

Linda Hobbs,
Computer Services

Enterprise State Junior College



Years of Excellence

1995-1996 Catalog

ENTERPRISE STATE JUNIOR COLLEGE
P. O. Box 1300
Enterprise, Alabama 36331
(334) 393-ESJC
CATALOG
1995-96

Accreditation

Enterprise State Junior College
is accredited by the Commission on Colleges
of the Southern Association of Colleges and Schools
to award the Associate's Degree.

Member

Southern Association of Colleges and Schools
Alabama College Association
Southern Association of Collegiate Registrars and Admissions Officers
National Association of College and University Business Officers
Association of Alabama College Administrators
National Association of Student Financial Aid Administrators
Alabama Association of Student Financial Aid Administrators

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Enterprise State Junior College reserves the right to make changes in the fees, offerings and regulations announced in this publication as circumstances may require.



ENTERPRISE STATE JUNIOR COLLEGE
Enterprise, Alabama

Volume 31

June 1995

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Dr. Stafford L. Thompson
Interim President



ENTERPRISE STATE JUNIOR COLLEGE
Your Investment in Excellence

OFFICE OF THE PRESIDENT

June 1, 1995

Dear Prospective Student:

Thirty years ago Enterprise State Junior College opened its doors for the first time. Since then, ESJC has seen both its enrollment and its course offerings increase. As our programs have increased in quantity, they have also grown in quality, and ESJC is widely recognized as a leader among colleges in Alabama, in the Southeast and the nation. Officials at the States' four-year institutions frequently tell us that our graduates do as well or better than the university native student.

Business and industrial leaders recognize also that ESJC graduates make excellent employees. As evidence of Enterprise State's continuous efforts to respond to business needs and economic development trends, our former students now hold responsible positions throughout Alabama and the South.

We want you to become a part of our ESJC family. We welcome your visit our campus to discuss your educational objectives. We look forward to making you a part of our College's tradition of excellence.

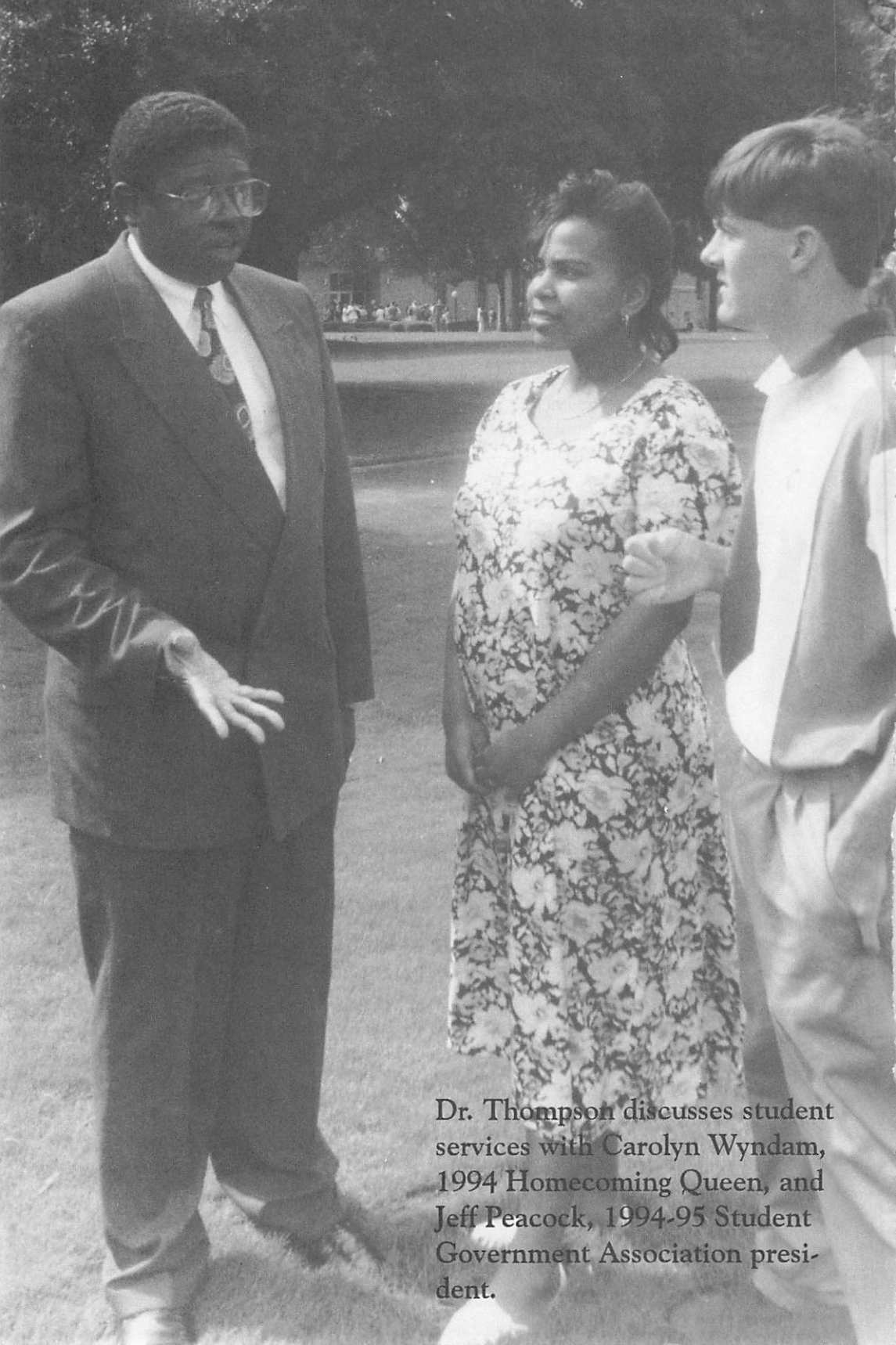
Sincerely,

Stafford L. Thompson, Ph.D.
Interim President

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Dr. Thompson discusses student services with Carolyn Wyndam, 1994 Homecoming Queen, and Jeff Peacock, 1994-95 Student Government Association president.

Dr. David Chalker, Dean of Student Affairs, enjoys working with students daily.



GENERAL INFORMATION

COLLEGE CALENDAR 1995-96

FALL QUARTER, 1995

Registration. September 14, Thursday
 First Official Class Day. September 18, Monday
 Last Day to Add. September 22, Friday
 Student Holiday, Columbus Day (Faculty Work Day). October 9, Monday
 Mid-term. October 24, Tuesday
 Holiday, Veterans' Day. November 10, 1995
 Student Holidays (Faculty Work Days). November 20- 22, Monday - Wednesday
 Holidays, Thanksgiving. November 23 - 24, Thursday, Friday
 Registration Begins for Winter Quarter. November 27, Monday
 Last Class Day. December 6, Wednesday
 Final Exams. December 7, 8, 11, Thursday, Friday, Monday
 Grades Due (Faculty Work Day). December 12, Tuesday
 Faculty Work Days. December 14 - 15, Thursday, Friday

