCE WITH LAB*	4
NATURAL SCIENCE*	3/4
Semester Hours		16/17
Fourth Semester		
GOVT 2302	American Government II.....	3
NATURAL SCIENCE WITH LAB*	4
SOCIAL SCIENCE*	3
NATURAL SCIENCE/MATH*	3/4
Semester Hours		13/14
Total Program Hours		59/64

*Choose from options for:

Communication-SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Math- MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 2305, MATH 2318, MATH 2413, or MATH 2415

Natural Science- BIOL 1322, BIOL 2305, or a Natural Science w/ Lab course

Natural Science w/Lab- BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

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 HOBET 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 Relationship Management		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 and Sterile Compounding.....		4
PHRA 2361	Clinical-Pharmacy Technician		3
SPCH 1318	Interpersonal Communication		3
Semester Hours			16
Total Program Hours			30

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 I.....		3
PTAC 1332	Process Instrumentation I.....		3
TECM 1303	Technical Calculations		3
Semester Hours			18
Second Semester			
MATH 1314	College Algebra.....		3
	or MATH 1332		
OSHT 2401	OSHA Regulations		4
PTAC 1410	Process Technology I-Equipment.....		4
PTAC 2436	Process Instrumentation II.....		4
COMMUNICATION*		3
Semester Hours			18
Summer Semester			
LITERATURE/FINE ARTS*.....			3
SOCIAL SCIENCE*			3
Semester Hours			6
Third Semester			
PTAC 2314	Principles of Quality.....		3
PTAC 2420	Process Technology II-Systems		4
SCIT 1418	Applied Physics.....		4
SCIT 1494	Special Topics in Chemistry.....		4
Semester Hours			15
Fourth Semester			
CTEC 2480	Cooperative Education-Chemical Technology.....		4
	or CTEC 2445		
PTAC 2438 [◇]	Process Technology III-Operations.....		4
PTAC 2446	Process Troubleshooting		4
Semester Hours			12
Total Program Hours			69

[◇] Capstone Course

*Choose from options for:

Communication- SPCH 1315 or SPCH 1318 **Fine Arts-** ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341 **Social Science-** PSYC 2301 or SOCI 1301

Process Technology

Certificate of Completion

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

First Semester			Credit Hours
COSC 1301	Introduction to Computing		3
ENGL 1301	Composition I.....		3
PTAC 1302	Introduction to Process Technology.....		3
PTAC 1308	Safety, Health and Environment I.....		3
PTAC 1332	Process Instrumentation I.....		3
TECM 1303	Technical Calculations		3
Semester Hours			18
Second Semester			
MATH 1314	College Algebra		3
	or MATH 1332		
OSHT 2401	OSHA Regulations.....		4
PTAC 1410	Process Technology I-Equipment		4
PTAC 2436 [◇]	Process Instrumentation II.....		4
COMMUNICATION*		3
Semester Hours			18
Summer Semester			
LITERATURE/FINE ARTS*			3
SOCIAL SCIENCE*			3
Semester Hours			6
Total Program Hours			42

[◇] Capstone Course

*Choose from options for:

Communication- SPCH 1315 or SPCH 1318

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social Science- PSYC 2301 or SOCI 1301

Safety, Health and Environmental

Certificate of Completion

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

First Semester			Credit Hours
COSC 1301	Introduction to Computing		3
ENGL 1301	Composition I.....		3
EPCT 1301	Hazardous Waste Op. and Emergency Response.....		3
EPCT 1305	Environmental Regulations Overview		3
EPCT 1341	Industrial Hygiene.....		3
TECM 1303	Technical Calculations.....		3
Semester Hours			18
Second Semester			
EPCT 1349	Environment Regulation Interpretation & App.		3
EPCT 2389 [◇]	Internship-Environmental		3
OSHT 2401	OSHA Regulations.....		4
PTAC 1308	Safety, Health and Environment I.....		3
COMMUNICATION*		3
Semester Hours			16
Summer Semester			
MATH 1314	College Algebra		3
	or MATH 1332		3
LITERATURE/FINE ARTS*		3
SOCIAL SCIENCE*		3
Semester Hours			3
Total Program Hours			43

[◇] Capstone Course

*Choose options from:

Communication- SPCH 1315 or SPCH 1318

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social Science- PSYC 2301 or SOCI 1301

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
SOCI 1301	Introduction to Sociology.....	3
SOCI 1306	Social Problems.....	3
COMMUNICATION*	3
PHYSICAL EDUCATION*	1,2 or 3
NATURAL SCIENCE WITH LAB*	4
Semester Hours		17/19
Second Semester		
ENGL 1302	Composition II.....	3
GOVT 2301	American Government I.....	3
HIST 1301	United States History I.....	3
SOCI 2301	Marriage and the Family.....	3
NATURAL SCIENCE WITH LAB*	4
Semester Hours		16
Third Semester		
GOVT 2302	American Government II.....	3
HIST 1302	United States History II.....	3
SOCI 2306	Human Sexuality.....	3
SOCI 2326	Social Psychology.....	3
LITERATURE*	3
Semester Hours		15
Fourth Semester		
SOCI 2336	Criminology.....	3
SOCI 2339	Juvenile Delinquency.....	3
MATH 1314	College Algebra.....	3
	or MATH 1324	
	or MATH 1332	
FINE ARTS*	3
Semester Hours		12
Total Program Hours		60/62

*Choose options from:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

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
GOVT 2301 American Government I	3
DRAM 1310 Introduction to Theater	3
NATURAL SCIENCE WITH LAB*	4
PHYSICAL EDUCATION*	1,2 or 3
Semester Hours	14/16
 Second Semester	
ENGL 1302 Composition II	3
DRAM 1320 ^{††} Theater Practicum I.....	2/3
or DRAM 1120 and DRAM 1121	
DRAM 1330 Stagecraft I.....	3
NATURAL SCIENCE WITH LAB*	4
COMMUNICATION*	3
Semester Hours	15/16
 Third Semester	
DRAM 1342 Introduction to Costume	3
DRAM 1351 Acting I	3
HIST 1301 United States History I	3
MATH 1314 College Algebra.....	3
or MATH 1324	
or MATH 1332	
LITERATURE*	3
Semester Hours	15
 Fourth Semester	
DRAM 1341 Makeup	3
DRAM 1352 Acting II.....	3
GOVT 2302 American Government II	3
HIST 1302 United States History II	3
SOCIAL SCIENCE*	3
Semester Hours	15
Total Program Hours	59/62

^{††}Students planning to attend Lamar University need to take DRAM1320

^{††}Students planning to attend McNeese State University need to take DRAM 1120 and DRAM 1121

*Choose from options for:

Communication- SPCH 1315, SPCH 2335, SPAN 1311, or SPAN 1312

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1405, PHYS 1407, or PHYS 2425

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Teaching

Associate of Arts in Teaching Degrees

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

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

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

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

Teaching

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

Associate of Arts in Teaching Degree (AAT-1)

First Semester			Credit Hours
EDUC 1301	Introduction to the Teaching Profession.....		3
ENGL 1301	Composition I.....		3
MATH 1314	College Algebra.....		3
HIST 1301	United States History I.....		3
PHYSICAL EDUCATION*			1,2 or 3
Semester Hours			13/15

Second Semester			
EDUC 2301	Introduction to Special Populations.....		3
ENGL 1302	Composition II.....		3
GOVT 2301	American Government I.....		3
HIST 1302	United States History II.....		3
NATURAL SCIENCE WITH LAB*			4
Semester Hours			16

Third Semester			
GOVT 2302	American Government II.....		3
MATH 1350	Fundamentals of Mathematics I.....		3
SPCH 1315	Public Speaking.....		3
NATURAL SCIENCE WITH LAB*			4
LITERATURE*			3
Semester Hours			16

Fourth Semester			
APPROVED ELECTIVE [†]			3
FINE ARTS*			3
MATH*			3
NATURAL SCIENCE*			3/4
SOCIAL SCIENCE*			3
Semester Hours			15/16
Total Program Hours 60/63			