WINTER QUARTER, 1996

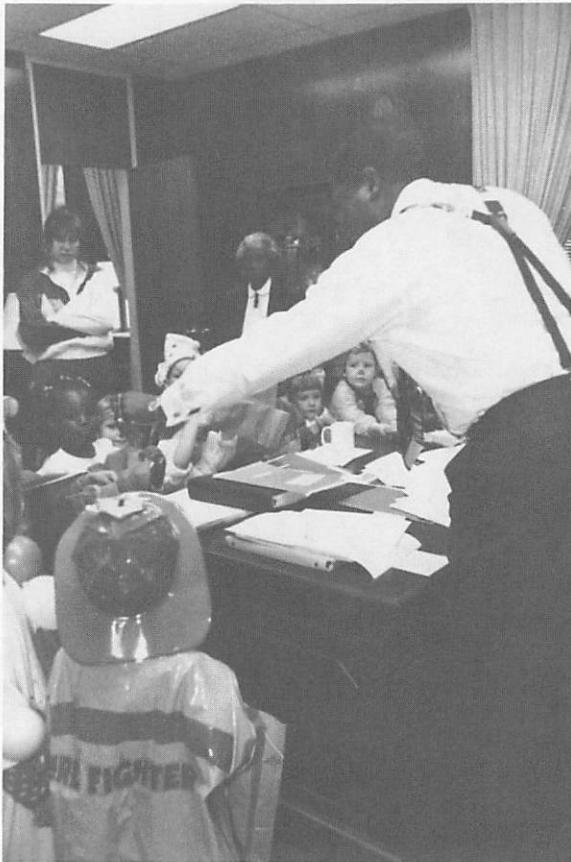
Registration (Faculty Work Day). January 2, Tuesday
 First Official Class Day. January 3, Wednesday
 Last Day to Add. January 9, Tuesday
 Holiday, Robert E. Lee's/Martin L. King's Birthdays. January 15, Monday
 Mid-term. February 8, Thursday
 Registration Begins for Spring Quarter, 1996. February 26, Monday
 Last Class Day. March 11, Monday
 Final Exams. March 12 - 13, Tuesday, Wednesday
 Grades Due (Faculty Work Day). March 14, Thursday
 Faculty Work Day. March 15, Friday

SPRING QUARTER, 1996

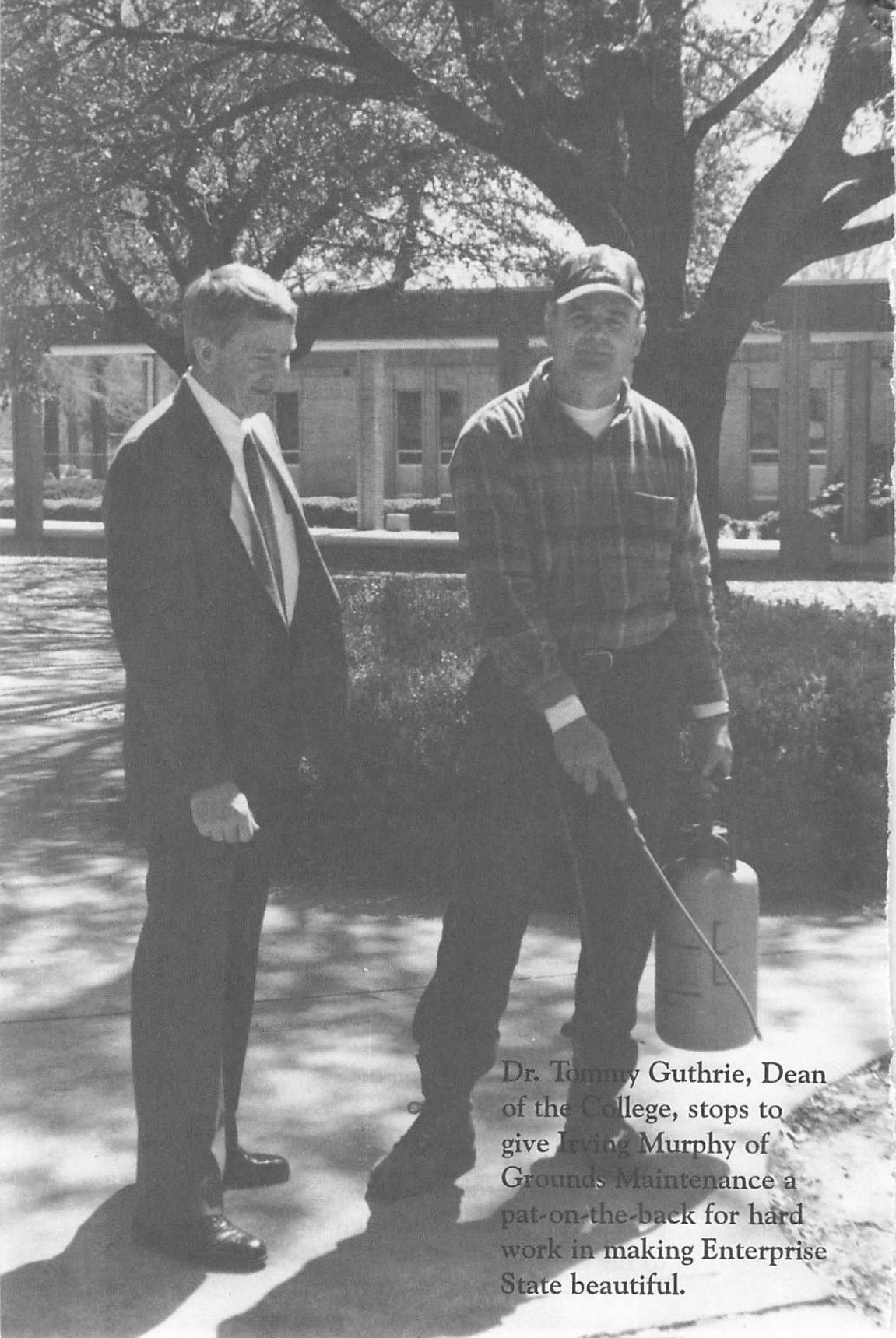
Registration (Faculty Work Day). March 18, Monday
 First Official Class Day. March 19, Tuesday
 Holidays, Spring Vacation. March 25 - 29, Monday - Friday
 Last Day to Add. April 1, Monday
 Mid-term. April 29, Monday
 Registration Begins for Summer Quarter, 1996. May 20, Monday
 Student Holiday, Memorial Day (Faculty Work Day). May 27, Monday
 Registration Begins for Fall Quarter, 1996. May 28, Tuesday
 Last Class Day. June 4, Tuesday
 Final Exams. June 5 - 6, Wednesday, Thursday
 Graduation, Grades Due (Faculty Work Day). June 7, Friday

SUMMER QUARTER, 1996

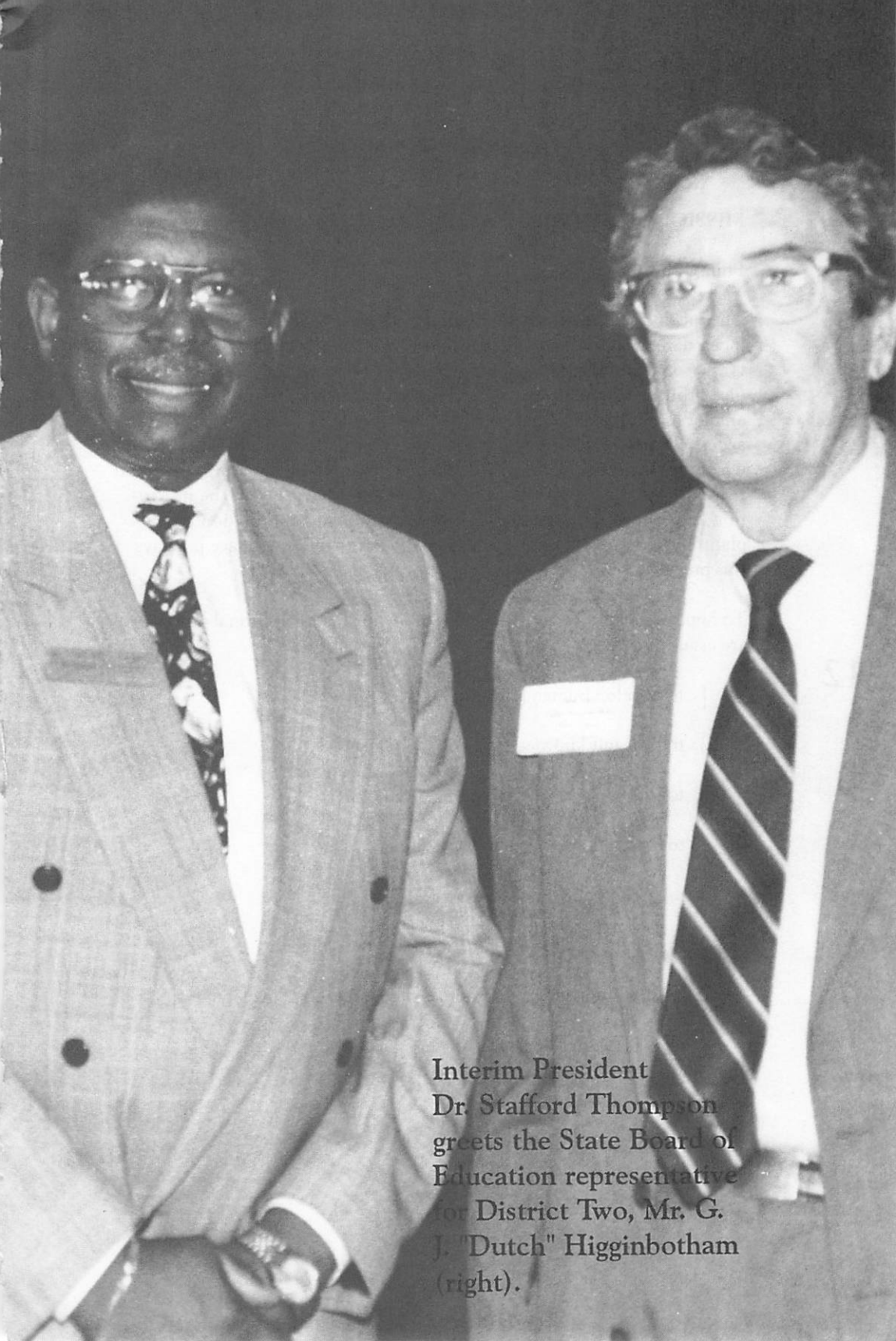
Registration (Faculty Work Day).....	June 13, Thursday
Faculty Work Day.....	June 14, Friday
First Official Class Day.....	June 17, Monday
Last Day to Add.....	June 21, Friday
Holidays, Independence Day.....	July 4 - 5, Thursday & Friday
Mid-term, First Mini-session Ends.....	July 22, Monday
Second Mini-session Begins.....	July 23, Tuesday
Last Class Day.....	August 26, Monday
Final Exams.....	August 27 - 28, Tuesday & Wednesday
Grades Due (Faculty Work Day).....	August 29, Thursday



A favorite presidential duty is disbursement of Halloween sweets to ESJC Kindercollege students.



Dr. Tommy Guthrie, Dean of the College, stops to give Irving Murphy of Grounds Maintenance a pat-on-the-back for hard work in making Enterprise State beautiful.



Interim President
Dr. Stafford Thompson
greet the State Board of
Education representative
for District Two, Mr. G.
J. "Dutch" Higginbotham
(right).

GENERAL INFORMATION

MISSION OF ENTERPRISE STATE JUNIOR COLLEGE

Philosophy and Goals

The mission of Enterprise State Junior College, a public two-year college located in rural Southeast Alabama, is to offer educational opportunities for personal growth and fulfillment and the enhancement of the quality of life within the community. To accomplish its mission, Enterprise State employs several institutional strategies, including, but not limited to, open access, diversity in curriculum, high quality staff, and convenient locations. The purposes of the College guide the institutional programs provided, and these programs help to achieve the desired expected goals for the institution. Assessment of expected College goals provides information for planning and improvement. The diagram on the following page portrays this process.

To implement the College's Mission, the following institutional purposes are established:

1. to develop human potential;
2. to transmit knowledge;
3. to supply educated talent;
4. to cultivate responsible citizenship;
5. to facilitate lifelong learning;
6. to enhance cultural and recreational development;
7. to supply educational resources for community development;
8. to ensure equal access to higher education.

MISSION OF ENTERPRISE STATE JUNIOR COLLEGE

To offer educational opportunities for personal growth and fulfillment and the enhancement of the quality of life within the community....

Thermissionisfurther defined by: INSTITUTIONAL PURPOSES

- To Develop Human Potential
- To Transmit Knowledge
- To Supply Educated Talent
- To Cultivate Responsible Citizenship
- To Facilitate Lifelong Learning
- To Enhance Cultural and Recreational Development
- To Supply Educational Resources for Community Development
- To Ensure Equal Access To Higher Education

Purposes are pursued through: INSTITUTIONAL STRATEGIES

- Open Access
- Low Tuition/Financial Assistance
- College Transition Programs
- Diversity in Curriculum, Support Services, and Instructional Methods
- High Quality Staff and Programs
- High Quality Facilities, Materials, and Equipment
- Convenient Locations
- Convenient Course Schedules
- Quarters
- Day/Evening/Weekends
- Summer Sessions
- Mini-Courses
- Seminars
- Short Courses
- Internships
- Internment Courses
- Television Courses
- Active Pursuit of Development Opportunities
- Continuing Assessment of Educational Needs
- Programs
- Services
- Personnel
- Facilities
- Comprehensive Public Information

Strategies and Purposes Guide: INSTITUTIONAL PROGRAMS

- Comprehensive Curriculum, General Education, Transfer/paralel Vocational Developmental, Personal Enrichment
- Comprehensive Support Services, Counseling, Tutoring, Career Development, Child Care, Financial Aid, Learning Resources Center, Job Placement, Learning Laboratories, Wellness Center, Testing, Food Services, Bookstore
- Educational Levels
- Associate Degrees
- Certificates
- Continuing Education Units
- Student Activities
- Student Government
- Clubs
- Athletics
- Intramurals
- Performing Arts
- Publications
- Community Services/Continuing Education
- Seminars
- Workshops
- Short Courses
- Adult Literacy Program
- GED Preparation/Testing
- Women's Center
- Professional Development
- Exhibitions
- Training for Business/Industry
- Facilities
- Cultural Enrichment
- Institutional Development

Programs Achieve: INSTITUTIONAL GOALS

- To prepare students for transfer to other colleges and universities
- To prepare students for immediate employment
- To upgrade or retrain workers
- To help persons improve learning skills and overcome educational deficiencies
- To assist persons in formulating and achieving their educational goals
- To help individuals adapt successfully to personal, technological, and other environmental changes
- To improve the social, economic, and cultural life of all of our citizens
- To aid persons in acquiring and maintaining wellness

ADMINISTRATION AND CONTROL

Enterprise State Junior College is part of the state system of two-year colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. The President of the College is directly responsible to the State Board of Education through the Chancellor of Postsecondary Education.

Board of Trustees-Alabama Junior, Community and Technical Colleges

Governor Fob James, President

Dr. Fred Gainous, Chancellor

District		Term
First	Mr. Bradley Byrne	1995-99
Second	Mr. G. J. "Dutch" Higginbotham	1995-99
Third	Mrs. Stephanie Bell	1995-99
Fourth	Dr. Ethel H. Hall	1995-99
Fifth	Mr. Willie J. Paul	1995-99
Sixth	Mr. David F. Byers	1995-99
Seventh	Mrs. Sandra Ray	1995-99
Eighth	Dr. Mary Jane Caylor	1995-99

HISTORY

The public junior college system of Alabama was established in 1963 through the efforts of Governor George C. Wallace and the Alabama Legislature. Enterprise was selected as the site for one of the original twelve state junior colleges. Area citizens and civic groups raised money for the purchase of a 100-acre campus site, donated library materials, and provided a number of scholarships -- thus beginning a history of college and community cooperation for which Enterprise State Junior College is noted.

On September 25, 1965, the first freshman class, numbering 256 students, was registered. These students attended classes in rented rooms downtown and in the educational building of the First Methodist Church. Fortunately, these makeshift arrangements lasted only during the first year, for in the fall of 1966, the present campus was occupied.

Upon the retirement of President Forrester in 1981, Dr. Joseph D. Talmadge, who had served as Dean of the College since its establishment and who had provided dynamic leadership for the development of the College's

academic program, was appointed President of the College. He retired in September of 1994.

Upon Dr. Talmadge's retirement, Vice Chancellor Dr. Stafford L. Thompson was appointed Interim President.

Over the years, the College's enrollment has grown steadily. Fall quarter enrollments number more than 2,000 students in credit courses, with an additional 5,000 adults registered in continuing education programs annually. The campus, too, has grown and now consists of seven modern buildings situated on a beautifully landscaped site. Accredited by the Southern Association of Colleges and Schools since December 3, 1969, the College has established and maintained a superior academic reputation.