[†] See Division Director

*Choose from options for:

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Math- MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 2305, MATH 2312, or MATH 2318

(Please check the 4-year institution on transfer policy)

Natural Science- BIOL 1322, BIOL 2305, or a Natural Science w/ Lab course

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1405, or PHYS 1407

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- PSYC 2301, or SOCI 1301

Teaching

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

Associate of Arts in Teaching Degree (AAT-2)

First Semester			Credit Hours
EDUC 1301	Introduction to the Teaching Profession.....		3
ENGL 1301	Composition I.....		3
HIST 1301	United States History I.....		3
MATH 1314	College Algebra.....		3
PHYSICAL EDUCATION*.....			1,2 or 3
Semester Hours			13/15

Second Semester			
ENGL 1302	Composition II.....		3
HIST 1302	United States History II.....		3
GOVT 2301	American Government I.....		3
EDUC 2301	Introduction to Special Populations.....		3
NATURAL SCIENCE WITH LAB*			4
Semester Hours			16

Third Semester			
GOVT 2302	American Government II.....		3
SPCH 1315	Public Speaking.....		3
SOCIAL SCIENCE*			3
NATURAL SCIENCE WITH LAB*			4
LITERATURE*			3
Semester Hours			16

Fourth Semester			
APPROVED ELECTIVE [†]			3
APPROVED ELECTIVE [†]			3
APPROVED ELECTIVE [†]			3
FINE ARTS*			3
MATH*			3
Semester Hours			15
Total Program Hours			60/62

[†] See Division Director

*Choose from options for:

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Math- MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 2305, MATH 2312, or MATH 2318

(Please check the 4-year institution on transfer policy)

Natural Science- BIOL 1322, BIOL 2305, or Natural Science w/Lab course

Natural Science w/Lab- BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2406, CHEM 1406, CHEM 1408, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1405, or PHYS 1407

Physical Education- PHED 1164, PHED 1238, or PHED 1304

Social Science- PSYC 2301, or SOCI 1301

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;
- successful completion of BIOL 2401 and BIOL 2402 Human Anatomy and Physiology, BIOL 2420 Introductory Microbiology, MATH 1314 College Algebra, RNSG 1300 Health Assessment, RNSG 1311 Nursing Pathophysiology and ENGL 1301 Composition I, with a minimum grade of “C”;
- copy of current CPR certification;
- *Evolve Reach Admission Assessment (A²) Exam* profile indicating a composite score of 80 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 cited, charged or convicted of a crime or received a deferred order, with or without an adjudication of guilt for a felony or misdemeanor offense other than a minor traffic violation or Minor in Possession (MIP);
- has had a misdemeanor conviction involving moral turpitude within the last ten (10) years;
- has been diagnosed with or treated or hospitalized within the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder;
- has been, within the past five (5) years, addicted to or treated for the use of alcohol or any other drug; or
- has been denied licensure or disciplined by any licensing/certifying authority.

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

Prerequisites			Credit Hours
BIOL	2401	Anatomy and Physiology I.....	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2420	Microbiology for Non-Science Majors.....	4
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3
RNSG	1300	Health Assessment.....	3
RNSG	1311	Nursing Pathophysiology.....	3
Semester Hours			3
			24

Co-requisites			
BIOL	1322	Nutrition and Diet Therapy I.....	3
PSYC	2301	General Psychology	3
PSYC	2314	Lifespan Growth and Development	3
SPCH	1311	Introduction to Speech Communication	3
or SPCH 1315			
LITERATURE/FINE ARTS*			3
Semester Hours			15

First Semester			
RNSG	1210	Introduction to Community-Based Nursing.....	2
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	2361	Clinical I	3
Semester Hours			8

Second Semester			
RNSG	2362	Clinical II	3
RNSG	2514	Care of Clients with Complex Health Care Needs	5
Semester Hours			8

Third Semester			
RNSG	2363	Clinical III.....	3
RNSG	2535	Integrated Client Care Management	5
RNSG	1207	Nursing Jurisprudence	2
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.

*Choose from options for:

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

Literature- ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

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 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	Anatomy and Physiology I.....	4
BIOL	2402	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	Nutrition and Diet Therapy I.....	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

Vocational Nursing-Continued

Second Semester

PSYC 2314	Lifespan Growth and Development.....	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	15

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	14
	Total Program Hours	59

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 Digital Media.....	3
ITSE	1311	Beginning Web Page Programming.....	3
Semester Hours			6
Second Semester			
IMED	1316	Web Design I	3
INFORMATION TECHNOLOGY*			3
Semester Hours			6
Total Program Hours			12

*Choose from options for:

Information Technology- BCIS 1310, BCIS 1316, COSC 1301, COSC 1336, COSC 1337, ITCC 1310, ITCC 1311, ITCC 1312, ITCC 1313, ITNW 1354, ITSC 1325, ITSC 2387, ITSE 1345, ITSW 1304, ITSW 1307, or ITSY 1342

Course Descriptions

Course descriptions are listed
in alphabetical order.



Course Descriptions

Lamar State College-Orange offers both academic and technical coursework. Academic courses are indicated as “AC,” college preparatory courses are identified with “CP,” and “TEC” denotes classes in the technical area. Academic courses will transfer to another college or university. College Prep courses are included on transcripts but are not transferable courses. Technical courses may or may not transfer to another college or university. *The Texas Common Course Numbering System (TCCNS)* is a course numbering system used throughout the state of Texas. It is composed of four letters plus four numbers. The four letters indicate the subject area. The four numbers indicate the course number. The first digit is the level (1 = freshman, 2 = sophomore, etc.); the second digit is the number of credit hours to be awarded for this course; and the last two digits represent the course sequence. The six numbers within parenthesis is a course identifier used by the Texas Higher Education Coordinating Board (THECB). 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-Financial (52.0301)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. AC.

ACCT 2302 3-3-0

Principles of Accounting II-Managerial (52.0301)

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

ACNT 1311 3-3-0

Intro to Computerized Accounting (52.0302)

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

ACNT 1329 3-3-0

Payroll and Business Tax Accounting (52.0301)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Prerequisite: ACCT 2301 or concurrent enrollment. TEC.

ARTS 1301 3-3-0

Art Appreciation (50.0703)

Exploration of purposes and processes in the visual arts including evaluation of selected works. AC.

ARTS 1311 3-3-0

Design I (50.0401)

Elements and principles of art using two-dimensional concepts. AC.

ARTS 1316 3-3-0

Drawing I (50.0705)

Investigation of drawing media and techniques including descriptive and expressive possibilities. AC.

BCIS 1310 3-2-3

BASIC Programming (11.0202)

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

BCIS 1316 3-2-3

Computer Programming-BASIC (11.0202)

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

Nutrition and Diet Therapy I (19.0501)

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

- BIOL 1406** 4-3-2
Biology for Science Majors I (26.0101)
 Fundamental principles of living organisms including physical and chemical properties of life, organization, cell structure and function, evolutionary adaptation, genetics, classification, and organism diversity. This course is designed for science and psychology majors. AC.
- BIOL 1407** 4-3-2
Biology for Science Majors II (26.0101)
 Continuation of fundamental principles of living organisms including physical and chemical properties of life, structure and function of organisms (with fetal pig dissection in lab), development, reproduction, and ecology. This course is designed for science and psychology majors. Prerequisite: BIOL 1406. AC.
- BIOL 1408** 4-3-2
Biology for Non-Science Majors I (26.0101)
 Fundamental principles of living organisms including physical and chemical properties of life, organization, function, circulatory, respiratory, digestive, sensory, and reproduction systems of the human body. This course is designed for non-science majors. AC.
- BIOL 1409** 4-3-2
Biology for Non-Science Majors II (26.0101)
 Continuation of fundamental principles with emphasis on organisms including physical and chemical properties of life, taxonomic diversity of living things, heredity, evolution, and ecology. This course is designed for non-science majors. Recommended prerequisite: BIOL 1408 helpful but not required. AC.
- BIOL 2305** 3-3-0
Anatomy and Physiology II (Pathophysiology) (26.0707)
 Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. AC.
- BIOL 2401** 4-3-2
Anatomy and Physiology I (26.0707)
 Study of the basic principles of human anatomy and physiology with emphasis on interrelationships among body systems, including the structure and function of cells, tissues, and the muscular, skeletal, nervous, and endocrine systems. AC.
- BIOL 2402** 4-3-2
Anatomy and Physiology II (26.0707)
 Continuation of the basic principles of human anatomy and physiology with emphasis on interrelationships among body systems, including the circulatory, lymphatic, immunological, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIOL 2401. AC.
- BIOL 2404** 4-3-2
Anatomy and Physiology (MOT) (26.0707)
 Study of the basic principles of human anatomy and physiology with emphasis on the anatomy of body systems, including the structure and function of cells and tissues, muscular, skeletal, nervous, endocrine, cardiovascular, digestive, respiratory, excretory, and reproductive systems. This course is specifically designed for Medical Office Technology majors. AC.
- BIOL 2406** 4-3-2
Environmental Biology (03.0103)
 Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. AC.
- BIOL 2420** 4-3-2
Microbiology for Non-Science Majors (26.0503)
 Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Prerequisite: BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402. AC.
- BMGT 1301** 3-3-0
Supervision (52.0201)
 The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. TEC.
- BMGT 2389** 3-0-9
Internship-Business Administration and Management (52.0201)
 A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. Prerequisite: Enrollment in Business Management program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.
- BUSG 2309** 3-3-0
Small Business Management (52.0703)
 Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Prerequisite: ACCT 2301 and BUSI 1301. TEC.
- BUSI 1301** 3-3-0
Business Principles (52.0101)
 Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. AC.

BUSI 1307 3-3-0**Personal Finance** (19.0401)

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

BUSI 2301 3-3-0**Business Law** (22.0101)

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

CETT 1403..... 4-3-4**DC Circuits** (15.1201)

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

CETT 1405..... 4-3-4**AC Circuits** (15.1201)

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

CHEM 1406 4-3-2**Introductory Chemistry I** (40.0501)

Survey course introducing elementary inorganic chemistry. This course is designed for non-science and allied health students. AC.

CHEM 1408 4-3-2**Introductory Chemistry II** (40.0501)

Continuation of elementary inorganic chemistry including nuclear science and physiological chemistry. This course is designed for non-science and allied health students. Prerequisite: CHEM 1406 or CHEM 1411. AC.

CHEM 1411 4-3-2**General Chemistry I** (40.0501)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 1314 or equivalent. AC.

CHEM 1412..... 4-3-2**General Chemistry II** (40.0501)

Chemical equilibrium, phase diagrams and spectrometry; acid-based concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles, introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411. AC.

CJCR 1381..... 3-0-16**Co-op in Criminal Justice** (43.0102)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Students taking this course must not have criminal records. TEC.

CJCR 1400..... 4-3-2**Basic Jail Course** (43.0102)

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement (TCLEOSE) objectives for course #1007. Permission from Director of Criminal Justice is needed before a student can register for this course. Students taking this course must not have criminal records. Co-requisite: CJCR 1381. TEC.

COSC 1301 3-3-0**Introduction to Computing** (11.0101)

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

COSC 1336 3-3-0**Programming Fundamentals I** (11.0201)

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

COSC 1337	3-3-0
Programming Fundamentals II (11.0201)	
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336. AC.	
CRIJ 1301	3-3-0
Introduction to Criminal Justice (43.0104)	
History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. AC.	
CRIJ 1306	3-3-0
Court Systems and Practices (22.0101)	
Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. AC.	
CRIJ 1307	3-3-0
Crime in America (45.0401)	
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. AC.	
CRIJ 1310	3-3-0
Fundamentals of Criminal Law (22.0101)	
Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. AC.	
CRIJ 1313	3-3-0
Juvenile Justice System (43.0104)	
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. AC.	
CRIJ 2313	3-3-0
Correctional Systems and Practices (43.0104)	
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. AC.	
CRIJ 2314	3-3-0
Criminal Investigation (43.0104)	
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. AC.	
CRIJ 2323	3-3-0
Legal Aspects of Law Enforcement (43.0104)	
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. AC.	
CRIJ 2328	3-3-0
Police Systems and Practices (43.0104)	
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. AC.	
CTEC 2387	3-0-10
Internship-Chemical Technology (41.0301)	
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Enrollment in the Industrial Technology program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.	
CTEC 2445	4-3-3
Unit Operations (41.0301)	
Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant. Prerequisite: Enrollment in the Process Operating Technology program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.	
CTEC 2480	4-0-25
Cooperative Education-Chemical Technology (41.0301)	
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: Enrollment in the Process Operating Technology program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.	
DIRW 0400	4-4-0
Integrated Reading/Writing	
Integration of critical reading and academic writing skills. This course fulfills TSI requirements for reading and/or writing. CP.	
DMTH 0300	3-3-0
Pre-Algebra (32.0104)	
Basic skills of whole numbers, decimals and fractions, ratio and proportions, percent, measurement, powers and roots, signed numbers, and geometry. Credit does not apply to any degree plan. CP.	

DMTH 0301..... 3-3-0**Introduction to Algebra** (32.0104)

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. CP.

DMTH 0302..... 3-3-0**Intermediate Algebra** (32.0104)

Review of skills and concepts of basic algebra, signed numbers, linear equations and systems, quadratics, radicals, and logarithms. Credit does not apply to any degree plan. Prerequisite: DMTH 0301 or appropriate math placement score. CP.

DNTA 1241..... 2-1-2**Dental Laboratory Procedures** (51.0601)

Dental laboratory procedures including skills associated with chairside assisting; pouring; trimming, and polishing study casts, preliminary impressions, and fabrication provisional restorations. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 1245..... 2-1-2**Preventive Dentistry** (51.0601)

The study and prevention of dental diseases and community dental health. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1402. Co-requisite: DNTA 1241, DNTA 1249, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 1249..... 2-1-2**Dental Radiology in the Clinic** (51.0601)

The practical application of exposing, processing, and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 1251..... 2-1-2**Dental Office Management** (51.0601)

The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1353, and DNTA 1660. TEC.

DNTA 1305..... 3-2-2**Dental Radiology** (51.0601)

Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific federal and state safety and standard practices for the classroom and lab settings will be practiced. Co-requisite: DNTA 1311, DNTA 1315, and DNTA 1401. TEC.

DNTA 1311..... 3-2-2**Dental Science** (51.0601)

Anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. Co-requisite: DNTA 1305, DNTA 1315, and DNTA 1401. TEC.

DNTA 1315..... 3-2-3**Chairside Assisting** (51.0601)

Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. Co-requisite: DNTA 1305, DNTA 1311, and DNTA 1401. TEC.

DNTA 1353..... 3-2-2**Dental Assisting Applications** (51.0601)

Dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, and DNTA 1660. TEC.

DNTA 1401..... 4-3-2**Dental Materials** (51.0601)

Structure, properties, and procedures related to dental materials. Includes safety and American Dental Association regulated standard precautions. Co-requisite: DNTA 1305, DNTA 1311, and DNTA 1315. TEC.

DNTA 1660..... 6-0-18**Clinical I-Dental Assisting** (51.0601)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, and DNTA 1353. TEC.

DNTA 2461 4-0-12**Clinical II-Dental Assisting** (51.0601)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1305, DNTA 1311, DNTA 1315, DNTA 1353, DNTA 1401, and DNTA 1660. TEC.

DRAM 1120 1-0-32**Theater Practicum I** (50.0506)

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. AC.

DRAM 1121 1-0-32**Theater Practicum II** (50.0506)

Continuation of 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** (50.0501)

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Attendance at major productions may be required. AC.

DRAM 1320 3-0-96**Theater Practicum I** (50.0506)

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. AC.

DRAM 1330 3-3-0**Stagecraft I** (50.0502)

Study of 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** (50.0502)

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. AC.

DRAM 1342 3-3-0**Introduction to Costume** (50.0502)

Principles and techniques of costume design and construction for theatrical productions. AC.