In addition to its primary focus on academic excellence, throughout its history Enterprise State has emphasized student service through special attention to the needs of certain groups of citizens and a varied program of student activities. Special programs and services to adult women, persons employed in business and industry, and military service members and their families are available.

The College has also received state and national recognitions for a variety of student activities. For thirteen of the last fifteen years, the campus chapter of Phi Theta Kappa, the national honor fraternity of the American two-year college, has been recognized as one of the top ten chapters in the nation. In 1984 and 1992, the chapter was named The Most Distinguished Chapter in the Nation and in 1986-87 the sponsor was named The Most Distinguished Sponsor in the Nation. The Compass Club and Phi Beta Lambda business honorary have also won state and national awards. The ESJC baseball team won the Alabama State Junior College Championship in 1982 and the Southern Division Championship in 1986. In 1985, the College's Weevil Women earned the runner-up trophy in the state championship tournament in women's basketball.

Throughout its history, Enterprise State Junior College has been highly successful in attracting federal and private funds that have enabled the College to develop innovative programs and services. The College has also received three major five-year development grants and three endowment grants totalling more than \$7 million from the Title III Institutional Aid Program in the U. S. Department of Education. In addition to comprehensive faculty development and curriculum improvement projects, these grants have financed the purchase of state-of-the-art computer equipment throughout the campus as well as the establishment of the Career Development Center, the Women's Center, the Learning Resources Center, and the Kindercollege. Other federal and foundation grants enabled the

College to establish the Tutorial Assistance Program for Students, the Adult Basic Education Program, the Wellness Center, the Workplace Literacy Program, Student Academic Support Services Laboratory, and the Foreign Languages Laboratory.

The ESJC Foundation was established in 1982 to enhance the College's ability to seek private funding. Administered by a Board of Directors composed of business and civic leaders, the Foundation has developed an endowment program that funds student scholarships as well as faculty development, curriculum improvement, and continuing education projects.

Before his untimely death in 1993, Enterprise native and nationally renowned theatre director and producer, James Hatcher, made arrangements for his valuable collections of theatre memorabilia and literature to be displayed at ESJC. The James Hatcher Collection is housed in the Fine Arts Building.

THE PRESIDENT'S COUNCIL

The President's Council shall serve as the official policy making body of the College. It acts in an advisory capacity to the President and recommends policies to the President for his approval. The Council is composed of the College's deans.

PLANNING AND ASSESSMENT COUNCIL

The Planning and Assessment Council shall advise and make recommendations to the President's Council on matters related to institutional planning, assessment, and evaluation policies and processes.

COLLEGE ASSEMBLY

The College Assembly shall serve as an open forum of all College employees for information sharing.

FACULTY SENATE

The Faculty Senate was established for the purpose of facilitating communication among faculty and between administration and the faculty. As a recommending body, the Faculty Senate provides a forum for the faculty to express its opinions and ideas relative to achieving the purposes, objectives, and mission of the College. The Faculty Senate strives to enhance a cooperative spirit among the professional staff and, further, to maintain an atmosphere conducive and supportive to effective education.

PARTICIPATION IN THE DECISION-MAKING PROCESS

The College encourages student participation in the decision-making process. Student input is primarily through the Student Government Association and student membership on the following College committees: Disciplinary Committee, Student Affairs Advisory Committee, the College Planning and Assessment Council, and the Intercollegiate Athletic Advisory Committee.

THE PHYSICAL PLANT

Seven modern, fully equipped and air-conditioned buildings are in use. They are an administrative and general classroom building, a science building, a learning resources center (LRC), a health and physical education building, a fine arts building, an English and social sciences building and a student center. An addition to the LRC and an addition to the health building were occupied Spring Quarter 1990. Convenient driveways and paved parking areas are provided for students and faculty.

The buildings are situated on a 125-acre tract approximately one and one-half miles east of Enterprise at the intersection of Plaza Drive and the Boll Weevil Circle. Recreation facilities such as softball, baseball, tennis, jogging, swimming, and volleyball have been developed for both college and community use.

Wallace Hall (1966). The administration building is a modern, two-story structure which houses the computer center, administrative offices, faculty offices, and classrooms for business education and computer science. The building is named in honor of former Governor George C. Wallace.

Snuggs Hall (1966). The Learning Resources Center (LRC) is situated south of Wallace Hall and is connected to the science building by a covered walk-way and a paved plaza. The Learning Resources Center is named for the late William Elbert Snuggs, former principal of Enterprise High School, a past president of the Alabama Education Association (AEA) and a past president of the Alabama Retired Teachers Association, who made one of the first cash contributions to the College. The building houses the Library, Media Department, the Kindercollege, and offices.

Sessions Hall (1966). Laboratories, classrooms and faculty offices for the teaching of zoology, botany, microbiology, chemistry, physics and mathematics are housed in Sessions Hall. An unusual feature of the building is the octagonal lecture room which provides a spotlighted demonstration table and seats 114 persons. The lecture room serves as a meeting place for students and community groups. The hall is named for the late L. H.

Sessions, who for forty years was either a member or chairman of the Enterprise School Board, a tireless worker for quality education and an active force in getting a junior college located in Enterprise.

Lolley Hall (1967). The health building is named for the late Senator W. Ray Lolley, who was instrumental in causing legislation to be passed creating the Alabama junior college system. The building contains offices, dressing rooms, and classrooms as well as activity areas. The building contains one of the largest gymnasiums in Alabama. The Wellness Center and weight room facilities are also located here. The classrooms and offices in this building are air-conditioned. An indoor swimming pool was added in 1974; two classrooms and offices were added in 1990.

Lurleen B. Wallace Hall (1969). This large and fully equipped student center contains a snack bar, cafeteria, bookstore, student lounge, meeting rooms, the counseling suite, the Career Development Center, the Tutorial Assistance Program for Students (TAPS), the Student Academic Services (SAS) laboratory, Dean of Student Affairs office, and Registrar's office. It was named to honor the late Governor Lurleen B. Wallace.

Forrester Hall (1977). The fine arts building contains classrooms and office space for art and music. A tiered lecture room, a large choral lecture room, and a state-of-the-art music MIDI laboratory are special features of the building. The James Hatcher Collection is also housed here. The building was named for Benjamin Abb Forrester, first president of Enterprise State Junior College.

Talmadge Hall (1990). The newest building on campus houses classrooms and offices for the English and history departments. The Conner Gallery, a unique art display room, enables the College to show valuable exhibits to students and the community. The building was named for Joseph D. Talmadge, Enterprise State's second president.

Cunningham Drive. The peripheral drive around the campus is named for the late O. I. Cunningham, who as Executive Secretary of the Enterprise Chamber of Commerce, worked untiringly to establish a college in Enterprise and remained throughout the rest of his life one of the most loyal supporters of the College.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT AND ASSISTANCE TO STUDENTS AND VISITORS WITH DISABILITIES

It is the official policy of the Alabama State Department of Education and Enterprise State Junior College that no person in Alabama shall, on

the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Junior College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; and Title IX Educational Amendment of 1972. Inquiries concerning this policy may be directed to Mr. Gary Deas, P. O. Box 1300, Enterprise, Alabama 36331. Telephone (334) 393-ESJC, (Ext. 233).

It is the policy of Enterprise State Junior College to provide reasonable accommodations for environmental and program accessibility for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Anyone who desires information about accessibility or services should contact the College Coordinator for ADA. For persons using telecommunications devices for the deaf (TDD), the Alabama Relay Center is available by calling 1-800-548-2546. All materials related to compliance with the ADA are maintained by the College Coordinator, Mr. Gary Deas, Associate Dean of Students.

SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1974. Sexual harassment is any repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone on campus, which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's performance. ESJC does not condone such sexual harassment, and any questions or allegations should be directed to Dr. Tommy Guthrie, Dean of the College.

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DRUG ABUSE PREVENTION POLICY

Enterprise State Junior College is committed to the maintenance of a drug-free environment for its employees and students. The College has in operation a drug abuse prevention program which is accessible to all officers, employees, and students. This program includes but is not limited to classroom presentations, lectures, and conferences.

TOBACCO USAGE POLICY

It is the policy of Enterprise State Junior College that no student or College official use any tobacco products while engaged in any official College game, performance, practice, or activity, whether on or off the campus. Violation of this policy may result in disciplinary action.

CONTAGIOUS DISEASE POLICY

Enterprise State Junior College will not discriminate against any employee or student who has a contagious disease or who is suspected of having such a disease and is otherwise qualified to be employed or enrolled at ESJC according to the standards set by ESJC for initial and/or continued employment or enrollment.

As a condition of employment or enrollment, the College reserves the right to require a person with a contagious disease to provide medical certification that the condition is such that it does not pose a risk to other employees or students. Such information will be regarded as strictly confidential. Any release of such information will be discussed with the person prior to release and will be limited to those College personnel with a legitimate need to know.

The College further requires that all surfaces or substances contaminated with blood or other body fluids must be cleaned with a disinfectant or disposed of in an aseptic manner.

Instructors and students in teaching laboratories requiring exposure to human blood or other body fluids must use only disposable equipment and dispose of used equipment in an aseptic and safe manner. No student shall be required to obtain or process the blood of other students.

This policy is based upon current legal and medical information and is subject to revision as new information becomes available. The Dean of Student Affairs is responsible for administering this policy.

GRIEVANCE PROCEDURE FOR STUDENTS AND EMPLOYEES

The purpose of this grievance procedure is to provide a means for resolving legitimate grievances at the earliest possible times and at the most immediate level of responsibility. Persons having complaints or grievances should first discuss the matter orally with the immediate College official responsible for the area in which the grievance occurs within five (5) working days of the incident. If a mutually satisfactory agreement is not reached within five (5) days from the time of notification, a person may submit the grievance in writing to the appropriate Dean with copies to the immediate College official responsible for the area in which the grievance occurred. The Dean will give a written response to the grievant within five (5) working days. If a mutually satisfactory solution is not reached, the person may submit his/her complaint within three (3) days to the President who will appoint a fact-finding committee consisting of an employee or student selected by the

grievant, an employee or student selected by the appropriate Dean, and a third party to be mutually agreed upon by the other two. The Committee will hold a hearing for all parties concerned and call witnesses. The Committee, within ten (10) working days of appointment, shall submit its findings and recommendations to the President who will make the final decision. This decision may be appealed to the Chancellor of the Department of Postsecondary Education.

Formal grievance procedures relating to compliance with Title IX or tenured employment status must comply with State Board of Education Policies 616 and 617, SBPM. Other formal grievances should follow procedures outlined above except in cases where federal or state law or State Board of Education policy specifies otherwise.

SELECTIVE SERVICE REGISTRATION

No person who is required to register with the Selective Service System under the United States Military Selective Service Act (50 U.S.C. App. 453) shall be eligible to enroll in any State postsecondary institution of higher learning without proof of such registration. This proof shall be written notification from the Selective Service System or verification through Federal Financial Aid.

WHERE TO GO FOR INFORMATION

Absences

Dr. Tommy Guthrie, Dean of the College, A106, ext. 241
Mr. Reid Lambert, Evening Director, A119, ext. 208
Mr. Harvey Watt, Dean, Ft. Rucker Campus, Building 5008, 598-3438

Academic Help

Instructor for that course
Counselor, Guidance Services, SC102, ext. 295
Mrs. Betty Cully, SAS Lab, SC101, ext. 304
Dr. Tommy Guthrie, Dean of the College, A106, ext. 241
Mrs. Pam Stevens, TAPS, SC105, ext. 265

Add/Drop A Course

Registrar, SC100, ext. 233
Ft. Rucker Campus, Building 5008, 598-3438
Evening Director, A119, ext. 208

Application for Admission

Mrs. Robin Wyatt, Director of Admissions, A114, ext. 273

Applications for Graduation

Dr. Tommy Guthrie, Dean of the College, A106, ext. 241

Campus Security

Security Officer, Campus Security, A101, ext. 277

Career Information

Mrs. Freddie Alford, Career Development Center, SC102, ext. 297
Counselors, Guidance Services, SC102, ext. 295

Change of Address

Registrar, SC100, ext. 233

Change of Schedule

Registrar, SC100, ext. 233

Check on a Grade

Instructor for that course

Complaints and Grievances

Dr. David Chalker, Dean of Student Affairs, SC100, ext. 235

Complete Withdrawal

Counselors, Guidance Services, SC102, ext. 295

Mr. Reid Lambert, Evening Director, A119, ext. 208

Mr. Harvey Watt, Ft. Rucker Campus, Building 5008, 598-3438

Day Care

Mrs. Rebecca Richter, Kindercollege, LRC102, ext. 219

ESJC, Fort Rucker

Mr. Harvey Watt, Building 5008, 598-3438

Financial Aid (Grants and Work-study)

Mr. Chip Quisenberry, Financial Aid, A114, ext. 214.

Grades

Mr. Gary Deas, Registrar, SC100, ext. 233

Help Finding a Job

Mrs. Freddie Alford, Career Development Center, SC102, ext. 297

Help with Personal/Academic Problems

Counselors, Guidance Services, SC102, ext. 295

Intramural Sports

Dr. Joan Newman, Gym, H101, ext. 303

Language Lab

Mrs. Cindy Smith, B108, ext. 269

Locate a Student on Campus

Mrs. June Snellgrove, Student Services, SC100, ext. 235

Lost and Found

Student Services, SC100, ext. 235

Make Up a Grade of Incomplete

Instructor for that course

Making a Schedule

Counselors, Guidance Services, SC102, ext. 295

Mr. Reid Lambert, Evening Director, A119, ext. 208

Mr. Harvey Watt, Ft. Rucker Campus, Building 5008, 598-3438

Academic Advisor

Night Classes

Mr. Reid Lambert, Evening Director, A119, ext. 208

Mr. Harvey Watt, Ft. Rucker Campus, Building 5008, 598-3438

Parking

Campus Security, A101, ext. 277

Pay Tuition/Refunds

Business Office, A110, ext. 211

Ft. Rucker Campus, Building 5008, 598-3438

Pay Phones

Administration Building

Student Center

Research Help with Papers

Mrs. Jean Southwell, Learning Resources Center, ext. 298

Scholarship Application

Mr. Chip Quisenberry, Financial Aid, A114, ext. 214

Services for Students with Disabilities

Mr. Gary Deas, 504 Compliance Officer, SC100, ext. 233

Short Courses

Mrs. Robin Wyatt, Short Course Office, A114, ext. 273

Student Organizations and Activities

Mr. Gary Deas, Director of Student Activities, SC100, ext. 233

Student Publications

Dr. Richard Emanuel, A217, ext. 256

Testing Services

Counselor, Guidance Services, SC102, ext. 295

Textbooks and Supplies

Bookstore, SC104, ext. 278

Transcripts

Mr. Gary Deas, Registrar, SC100, ext. 233

Transportation Needs

Dr. David Chalker, Dean of Student Affairs, SC100, ext. 235

Tutorial Assistance

Mrs. Pam Stevens, TAPS, SC105, ext. 265

Veterans Affairs

Mrs. Martha Ayers, Financial Aid, A114, ext. 214

Withdrawals

Mr. Gary Deas, Registrar, SC100, ext. 233

Work-study

Mr. Chip Quisenberry, Financial Aid, A114, ext. 214



A teacher's view of a class.

Students investigate a fluid in the biology laboratory at ESJC's Fort Rucker branch campus.

MASS and WEIGHT

Unit Number of Grams

CAPACITY

Unit Number of Liters

ADMISSIONS POLICIES



ADMISSION POLICIES AND PROCEDURES

GENERAL ADMISSION POLICIES

Admission of First-time College Students

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or "native" students.

Admission to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

Applicants who hold a diploma issued by a regionally and/or state accredited high school are eligible for admission. Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.

Applicants who have attended a nonaccredited high school may be admitted upon presentation of a diploma indicating successful completion of courses of study on the secondary level and based on the minimum Carnegie units required by the State Education Agency at the time of award, and an ACT score of 16.