DRAM 1351 3-3-0**Acting I** (50.0506)

Development of basic skills and techniques of acting including increased 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** (50.0506)

Continuation of development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Prerequisite: DRAM 1351. AC.

DRDG 0301 3-3-0**College Prep Reading** (32.0108)

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. CP.

DWRT 0301 3-3-0**College Prep Writing** (32.0108)

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

ECON 2301 3-3-0**Principles of Macroeconomics** (45.0601)

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the national income analysis; fluctuation and growth; monetary and banking theory and policy; public finance, labor problems; international trade; and current economic problems. AC.

ECON 2302 3-3-0**Principles of Microeconomics** (45.0601)

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources; analysis of value and prices; fiscal policies; labor problems; determination of output, prices, distribution; and current economic principles. AC.

EDUC 1301..... 3-3-1**Introduction to the Teaching Profession (13.0101)**

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. AC.

EDUC 2301..... 3-3-1**Introduction to Special Populations (13.1001)**

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301. AC.

ELPT 1311..... 3-3-1**Basic Electrical Theory (46.0301)**

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. TEC.

EMSP 1160..... 1-0-5**Clinical-Emergency Medical Technology (51.0904)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisite: EMSP 1501. TEC.

EMSP 1401..... 5-4-4**Emergency Medical Technician-Basic (51.0904)**

Preparation for certification as an Emergency Medical Technician (EMT)- Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Co-requisite: EMSP 1160. TEC.

ENGL 1301 3-3-0**Composition I (23.1301)**

Principles and intensive study and practice in techniques of written, expository, and persuasive composition; expository and persuasive texts; and critical thinking. Prerequisite: Passing English placement test(s). AC.

ENGL 1302 3-3-0**Composition II (23.1301)**

Continuation of principles and intensive study and practice in techniques of written, expository, and persuasive composition; analysis of literary texts; and critical thinking. Prerequisite: ENGL 1301. AC.

ENGL 2322 3-3-0**British Literature I (23.1404)**

Selected significant works of British literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. AC.

ENGL 2323 3-3-0**British Literature II (23.1404)**

Selected significant works of British literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. AC.

ENGL 2326 3-3-0**American Literature (23.1402)**

Selected significant works of American literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. AC.

ENGL 2331 3-3-0**World Literature (16.0104)**

Selected significant works of World literature. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. AC.

ENGL 2341 3-3-0**Forms of Literature (16.0104)**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 and ENGL 1302. AC.

EPCT 1301..... 3-3-1**HAZWOPER (15.0507)**

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

- EPCT 1305** 3-3-0
Environmental Regulations Overview (15.0507)
 An overview of federal and state (Texas) regulations, the history of the environmental movement, and basic requirements for compliance with the environmental regulations. Regulations covered in this course include RCRA, CERCLA, Emergency Planning, Community/Worker Right-to-Know, TSCA, OSHA, Clean Air Act, Clean Water Act, and basic DOT regulations. TEC.
- EPCT 1341** 3-3-0
Principles of Industrial Hygiene (15.0507)
 Concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods. TEC.
- EPCT 1349** 3-3-0
Environmental Regulation Interpretation and Applications (15.0507)
 An in-depth study of the major federal and state environmental regulations. TEC.
- EPCT 2389** 3-0-10
Internship-Environmental Engineering Technology (15.0507)
 A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Enrollment in Industrial Technology program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.
- FORS 2440** 4-3-2
Introduction to Forensic Science (43.0106)
 Survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalists in forensic laboratories will process the gathered evidence presented. Prerequisite: CRIJ 1310 and CRIJ 2314. Permission of the Director of Criminal Justice is required. A natural science with a lab is recommended. AC.
- FORS 2450** 4-3-2
Introduction to Forensic Psychology (43.0106)
 Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Prerequisite: CRIJ 1310, CRIJ 2314 and PSYC 2301. Permission of the Director of Criminal Justice is required. A natural science with a lab is recommended. AC.
- GEOL 1403** 4-3-2
Physical Geology (40.0601)
 Principles of physical geology. Study of the earth's composition, structure, and internal and external processes. Topics include minerals, rocks, weathering, soils, mineral resources, erosion, sediment depositions, crustal motions, ground water, caves, beach, etc. AC.
- GEOL 1404** 4-3-2
Historical Geology (40.0601)
 Principles of historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Topics include formation and progressive changes, changes within the atmosphere, oceans, position of land, life forms, etc. AC.
- GOVT 2305** 3-3-0
Federal Government (45.1002)
 Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. AC.
- GOVT 2306** 3-3-0
Texas Government (45.1002)
 Origin and development of the Texas constitution, structure and powers of state and local government, federalism, and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. AC.
- HIST 1301** 3-3-0
United States History I (54.0102)
 Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to reconstruction. AC. *NOTE: History courses DO NOT have to be taken in sequence.*
- HIST 1302** 3-3-0
United States History II (54.0102)
 Survey of the political, social, economic, military, cultural, and intellectual history of the United States from reconstruction to the present. AC.
- HIST 2301** 3-3-0
Texas History (54.0102)
 Survey of Texas from the Spanish exploration to the present. AC.
- HIST 2321** 3-3-0
World Civilizations I (54.0101)
 Survey of ancient and medieval history with emphasis on Asian, African and European cultures. AC.

- HIST 2322** 3-3-0
World Civilizations II (54.0101)
 Survey of modern history and culture of Asia, Africa, Europe, and the Americas. AC.
- HITT 1301** 3-2-2
Health Data Content and Structure (51.0707)
 Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisite: HITT 1305 and POFT 1329. TEC.
- HITT 1305** 3-3-0
Medical Terminology I (51.0707)
 Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. TEC.
- HORT 1401** 4-3-2
Horticulture (01.0601)
 Structure, growth, and development of horticultural plants from a practical and scientific approach. 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 Health Professionals (51.0000)
 Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various healthcare professions and patient confidentiality. TEC.
- HUMA 1315** 3-3-0
Fine Arts Appreciation (50.0101)
 Understanding purposes and processes in the visual and musical arts including evaluation of selected works. AC.
- IMED 1301** 3-2-2
Introduction to Digital Media (11.0801)
 A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. TEC.
- IMED 1316** 3-2-3
Web Design I (11.0801)
 Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Prerequisite: COSC 1301. TEC.
- INCR 1402** 4-3-4
Physics of Instrumentation (15.0404)
 An introduction to simple control loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables. TEC.
- INCR 1442** 4-3-4
Measurement and Process Control Theory (15.0404)
 A study in the basic principles of process automation and their applications including basic control concepts, feedback control, sensors and transmission systems, controllers, control valves, process dynamics, tuning control systems, and cascade ratio. Prerequisite: INCR 1402. TEC.
- INMT 1305** 3-3-0
Introduction to Industrial Maintenance (15.0613)
 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 Measurements I (15.0404)
 Principles of measurement. Includes operation of devices used to measure process variables and basic control functions. TEC.
- INTC 1358** 3-0-0
Flow and Measurement Calibration (15.0404)
 Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards. TEC.
- ITCC 1310** 3-2-4
Cisco Discovery 1: Networking for Home and Small Businesses (11.1002)
 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 (11.1002)
 This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer 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 (11.1002)
 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. Prerequisite: ITCC 1310 and ITCC 1311. TEC.
- ITCC 1313**..... **3-2-4**
Cisco Discovery 4: Designing and Supporting Computer Networks (11.1002)
 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 analyses, and system integration. Prerequisite: ITCC 1310, ITCC 1311, and ITCC 1312. TEC.
- ITNW 1354**..... **3-2-2**
Implementing and Supporting Servers (11.0901)
 Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisite: ITSC 1325. TEC.
- ITSC 1325**..... **3-2-3**
Personal Computer Hardware (47.0104)
 Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. TEC.
- ITSC 2387**..... **3-0-9**
Internship-Computer and Information Sciences, General (11.0101)
 A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. See instructor for the semester prior to internship. Prerequisite: Enrollment in Information Technology Support Specialist program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.
- ITSE 1311**..... **3-2-2**
Beginning Web Programming (11.0801)
 Skills development in web programming including mark-up and scripting languages. TEC.
- ITSE 1345**..... **3-2-3**
Introduction to Oracle SQL (11.0201)
 An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). Prerequisite: ITSW 1307. TEC.
- ITSW 1304**..... **3-2-3**
Introduction to Spreadsheets (11.0301)
 Instruction in the concepts, procedures, and application of electronic spreadsheets. Prerequisite: COSC 1301. TEC.
- ITSW 1307**..... **3-2-3**
Introduction to Database (11.0802)
 Introduction to database theory and the practical applications of a database. Prerequisite: COSC 1301. TEC.
- ITSY 1342**..... **3-2-2**
Information Technology Security (11.1003)
 Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. TEC.
- MATH 1314**..... **3-3-0**
College Algebra (27.0101)
 Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants. Prerequisite: Passing ASSET or a passing grade in DMTH 0302 or appropriate placement test score. AC.
- MATH 1316**..... **3-3-0**
Plane Trigonometry (27.0101)
 Trigonometric functions, identities, equations, and applications. Prerequisite: Passing ASSET or a passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1324..... 3-3-0
Mathematics for Business and Social Sciences I (27.0301)
 Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: Passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1325..... 3-3-0
Mathematics for Business and Social Sciences II (27.0301)
 Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: MATH 1324 or equivalent. AC.

MATH 1332..... 3-3-0
Contemporary Mathematics I (27.0101)
 Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: DMTH 0302 or higher. AC.

MATH 1342..... 3-3-0
Elementary Statistical Methods (27.0501)
 Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. Prerequisite: MATH 1314 or equivalent. AC.

MATH 1350..... 3-3-0
Fundamentals of Mathematics I (27.0101)
 Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent. AC.

MATH 2305..... 3-3-0
Discrete Mathematics (27.0501)
 Introductory mathematical logic, mathematical induction, relations and functions, basic counting techniques, graphs and trees, and applications to computing devices. Prerequisite: MATH 1314 or equivalent. AC.

MATH 2312..... 3-3-0
Pre-Calculus Math (27.0101)
 Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. Prerequisite: MATH 1314 or appropriate placement test score. AC.

MATH 2413..... 4-4-0
Calculus I (27.0101)
 Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2312 or equivalent. AC.

MRKG 1301 3-3-0
Customer Relationship Management (52.1401)
 General principles of customer service including skills, knowledge, attitudes, and behaviors. TEC

MRKG 1311 3-3-0
Principles of Marketing (52.1401)
 Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. TEC.

MRMT 1307..... 3-1-5
Medical Transcription (51.0708)
 Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: Minimum typing speed of 45 net words per minute or POFT 1329 and HITT 1305. TEC.

MRMT 2333..... 3-1-5
Medical Transcription II (51.0708)
 Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: Minimum typing speed of 45 net words per minute or POFT 1329 and HITT 1305. TEC

MUAP 1281..... 2-2-1
Piano (50.0903)
 Individual instruction and studio class instruction of keyboard. It may be repeated for credit every semester a student is enrolled at Lamar State College-Orange. AC.

MUAP 1283 2-2-1**Voice** (50.0903)

Individual instruction and studio class instruction of singing, breathing, tone production and dictation. It may be repeated for credit every semester a student is enrolled at Lamar State College-Orange. AC.

MUEN 1121 1-1-0**College Band** (50.0903)

A wind, percussion, and string instrumental ensemble. Open to all college students and community members. It may be repeated for credit every semester a student is enrolled at Lamar State College-Orange. Prerequisite: Interview audition with the instructor. AC.

MUEN 1141 1-0-2**Grand Chorus** (50.0903)

A campus choir. Open to all college students and community members. It may be repeated for credit every semester a student is enrolled at Lamar State College-Orange. Prerequisite: Interview audition with the instructor. AC.

MUEN 1151 1-0-3**Vocal Ensemble** (50.0903)

Vocal ensemble or small swing choir. The class will study Renaissance Madrigals in the fall semester and jazz/modern music in the spring semester. Open to all college students and community members. It may be repeated for credit every semester a student is enrolled at Lamar State College-Orange. Prerequisite: Interview audition with the instructor. AC.

MUSI 1304 3-3-0**Foundations of Music** (50.0904)

Study of the fundamentals of music for prospective classroom teachers with an introduction to melodic, rhythmic, and harmonic elements. Emphasis on participation in singing and reading music. AC.

MUSI 1306 3-3-0**Music Appreciation** (50.0902)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. AC.

OSHT 2401 4-4-0**OSHA Regulations and General Industry** (15.0701)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. TEC.

PHED 1164 1-0-3**Introduction to Physical Fitness and Sport** (31.0501)

Orientation to the field of physical fitness and sport. Intended for individuals who wish to begin a fitness program with limited knowledge or who have been idle for an extended period. Includes the study and practice

of simple cardiovascular endurance and strength and flexibility exercises. AC.

PHED 1238 2-1-2**Introduction to Physical Fitness and Sport** (31.0501)

Orientation to the field of physical fitness and sport. Includes the study and practice of physical activities, such as weight lifting, racquetball, volleyball, tai chi, abs and thighs, yoga, and aerobics that promote the development of lifetime skills in physical fitness. AC.

PHED 1301 3-3-0**Introduction to Physical Fitness and Sport** (31.0501)

Overview of major dimensions of physical fitness, exercise science, and sport. Includes the study and practice of activities and an introduction to the knowledge base as well as information on expanding career opportunities. AC.

PHED 1304 3-3-0**Personal/Community Health I** (51.1504)

Investigation of the principles and practices in relation to personal and community health. AC.

PHIL 1301 3-3-0**Introduction to Philosophy** (38.0101)

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. AC.

PHRA 1301 3-3-0**Introduction to Pharmacy** (51.0805)

An overview of the qualification, operational guidelines, and job duties of a pharmacy technician. 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 and safety techniques. Various software programs will be used to enhance the learning process. This course includes learning Modules 1, 15, 16, 17, 18, 23, 24, and 31 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (First Edition)*. Co-requisite: PHRA 1305, PHRA 2260, and HITT 1305. TEC.

PHRA 1305 3-2-2**Drug Classification** (51.0805)

An introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. 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' *Module Curriculum for Pharmacy Technician Training (First Edition)*. Co-requisite: PHRA 1301, PHRA 2260, and HITT 1305. TEC.

PHRA 1309..... 3-2-2**Pharmaceutical Mathematics I** (51.0805)

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurement 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, milliequivalents, units, intravenous flow rates, and solving dosage 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' *Module Curriculum for Pharmacy Technician Training (First Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 2260, and HITT 1305. Co-requisite: PHRA 1445 and PHRA 2361. TEC.

PHRA 1445..... 4-2-4**Intravenous Admixture and Sterile Compounding** (51.0805)

A study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. This course includes the learning Modules 21, 22 and 25-32 from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (First Edition)*. Prerequisite: PHRA 1301, PHRA 1305, PHRA 2260, and HITT 1305. Co-requisite: PHRA 1309 and PHRA 2361. TEC.

PHRA 2260..... 2-0-8**Clinical-Pharmacy Technician** (51.0805)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course provides students the opportunity to experience detailed education, training, work-based experience and direct patient or client care at a retail, institutional or long-term care clinical site. Students will apply the theory, concepts, and skills involving specialized material, 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 experience from the American Society of Health-System Pharmacists' *Module Curriculum for Pharmacy Technician Training (First Edition)*. Co-requisite: PHRA 1301, PHRA 1305, and HITT 1305. TEC.

PHRA 2361 3-0-12**Clinical-Pharmacy Technician** (51.0805)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This capstone course provides practical clinical experience in retail, institutional and long-term care settings. 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. Prerequisite: PHRA 1301, PHRA 1305, PHRA 2260, and HITT 1305. Co-requisite: PHRA 1309 and PHRA 1445. TEC.

PHYS 1401..... 4-3-2**College Physics I** (40.0801)

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisite: MATH 1314 or equivalent. AC.