Applicants who cannot comply with either of the above conditions may submit a Certificate of High School Equivalency (GED Certificate) issued by Alabama or other state departments of education.

Students who meet one of these criteria shall be classified as "Degree-Eligible" students.

Colleges may establish educational admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission to Courses Not Creditable Toward an Associate Degree

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided they meet the above standards or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recom-

mentation of the local superintendent) and have specifically documented ability to benefit.

These students shall be classified as "Non-Degree-Eligible" students and shall not be allowed to enroll in courses creditable toward an associate degree.

Colleges may establish higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability to benefit.

Unconditional Admission of First-Time College Students

For unconditional admission, applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit.

Conditional Admission of First-Time College Students

Applicants who do not have on file an official transcript from the high school attended or an official GED Certificate may be granted Conditional Admission. No student shall be allowed to enroll for a second quarter unless all required admissions records have been received by the College prior to registration for the second quarter.

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

ADMISSION OF TRANSFER STUDENTS

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Institutions may also require of transfer students documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an Associate Degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.

Unconditional Admission of Transfer Students

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

Transfer students who attend another postsecondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. The students must submit an application for admission and an official letter from the institution they have been attending which certifies that the credits they earn at the College will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions.

Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

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

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

Initial Academic Status of Transfer Students

Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on *clear* academic status.

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on *academic probation*. The transcript will read ADMITTED ON ACADEMIC PROBATION.

Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on *academic probation*. The transcript will read ADMITTED UPON APPEAL--ACADEMIC PROBATION.

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Courses completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. Transfer students admitted on academic probation will have course grades of C or better only accepted for transfer.

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

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Transient Students

Students in good standing at an accredited college or university may be admitted to Enterprise State Junior College as transient students.

To be eligible for consideration for admission, transient students must submit the *Transient Student* form properly signed by the Dean or Registrar of the college or university in which they are currently enrolled.

POLICY ON PLACEMENT TESTING

Effective Fall Quarter 1988, beginning freshmen at Enterprise State Junior College must take the ASSET placement test to insure that they possess the basic skills required for success in college courses. All other students must take the ASSET placement test prior to registering for

English composition or mathematics courses. Students registering only for a special purpose course (such as emergency medical technology, art, studio, real estate, computer applications, or physical education activity classes) should contact the Registrar, the Associate Dean for the Fort Rucker campus, the Evening Director or the Dean of the College to be exempt from the placement test.

High School Students

Summer Program. Enterprise State Junior College cooperates with local high schools for advanced enrollment of high school students. Students who have a "B" average or above and have the recommendation of their principal and/or superintendent may enroll for a maximum of ten quarter hours during the summer between the tenth and eleventh and between the eleventh and twelfth grades. Students may enroll only in courses for which the high school prerequisites have been completed.

Academic Year Program. This College cooperates with area high schools for advanced enrollment of high school seniors. With their principal's recommendation, seniors may take a maximum of five quarter hours credit per quarter. Acceptable courses will be determined for each individual student in consultation with ESJC counseling staff. College credit may not be substituted for high school credit. All high school students must complete an application for admission, provide a letter of recommendation from the high school principal, and take the ASSET Placement Test when a placement test is required for a particular class.

Non-Citizens/International Students

Individuals who are not citizens of the United States must use the following procedures for admission to Enterprise State Junior College.

Complete the application process at least 30 days prior to the beginning of the quarter for which enrollment is sought. The application process includes these requirements:

Apply for admission to the College as a full-time non-transient student.

Request that an official copy of the high school or college transcript, in English, be mailed to:

Office of Admissions
Enterprise State Junior College
P. O. Box 1300
Enterprise, AL 36331

Score at least 500 on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived if the applicant scores 43 on the Reading part of the ASSET and 34 (with a satisfactory paragraph) on the English part. TOEFL applications and information may be obtained by writing to:

TOEFL
Box 899
Princeton, NJ 08542 USA

Request that the TOEFL score be mailed from the Educational Testing Service to the above Enterprise State Junior College address.

Provide the Office of Admissions with an affidavit of financial support for educational and personal expenses from a person(s) who is financially responsible for the international student.

Purchase and verify accident and health insurance policies which include repatriation expenses. File copies of such in the Office of Admissions.

Secure private housing since Enterprise State Junior College provides no dormitory facility.

Pay the out-of-state or foreign student tuition fee if not a military spouse or dependent.

Request and receive from Enterprise State Junior College the I-20 form when all admission requirements have been completed. The I-20 forms will not be issued to transient or part-time students.

NOTE: Any and all elements of Enterprise State Junior College admissions requirements are subject to change without prior notice.

Special Students

Applicants not meeting the minimum admission requirements may be admitted only to non-credit programs.

ADMISSION PROCEDURES

ALL STUDENTS EXCEPT THOSE REGISTERING FOR CONTINUING EDUCATION/COMMUNITY SERVICES COURSES MUST COMPLY WITH THE SELECTIVE SERVICE POLICY WHEN APPLICABLE.

Students Entering College for the First Time (day or evening students - full-time or part-time)

Complete an application for admission. The application may be obtained from the ESJC Admissions Office or from area high school guidance counselors.

Provide the Admissions Office with either an official high school transcript that shows a date of graduation OR a Certificate of High School Equivalency (GED certificate).

Accelerated high school students should furnish an appropriate form signed by their principal or superintendent.

Transfer Students

Complete an application for admission which may be obtained from the ESJC Admissions Office.

Request that all colleges and universities previously attended mail official transcript(s) of academic record(s) directly to the ESJC Admissions Office. Students who have completed the baccalaureate degree will be required to submit only the transcript from the degree-awarding institution.

Transient Students

Complete an application for admission which may be obtained from the ESJC Admissions Office. Request that an official *Transient Permission Form* be mailed directly to the Admissions Office from the last institution attended.

Re-Admission Students

Complete an application for admission if admitted for a specific quarter and did not enroll OR if previously enrolled in ESJC and have not been attending during one or more quarters (summer school excluded); OR have attended another college or university since attending ESJC.

Request that transcript(s) of academic record(s) be mailed directly to the ESJC Admissions Office if other colleges and universities have been attended SINCE attending ESJC.

Students Entering Continuing Education and Community Service Courses
(Seminars, Workshops, and Short Courses)

The College offers a program of continuing education and community services. Continuing Education Unit (CEU) credit is given for these courses, and admission requirements are established by the nature of the particular course. Students who plan to register only for continuing education courses need not apply for regular college admission. Additional information about continuing education courses may be obtained by calling (334) 393-ESJC, (ext. 234).



Enterprise State's Student Government Association participated in the local drug free program and passed out stickers to students on-campus.



Students take advantage of some beautiful weather to relax outside the Student Center.



T U I T I O N A N D F E E S

Commencement exercises
are held at the end of
every spring quarter.

TUITION AND FEES

TUITION

Tuition is \$22.00 per credit hour.

Out-of-state or foreign students pay 175% of the tuition of a comparable Alabama resident.

Audit fees. Any student who audits a course is charged the regular tuition and fees for the course.

Enterprise State Junior College reserves the right to change tuition and fees without prior notice.

The Senior Adult Scholarship program automatically waives tuition for college credit courses for any student who is 60 years of age or older and who meets the admission standards of the College and program. These scholarships apply only to credit courses in which space is available and only to tuition, not to registration fees, other fees, books or supplies.

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FACILITIES RENEWAL FEE

The Facilities Renewal Fee is \$1.50 per credit hour for 1 - 9 credit hours, and \$15.00 for 10 or more credit hours.

MATRICULATION FEE

\$4.00 per quarter hour

OTHER FEES

Continuing Education and Short Course Fees. These fees vary according to the nature and length of the course.

Returned Check Fee. Checks given in payment of fees and charges are accepted subject to final payment. If the student's bank does not honor the demand for payment and returns the check unpaid, the student will be assessed a returned check fee of \$15.00, and if payment is not cleared promptly, the student's registration will be cancelled.

Late Registration Fee. A \$10.00 (non-refundable) fee is incurred if registration is not completed on the designated date without special provision being made.