PHYS 1405..... 4-3-2**Elementary Physics I** (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. AC.

PHYS 1407..... 4-3-2**Elementary Physics II** (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. AC.

PHYS 2425..... 4-3-2**University Physics I** (40.0101)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion and physical systems; emphasis on problem solving; experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 2413. AC.

POFM 1300..... 3-2-2**Medical Coding Basics** (51.0716)

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 1317 3-2-2**Medical Administrative Support** (51.0716)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. TEC.

- POFM 1327**..... 3-3-1
Medical Insurance (51.0716)
 Survey of medical insurance including managed care, government policy and procedures, Medicare, Medicaid, HIPAA compliance, various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisite: HITT 1305. TEC.
- POFM 2386**..... 3-0-9
Internship-Medical Administrative/Executive Assistant and Medical Secretary (51.0716)
 A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. 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. Prerequisite: Enrollment in Medical Office Technology program, sophomore standing, 30 completed semester hours in program, all POFM courses completed, and departmental approval. TEC.
- POFT 1127** 1-1-1
Introduction to Keyboarding (52.0408)
 Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. TEC.
- POFT 1329** 3-2-2
Beginning Keyboarding (52.0408)
 Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy, and the formatting of letters, memos, reports, and tables. TEC.
- POFT 2312** 3-3-0
Business Correspondence and Communication (52.0501)
 Development of writing and presentation skills to produce effective business communications. TEC.
- PSYC 2301** 3-3-0
General Psychology (42.0101)
 Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. AC.
- PSYC 2307** 3-3-0
Adolescent Psychology (42.2703)
 Study of the relationship of the physical, emotional, social and mental factors of growth and development of children from adolescence through young adulthood. AC.
- PSYC 2308**..... 3-3-0
Child Psychology (42.2703)
 Study of the relationship of the physical, emotional, social and mental factors of growth and development of children from conception through adolescence. AC.
- PSYC 2311**..... 3-3-0
Adult Development (42.2703)
 Study of the relationship of the physical, emotional, social and mental factors of growth and development of young adults and throughout the lifespan. AC.
- PSYC 2314**..... 3-3-0
Lifespan Growth and Development (42.2703)
 Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan.AC.
- PTAC 1302**..... 3-2-2
Introduction to Process Technology (41.0301)
 Introduction to the processing industries in the oil refinery and petrochemical industry, including: operator roles, responsibilities and expectations; plant terminology; safety and environmental responsibilities; applied organic and inorganic chemistry; applied physics; plant equipment; utility systems; product handling; flow diagrams; and general process overview of process operating technology including the mental and physical requirements of the process operator career. Plant tour may be conducted. TEC.
- PTAC 1308**..... 3-3-0
Safety, Health and Environment I (41.0301)
 Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on occupational safety, health, and environmental practices and associated equipment including: safety mindset and attitude; personal safety equipment; general safety policies and procedures; hazards communications; HAZWOPER/emergency response; first aid and CPR; industrial hygiene; exposure monitoring; and regulatory compliance issues. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. TEC.
- PTAC 1432**..... 4-3-2
Process Instrumentation I (41.0301)
 Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting. Co-requisite: TECM 1303. TEC.

PTAC 1332 3-2-2**Process Instrumentation I (41.0301)**

Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting. This course introduces students 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. Co-requisite: TECM 1301. TEC.

PTAC 1410 4-3-2**Process Technology I-Equipment (41.0301)**

Instruction in the use of common process equipment. This course builds on the information presented in previous courses putting the components of equipment together. Students will apply the knowledge taught in previous courses to understand how individual equipment works, 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. Co-requisite: TECM 1303. TEC.

PTAC 2314 3-3-0**Principles of Quality (41.0301)**

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement. Prerequisite: PTAC 1302. TEC.

PTAC 2420 4-3-2**Process Technology II-Systems (41.0301)**

A study of the various process systems and the equipment, including related scientific principles. Prerequisite: PTAC 1302 and PTAC 1410. Co-requisite: TECM 1303. TEC.

PTAC 2436 4-3-3**Process Instrumentation II (41.0301)**

Continued study of the instruments and control systems used in the process industries including: process control drawings, terminology, process variables, symbology, control loops, measuring conductivity, measuring pH and ORP, optical measurement, chromatography, small computers in process control, distributive control system-architecture, DCS configuration and operation, DCS system and applications integration, system integration, introduction to programmable logic controllers, and troubleshooting. Prerequisite: PTAC 1302 and PTAC 1332. Co-requisite: TECM 1303. TEC.

PTAC 2438 4-3-3**Process Technology III-Operations (41.0301)**

This course combines systems into operational processes with emphasis on operations activities under various conditions including startup, shutdown, and emergency situations. Students write and follow procedures and operate actual equipment. Prerequisite: PTAC 1302, PTAC 1410, and PTAC 2420. Co-requisite: TECM 1303. TEC.

PTAC 2446 4-3-3**Process Troubleshooting (41.0301)**

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, and PTAC 2436. Co-requisite: TECM 1303. TEC.

RNSG 1139 1-0-0**Special Topics in Registered Nursing (51.3801)**

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: RNSG 2362 and RNSG 2514. TEC.

RNSG 1207 2-1-2**Nursing Jurisprudence (51.3801)**

A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 (51.3801)**

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. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 Across the Lifespan** (51.3801)

Development of skills and techniques required for a comprehensive health assessment of clients across the lifespan; pediatric, adult, and geriatric. Includes assessment of clients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. Prerequisite: BIOL 2401, and BIOL 2402. TEC.

RNSG 1311..... 3-2-2**Nursing Pathophysiology** (51.3801)

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. Prerequisite: BIOL 2401 and BIOL 2402. TEC.

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

(51.3801)

Topics include 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. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 the 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 Program. TEC.

RNSG 2361..... 3-0-12**Clinical I** (51.3801)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 the 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 Program. TEC.

RNSG 2362..... 3-0-16**Clinical II** (51.3801)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 the 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 Program. TEC.

RNSG 2363..... 3-0-16**Clinical III** (51.3801)

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. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300 and RNSG 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 2535) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2514..... 5-4-2**Care of Clients with Complex Health Care Needs** (51.3801)

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the 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. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 Program. TEC.

RNSG 2535..... 5-4-2**Integrated Client Care Management** (51.3801)

Application of client assessment skills, critical thinking, and independent nursing intervention to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, 3 credit-hour computer elective or MATH 1314, RNSG 1300, and RNSG 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 the 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 Program. TEC.

SCIT 1418..... 4-3-2**Applied Physics** (40.0801)

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics. TEC.

SCIT 1494 4-3-2**Special Topics in Chemistry** (40.0501)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. TEC.

SGNL 1301 3-3-0**Beginning American Sign Language I** (16.1603)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. AC.

SGNL 2301 3-3-0**Intermediate American Sign Language I** (16.1603)

Review and application of controversial skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1301. AC.

SOCI 1301..... 3-3-0**Introductory Sociology** (45.1101)

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. AC.

SOCI 1306..... 3-3-0**Social Problems** (45.1101)

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

SOCI 2301..... 3-3-0**Marriage and the Family** (45.1101)

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. AC.

SOCI 2306..... 3-3-0**Human Sexuality** (42.0101)

Study of the psychological, sociological, and physiological aspects of human sexuality. AC.

SOCI 2326..... 3-3-0**Social Psychology** (42.2707)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. AC.

SOCI 2336..... 3-3-0**Criminology** (45.0401)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. AC.

SOCI 2339 3-3-0**Juvenile Delinquency** (45.0401)

Nature, extent, and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. AC.

SOCI 2340 3-3-0**Drug Use and Abuse** (51.1504)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. AC.

SPAN 1311 3-3-0**Beginning Spanish I** (16.0905)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. AC.

SPAN 1312 3-3-0**Beginning Spanish II** (16.0905)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. AC.

SPCH 1311 3-3-0**Introduction to Speech Communications** (23.1304)

Theories and practice of communication in interpersonal, small group, and public speech. AC.

SPCH 1315 3-3-0**Public Speaking** (23.1304)

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. AC.

SPCH 1318 3-3-0**Interpersonal Communication** (23.1304)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. AC.

SPCH 2335 3-3-0**Argumentation and Debate** (23.1304)

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation. AC.

SPCH 2341 3-3-0**Oral Interpretation** (23.1304)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. AC.

STSK 1200 2-2-0**College Success** (32.0101)

Examine factors that underline learning, success, and personal development in higher education. Topics to be covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examination, and utilizing learning resources are covered. Includes college orientation and development of students' academic skills that apply to all disciplines. This course is not a transferrable course. Required for all first-time freshman students (a student who has not earned college credit since graduating high school or completing GED).

TECM 1303 3-3-0**Technical Calculations** (27.0301)

Specific mathematical calculations required by business and industry. Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). TEC.

VNSG 1136 1-1-0**Mental Health** (51.3901)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional response, coping mechanisms, and therapeutic communication skills. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1222, VNSG 1562, and VNSG 2413. TEC.

VNSG 1138 1-1-0**Mental Illness** (51.3901)

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

VNSG 1160..... 1-0-3**Clinical I Practical Nurse** (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, hygiene measures, transfer techniques, obtaining vital signs, bed making, etc. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Students may be eligible for certification as nurse aides through the Texas Department of Human Services Long-Term Care Division after completing this course. Co-requisite: VNSG 1323. TEC.

VNSG 1222..... 2-2-0**Vocational Nursing Concepts** (51.3901)

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1136, VNSG 1562, and VNSG 2413. TEC.

VNSG 1227..... 2-1-2**Essentials of Medication Administration** (51.3901)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1331, VNSG 1502, and VNSG 1561. TEC.

VNSG 1323..... 3-2-2**Basic Nursing Skills** (51.3901)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Students may be eligible for certification as nurse aides through the Texas Department of Human Services Long-Term Care Division after completing this course. Co-requisite: VNSG 1160. TEC.

VNSG 1330..... 3-3-0**Maternal-Neonatal Nursing** (51.3901)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1334, VNSG 2214, and VNSG 2563. TEC.

VNSG 1331..... 3-3-0**Pharmacology** (51.3901)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1227, VNSG 1502 and VNSG 1561. TEC.

VNSG 1334..... 3-3-0**Pediatrics** (51.3901)

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1330, VNSG 2214, and VNSG 2563. TEC.

VNSG 1502..... 5-3-6**Applied Nursing Skills I** (51.3901)

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1227, VNSG 1331, and VNSG 1561. TEC.

VNSG 1561..... 5-0-18**Clinical II Practical Nurse** (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, hygiene measures, foley catheter insertion, physical assessment, g-tube feedings, blood glucose monitoring, care plans, etc. Direct supervision is provided by the clinical professional. This clinical rotation is in nursing home or hospital facilities. Clinical experiences are unpaid external learning experiences. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1227, VNSG 1331, and VNSG 1502. TEC.

VNSG 1562..... 5-0-24**Clinical III Practical Nurse** (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, client care, administer medications, wound care, sterile technique, isolations, admissions and discharge of clients, following doctors' orders, utilizing the nursing process, etc. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1136, VNSG 1222, and VNSG 2413. TEC.

VNSG 2214..... 2-1-3**Applied Nursing Skills III** (51.3901)

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1330, VNSG 1334, and VNSG 2563. TEC.

VNSG 2413..... 4-3-2**Applied Nursing Skills II** (51.3901)

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1136, VNSG 1222, and VNSG 1562. TEC.

VNSG 2563 5-0-24**Clinical IV Practical Nurse** (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, medical/surgical, obstetrics/gyn, post-partum, pediatrics, etc. Community sites as well as hospital facilities will be utilized. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external experiences. Prerequisite: BIOL 2401, BIOL 2402, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1330, VNSG 1334, and VNSG 2214. TEC.

Directory of Personnel

Texas State University System
Board of Regents
System Administration

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

Directory of Personnel 2012-2014

Texas State University System

Board of Regents

Donna Williams , Chairman	Arlington
Ron Mitchell , Vice Chair	Horseshoe Bay
Charlie Amato	San Antonio
Dr. Jaime R. Garza	San Antonio
Kevin Lilley	Houston
Ron Mitchell	Horseshoe Bay
David Montagne	Beaumont
Vernon Reaser III	Bellaire
Rossanna Salazar	Austin
William F. Scott	Nederland
Andrew Greenberg, Student Regent	Beaumont

System Administration

Brian McCall, *Chancellor*
Perry Moore, *Vice Chancellor for Academic Affairs*
Fernando C. Gomez, *Vice Chancellor and General Counsel*
Roland K. Smith, *Vice Chancellor for Finance*
Sean Cunningham, *Vice Chancellor for Governmental Relations*
Carole M. Fox, *Director of Audits and Analysis*
Peter E. Graves, *Associate Vice Chancellor for Contract Administration*

Lamar State College-Orange

Executive Administration

Shahan, J. Michael, Ph.D., *President*
Kirkland, Joseph M., Ph.D., *Vice President for Academic Affairs*
Yeater, Michael, M.S., *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*
McCoy, Mary, M.L.S., *Director of Library Services*
Simar, Gina, M.Ed., B.S.N., R.N., *Director of Allied Health*
Sizemore, Mary, M.A., *Director of College Success*
Spears, Jackie, M.Ed., B.S., *Director of Business and Technology*
Whitehead, Gwen, Ph.D., *Director of Arts and Sciences*

General Administration

Ahearn, Frances, M.Ed./L.P.C., Director of Advising, Counseling and Testing
Barrientos, Antonio, B.A.A.S., Director of the Learning Center
Bedair, Brenda, B.B.A. Director of Accounting
Burnett, Linda, B.S., Director of Information Services
Campbell, Jesse “Butch”, M.Ed., M.S., Director of Security and External Relations
Elliott, Wendy, B.A.A.S., Director of Student Activities
Evans, Tabitha, B.S., Director of Purchasing and Contracts
Gray, Alicia, B.B.A., Director of Human Resources
Goins, David, Director of Physical Plant
Olson, Kerry, B.B.A. Director of Financial Aid
Ozmun, Cliff, Ed.D., Dean of Continuing and Workforce Education
Rowell, Amanda, B.S., Director of Marketing and Public Information
Sanford, Jerry, D.C., Director of Institutional Effectiveness
Sethna, Bishar, Ed.D., Director of Institutional Research
Thomas, Melissa, B.B.A., Director of Finance

Professional Staff

Babcock, Dorraine, M.Ed., Clinical Teacher Coordinator/Trainer
Bane, Susan, B.B.A., Payroll Manager
Brister, Amy, B.S., Instructional Staff
Chambless, Chris, B.S., Accountant I
Cheatham, Linda, A.A.S., User Services/Telecom Specialist
Choate-Rumby, Judy, B.S., Academic Advisor/ Job Placement
Greene, Marilyn, M.L., Public Services Librarian
Guidry, Judy, B.A.A.S., Testing Examiner
Hooker, Nancy, M.Ed., P-16 Coordinator
Johnson, David, A.A.S., Network Analyst Senior
Johnson, Lori, M.A., Academic Advisor/ Transfer Success
Kapranos, Aubrey, M.L.S., Librarian
Kinto, Diana, B.A.A.S., Coordinator of Financial Aid
Lanphar, Tara, A.A.S., System Administrator
Marcantel, Laurie, M.Ed., L.P.C., Academic Advisor/Special Populations
McAnelley, Rebecca, B.S., Registrar
McKinney, Ed, Program Director-Welding
Moreau, Brianne, B.S., Recruiter
Norville, Victoria, B.B.A., Testing Administrator
Petitjean, Kevin, A.A.S. System Analyst II
Petitjean, Jennifer, B.B.A., Web Administrator
Pollard, Cheryl, M.B.A., Academic Advisor/ Retention
Presslar, Elizabeth, B.A., Learning Lab Manager
Scales, Lynn, A.A.S. Financial Aid Advisor
Simmons, Jamie, B.S., Accountant III
Smith, Terrie, Manager, The Brown Center
Srinivasan, Sribhagyam, Ed.D., Instructional Designer
Thompson, Denetta, A.A.S., Accountant II
Townsend, Stephanie, M.B.A., Accountant I
Williams, Judy, B.S., ACE Program Coordinator
(Vacant), Continuing Education Program Manager Position