TUITION, FACILITIES RENEWAL AND MATRICULATION FEE REFUNDS

Time Limit For Complete Withdrawal. No refunds will be made after the first three weeks of any given quarter. Computations are made from the first official class day and are computed according to the date the student actually appears at the College to withdraw and not according to the student's last day of attendance. If a student withdraws following registration but prior to the first official class day, all tuition and fees are refunded. Refunds are computed as follows:

Complete withdrawal during first week of classes.	75% refund
Complete withdrawal during second week of classes.	50% refund
Complete withdrawal during third week of classes.	25% refund
Complete withdrawal during fourth week of classes.	no refund

REFUND FOR PARTIAL WITHDRAWAL

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

SHORT COURSE REFUNDS

A full refund is made when a request is received prior to the first scheduled class meeting. A 75% refund is made when a request is received before the second scheduled class meeting. Refunds are not made after the second scheduled class meeting.



Every month the Student Government Association and other college clubs and organizations select favorites - a Mr. and Miss.

FINANCIAL AID



The Enterprise State Cheerleading squad is an award-winning group.

FINANCIAL AID

GENERAL INFORMATION

Enterprise State Junior College maintains a full-time, comprehensive Office of Student Financial Aid for the purpose of assisting students and their families as they face the challenge of paying for college. ESJC encourages all students to apply for financial aid. The financial aid programs available at ESJC are funded by the federal government, the State of Alabama, various lending institutions, Enterprise State Junior College, and individual donors to the College.

The primary document used by the ESJC Financial Aid Staff in determining eligibility for financial aid is the Free Application for Federal Student Aid, or FAFSA. The majority of the financial aid dollars at ESJC are awarded to students on the basis of financial need; however, a number of scholarships are awarded based on academic achievement, artistic ability, athletic skill, leadership, or other student attributes.

ELIGIBILITY

In order to be eligible to receive Title IV federal financial aid at ESJC, a student must:

be admitted to ESJC as a regular student in a degree or certificate program;

be a citizen of the United States or an eligible noncitizen;

be enrolled at ESJC as at least a half-time student (minimum of six quarter hours);

be registered with the Selective Service, if required;

be making satisfactory academic progress as defined elsewhere in this section of the *College Catalog*;

not be in default on a federal student loan or owe a refund on a federal grant.

FINANCIAL AID PROGRAMS AVAILABLE AT ENTERPRISE STATE JUNIOR COLLEGE

Federal Pell Grant. This federal student financial aid program is the foundation upon which financial aid packages are based. Annual award

amounts vary according to student status and payment schedules provided to ESJC by the U. S. Department of Education. Federal Pell Grants do not have to be repaid. Students are paid once per quarter (usually the week after mid-quarter). Students are paid only after all required documents are received, reviewed, and approved by the Financial Aid Office.

Actual Federal Pell Grant proceeds are prorated according to the number of hours a student takes each quarter. Awards are prorated as shown in the following table:

6-8 credit hours -	Student receives 50% of awarded amount
9-11 credit hours -	Student receives 75% of awarded amount
12 or more credit hours -	Student receives 100% of award

Students at ESJC are paid according to the number of credit hours they are taking at mid-quarter (this does not include hours for which they have previously registered but from which they have withdrawn). Students taking fewer than six hours are currently not eligible to receive Federal Pell Grant benefits.

Federal Supplemental Educational Opportunity Grant (FSEOG). FSEOG is similar to the Federal Pell Grant in that it also does not have to be repaid. FSEOG funds are extremely limited and are distributed to the neediest students based on a priority system using the student's family contribution. Students are paid once per quarter, usually the week after mid-quarter. There is no special application for these funds; completion of the FAFSA is all that is required to apply for FSEOG.

Federal Work-Study (FWS). FWS provides jobs for qualified students who have financial need and who desire to earn part of their educational expenses. At the current time, all jobs are on campus. FWS awards vary widely, with no student being allowed to work more than the maximum of 20 hours per week. Student workers are paid the prevailing minimum wage. Students are paid once per month, on the last working day of the month. Interested students apply for FWS by indicating their interest on the ESJC Student Data Form.

Alabama Student Assistance Program (ASAP). To be eligible, students must be residents of Alabama and be able to demonstrate financial need. Students are selected to receive ASAP based on a priority system using the student's family contribution. There is no special application for these funds; completion of the FAFSA is all that is required to apply for ASAP.

Federal Family Education Loans (Federal Stafford Loan and Federal PLUS Loan). Federal Stafford and Federal PLUS loans are low-interest bank loans available to students and parents to help pay the cost of higher education at approved postsecondary institutions such as ESJC. These loans are authorized by the federal government and are directly insured, or guaranteed, by the Alabama Guaranteed Student Loan Program and/or other loan guarantee agencies. Students are urged to consider borrowing only as a last resort, and to borrow no more than is absolutely necessary. Repayment provisions for these loans differ greatly, so students interested in borrowing under the FFEL programs should contact the Director of Student Financial Aid for an application and an entrance interview.

HOW TO APPLY FOR FEDERAL FINANCIAL AID

In order to apply for a Federal Pell Grant, Federal Work-Study, Federal SEOG, ASAP, or a Federal Family Education Loan, an eligible student must:

Pick up the Free Application for Federal Student Aid (FAFSA) in the Financial Aid Office (Room A114) and at other locations on campus. Applications may also be obtained through the mail by calling (334) 393-ESJC, (ext. 214), and making a request.

Complete the FAFSA, including the section on State Aid, and mail it in the envelope provided.

Pick up one Financial Aid Transcript form in the ESJC Financial Aid Office for each college/university/technical school attended before coming to ESJC, and mail it to the Financial Aid Office at the previously-attended institution. This must be done whether or not financial aid was obtained at that institution. A file is considered incomplete until all Financial Aid Transcripts are received in the ESJC Financial Aid Office.

Complete an ESJC Student Data Form.

When completing any financial aid forms, students must provide all information requested, even if it appears that the question does not apply. If the application forms are incomplete, the student's application cannot be considered.

Approximately four to six weeks after completing and mailing the FAFSA, the student should receive a three- or four-page Student Aid Report (SAR). The SAR should be delivered to the ESJC Financial Aid Office as soon as possible.

All students will be notified of the action taken on their completed applications.

VERIFICATION REQUIREMENTS

Federal regulations require the verification of adjusted gross income, tax paid, household size, untaxed income, and other items for at least 30% of federal financial aid recipients at ESJC. If the student's application is selected for verification, he/she will be asked to provide a copy of his/her and/or his/her parents' federal income tax returns (1040, 1040A, or 1040EZ) and other financial documents to the ESJC Financial Aid Office. This documentation must be received before the Financial Aid staff can complete processing of the application. For this reason, all students are urged to retain copies of these records.

REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All ESJC students who receive assistance from the Federal Pell, Federal Work-Study, Federal Supplemental Opportunity Grant, Federal Family Educational Loan, or Alabama Student Assistance Programs are required to make satisfactory academic progress toward the goal of completing their chosen degree or certificate program. The progress of students who receive these benefits will be measured against the following standards, and all financial aid recipients will be subject to the policies listed in this section.

Grade Point Average Requirement - All students receiving Title IV federal financial aid must meet the same Standards of Student Progress applicable to all students at the institution (see Grading System for complete standards). Each student will be expected to meet or exceed the following cumulative GPAs based upon total hours attempted in his/her program:

Credit Hours Attempted	Cumulative GPA
12-32	1.50
33-48	1.75
49 or more	2.00

Time Frame for Completion - Each student receiving aid will be expected to complete his/her course of study within a period of time not to exceed 1.5 times the normal length of his/her program (nine quarters for a two-year program). Each student must successfully complete the number of credit hours indicated by the end of each increment period indicated:

Full-time Quarters Enrolled	Number of Credit Hours Successfully Completed
1	10
2	20
3	30
4	41
5	52
6	63
7	74
8	85
9	96

Students receiving financial aid at ESJC are evaluated according to the table at least once during each academic year. If a student fails to successfully complete the required number of hours at the end of the corresponding quarter as listed above, he/she will be ineligible to receive federal financial aid until the deficiency is cleared. The students' financial aid may be reinstated when he/she successfully completes the number of credit hours required for the number of quarters the student has been enrolled.