Full-Time Faculty

The following list reflects the status of the Lamar State College-Orange faculty as of June 2012. 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
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Index

A

ADA Compliance	17
Academic Advising	43
Academic Appeals Procedures	55
Academic Certificate in General Studies	73
Academic Integrity	51
Academic Probation and Suspension	55
Academic Records and Transcripts	23
Accelerated Certification for Educators (ACE)	66
Accreditation	14
Admission and Records	41
Advanced Placement	56
Advising and Counseling	43
Agency Name (Compact with Texans)	41
Alumni	47
Associate of Applied Science Degree	65
Associate of Arts Degree	65
Associate of Science Degree	65

B

Bacterial Meningitis	16
Brown Center, The	15
Business (AS)	74
Business Management (AAS)	75
Business Management Accounting (C)	77

C

Campus Security	40
Carl Perkins Programs	44
Certificate (C)	65
Change of Address or Name	42
Change of Major	53
Changing Schedules	53
Cisco Networking Specialist (C)	78
Class Attendance	51
Classification of Students	52
Communication (AS)	79
Complaints (Compact with Texans)	41
Computer Science (AS)	80
Connect-ED Emergency Notification System	40
Continuing Education	15
Core Curriculum (LSCO's)	70
Course Descriptions	118
Course Numbering	50
Course Repetition Policy and Procedures	54
Credit by Exam & Advanced Standing Exam	56
Criminal Justice (AS)	81
Criminal Justice (C)	83
Criminal Justice Corrections (C)	84

D

Dean's List	53
Debts	48
Degrees, Certificates, Institutional Awards	65,72
DegreeWorks	42
Delinquent Payments	28
Dental Assisting (C)	85
Disability Support Services	44
Disciplinary Action	47

Dropped Course Refunds	27
Dropping Courses	54

E

Education/Teaching-AAT 1	109
Education/Teaching-AAT 2	110
Eligibility for Extracurricular Activities	55
Emergency Medical Services	86
Employment	37
English Requirement	55
English Placement	61
Entrepreneurship (C)	87
Exemptions	37

F

False Information	22
Final Grade Report	53
Financial Assistance/Special Services-Disabled Students	37
Financial Obligations	28
Forensic Science (IA)	88
Former Students	20
Full-Time Student Status	50

G

General Scholarships	36
Governance	14
Grade Appeals and Academic Grievances	53
Grade Changes	52
Grade Point Average Computation	53
Graduation Requirements	68
Grade Replacement	51
Grading System	52
Graduate Guarantee Policy	62
Graduates of Non-Accredited High Schools	22
Graduation Under a Particular Catalog	62
Graduation with Honors	62
Grants	35

H

Hazing	48
Health Services and Student Insurance	40
High School Dual Enrollment	21
High School Concurrent Enrollment	21
History, LSCO's	14
Horticulture (AS)	89
How to Apply for Admission	22
How to Apply for Financial Aid and Awards	34

I

Incomplete	52
Industrial Technology	90
IT Support Assistant-Networking (C)	91
IT Support Assistant-Software (C)	92
IT Support Specialist (AAS)	93
Installment Program	26
Institutional Awards	65
Instructor-Initiated Drop	54
Instrumentation (C)	94
International Students	21

L

Laboratory Fees	30
-----------------------	----

Learning Center, The	46	Safety, Health and Environmental (C)	105
Liberal Arts (AS)	95	Scholarships	36
Library	45	Second Associate Degree	62
Loans	35	Selected Admission–Allied Health Programs.....	22
LSC-O Foundation Scholarships	36	Semester Hours	50
M		Service Goals and Objectives–CWT	41
Mathematics Placement	61	Service Principles–CWT	41
Matriculation Fee.....	26	Services Rendered–CWT	41
Maximum Course Loads.....	50	Sexual Harassment Policy	18
Medical Administrative Assistant (C).....	96	Short-Term Loans	37
Medical Office Assistant (C)	97	Sociology (AS)	106
Medical Office Professional (AAS).....	98	Special Accommodations Testing	46
Medical Office Receptionist (IA)	99	Standards for Maximum Wait Time-CWT.....	41
Medical Office Transcriptionist (C).....	100	Student Center.....	47
Minimum Class Enrollment.....	50	Student Conduct	47
Mission Statement	14	Student Government Association	46
N		Student Handbook	40
Natural Science (AS)	101	Student Organizations	46
New Courses.....	50	Student Publications.....	47
New Student Orientation	42	Student Relations Representative-CWT	42
Non-Texas Residents	32	Summary of Fees.....	30-33
Non-Traditional Credit Education Evaluation	59	T	
Notification of Emergencies	42	Tech Prep Program.....	68
Nursing–Upward Mobility Nursing (AAS)	111	Testing Center	45
O		Testing Fees	26
Observance of Religious Holy Days	51	Texas/Louisiana Residents	31
Official Summons.....	48	Texas Success Initiative (TSI).....	60
P		Theater (AS).....	107
Parking Regulations.....	48	Tobacco-Free Institution	17
Payment of Fees.....	26	Transfer and Articulation	67
Pharmacy Technology (C).....	102	Transfer Credit Evaluation	59
Placement Services	44	Transfer Credit for Correspondence Courses	58
Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct	38	Transfer of Military Credit	59
Policy Statement on AIDS	17	Transfer Students.....	20
President’s List	53	Transients	22
Process Operating Technology (AAS).....	103	Tuition Rebates-Baccalaureate Degrees	29
Process Technology (C).....	104	Tuition Charges-Extra Credit Hours.....	29
Programs of Study Offered	72,147	U	
Prohibition of Handguns on Campus	18	Upward Mobility Nursing (AAS).....	111
Proof of Residency	21	V	
R		Veterans’ Affairs Office	38
Recreational Sports.....	47	Veterans’ Satisfactory Academic Progress.....	55
Refunds–Students on Installment Plans	28	Vocational Nursing (C)	113
Refunds–Students Receiving Financial Aid.....	28	W	
Registration for Classes	50	Waiving Off-Campus Fees	26
Reinstatement Fee.....	26	Waiving Tuition for Senior Citizens	26
Reinstatement to Class.....	54	Web Design/Multimedia (IA).....	116
Requirements and Limitations	67	When to Apply for Admission	22
Resident Classification	29	When to Apply for Financial Aid and Awards	34
Resolution of Transfer Disputes-Lower-Division Courses ..	67	Who May Apply for Admission	20
		Withdrawal Refunds.....	27
		Withdrawals	54
		Workforce Development	15

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LAMAR STATE COLLEGE-ORANGE

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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	73
2	AS	Business	74
3	AAS	Business Management	75
4	C	Business Management Accounting	77
5	C	Cisco Networking Specialist	78
6	AS	Communication	79
6	AS	Computer Science	80
7	AS	Criminal Justice	81
8	C	Criminal Justice	83
9	C	Criminal Justice Corrections	84
10	IA	Customer Service	85
11	C	Dental Assisting	86
12	IA	Emergency Medical Services	87
13	C	Entrepreneurship	88
14	IA	Forensic Science	89
15	AS	Horticulture	90
16	AAS	Industrial Technology	91
17	C	Information Technology Support Assistant-Networking Specialist	92
18	C	Information Technology Support Assistant-Software Development	93
19	AAS	Information Technology Support Specialist	94
20	C	Instrumentation	95
21	AS	Liberal Arts	96
22	C	Medical Administrative Assistant	97
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 Operating 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) Grades EC-6, 4-8, Special Ed.EC-12	110
34	AAT	Teaching (AAT 2) Grades 8-12, EC-12	111
36	AAS	Upward Mobility Nursing	112
37	C	Vocational Nursing	114
38	IA	Web Design/Multimedia	117