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Withdrawals and Audits - If a student totally withdraws from Enterprise State and the last date of attendance is before the date the grant checks are ready for distribution, he/she will be eligible for an award equal to the book, tuition and other charges owed to the institution for that quarter. If a total withdrawal is processed the date the grant checks are ready for distribution, or after, no adjustment will be made in the amount paid to the student. Students may not be paid for any classes they audit, or for any classes they never attend.

Repeated Courses/Remedial Courses - If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion. A Title IV federal financial aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 45 credit hours of developmental work.

Appeals Process - Any student placed on Financial Aid Warning, Probation, or Suspension, or on Withdrawal Probation or Suspension may appeal his/her status. All appeals must be submitted to the Director of Student Financial Aid in writing within two weeks following the date the student receives notification of his/her status. All appeals should

include the reason(s) the student failed to make satisfactory progress and any other documentation which supports the appeal.

Attendance Policy - No penalty will be imposed for total number of absences in a class until the number of absences exceeds the number of times the class meets per week. Students are responsible for all quizzes, tests, assignments and other materials missed during absences. A financial aid award will be reduced or terminated if the student receiving financial aid exceeds the allowed number of absences per class.

Refund Policy - The College's Refund Policy may be found in the section of this *Catalog* which deals with tuition and fees.

IMPORTANT NOTE! Enterprise State Junior College reserves the right to revise its standards of academic progress as circumstances warrant. Some aid programs may require students to maintain higher academic standards (i.e. academic and Foundation scholarships) than those listed in this section. See individual program guidelines for details.

For more information about ESJC's financial aid programs, visit the campus, call (334) 393-ESJC, (ext. 214), or request an application by writing the Director of Student Financial Aid, Enterprise State Junior College, P. O. Box 1300, Enterprise, AL 36331.

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VETERANS' BENEFITS

The Federal Government and the State of Alabama have programs which provide financial assistance to veterans and their dependents. Enterprise State Junior College desires to assist veterans as they attempt to receive educational benefits earned through service to their country. The following information is provided to aid veterans as they apply for their educational benefits.

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

Maximum educational benefits include free tuition, required textbooks and laboratory fees for four standard academic years or a prescribed

technical course at any state-supported junior or community college, university or technical school.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow/er does not have a filing deadline or age limitation. For more information and application procedures, contact the nearest Veterans Affairs Office located in each county courthouse or write the Alabama G.I. Dependents' Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509.

Old G.I. Bill (Vietnam Era - Chapter 34): Benefits for veterans under the Old G.I. Bill were terminated December 31, 1989. Some veterans who received benefits under Chapter 34 may be eligible for benefits under the new bill (Montgomery G.I. Bill, Chapter 30). If a veteran has a question regarding remaining eligibility under Chapter 34, he/she may contact the Veterans' Administration at 1-800-827-1000.

Veterans Educational Assistance Program (Chapter 32): Service beginning on or after 1-1-77 through 6-30-85. Veterans under this chapter must provide the following to apply for these benefits:

Completed application for educational benefits (Form 22-1990) available in the Veterans Affairs Office at Enterprise State Junior College.

A certified copy of DD 214 (Separation Papers).

Official grade transcripts from any colleges previously attended.

Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30): Certain veterans with an "Honorable" discharge and active duty servicepersons may qualify for the Montgomery G.I. Bill. Veterans applying for this program must provide the following items:

Completed application for educational benefits (Form 22-1990) available in the Veterans Affairs Office at Enterprise State Junior College.

A certified copy of DD 214 (Separation Papers). The DD 214 is not required for active duty servicepersons.

Official grade transcripts from any colleges previously attended.

Montgomery G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 106): Members of the Selected Reserve who enlist, reenlist, or extend an enlistment in Selected Reserve so that the reservist has an obligation to serve for a period of not less than six years following the date of such action may qualify for benefits under Chapter 106. Reservists under this program must provide the following:

Completed application for educational benefits (Form 22-1990) available in the Veterans Affairs Office at Enterprise State Junior College.

DD 2384 (Notice of Basic Eligibility) completed by Guard or Reserve unit.

Official grade transcripts from any colleges previously attended.

Vocational Rehabilitation (Chapter 31): Vocational rehabilitation is intended to help the service-disabled veteran become independent in daily living and, to the extent possible, to select, prepare for, and secure employment which is compatible with his/her interests, abilities, physical capabilities, and goals. Under Chapter 31, the VA pays the cost of tuition fees, books, and supplies. The veteran also receives a subsistence allowance.

Interested students should contact the county Veterans Administration office or the Veterans Administration in Montgomery, Alabama at 1-800-827-1000.

REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

To retain eligibility for Veterans' benefits, all veterans must meet the same Standards of Satisfactory Academic Progress applicable to all financial aid recipients.

CERTIFICATION OF VETERANS

The following criteria will be used for certifying veterans or other eligible persons:

Certification will be granted for only those courses which are applicable to the declared program of study. Students seeking certification under any VA chapter are responsible for providing the ESJC VA Office with a copy of their program sheet (printout) from the College counselors prior to certification for their initial quarter at ESJC. Any deviation from

this list of courses must be approved in writing by the appropriate department chair, the ESJC counselors, or the Dean of the College. Veterans must have all military or transfer credits evaluated by the end of their first quarter at ESJC, and must then furnish the VA Office with a copy of the updated program sheet from the ESJC counselors. It is the veteran's responsibility to submit a copy of the updated program sheet to the VA Office once prior credits and/or training have been evaluated by the Registrar.

Courses which meet for only a portion of the quarter (Friday and Saturday seminars, one- or two-week computer or business courses, and mini-session or inter-term courses) may be certified, but only for the portion of the term that the class is actually meeting. Students should check with the VA Office on the ESJC main campus if they have any questions regarding these special calendar classes.

Certification will be granted for only those hours required to complete the selected program of study. Certification will not be granted for audit or community services courses. Remedial classes will be certified if the need is indicated by ASSET test results. In a related matter, veterans who have received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Enterprise State Junior College. Veterans are also awarded up to four credit hours in Physical Education (PED) for 24 months active military service.

Veterans must be recertified for educational benefits when they reenter college after an interruption of their educational program. **This recertification must be initiated by the veteran.** The Veterans Affairs Office will not be responsible for recertifying veterans who interrupt their training and neglect to inform us that they have returned to the College.

Benefits are paid on the following enrollment schedule:

- 12 or more credit hours - Full benefits
- 9 to 11 credit hours - Three-fourths benefits
- 6 to 8 credit hours - One-half benefits
- 5 or fewer credit hours - Tuition only

Processing by the Veterans Administration takes six to eight weeks (60 days), and the veteran must be prepared to pay tuition at final registration. **ELIGIBILITY IS DETERMINED BY THE VETERANS ADMINISTRATION, NOT BY ENTERPRISE STATE JUNIOR COLLEGE.**

For additional information about the full range of Veterans programs available through the Veterans Administration, contact the Veterans

Administration Regional Office, 474 South Court Street, Montgomery, AL 36104 or the Veterans Affairs Office at Enterprise State Junior College.

ESJC SCHOLARSHIPS

Academic. High school seniors in the upper 25 percent of their graduating class and those with a 90 or better average have until April 1 of each year to apply for academic scholarships. An application form and a copy of the high school transcript must be submitted to the Student Financial Aid Office for consideration by the ESJC Scholarship Committee. Applicants are evaluated according to class rank, grade point average, test scores (ACT and/or SAT). Participation in extracurricular activities, community service and other awards and honors may be considered by the Scholarship Committee.

Academic scholarships may be given for six quarters, provided the recipient has maintained a "B" average each quarter (3.00 grade point average on a 4.00 scale) and completes a minimum of 15 credit hours per quarter. Scholarship renewal for the sophomore year will be automatic upon review by the Scholarship Committee.

Performing Arts. Students who have a talent in performing arts are invited to apply for a Performing Arts Scholarship. Auditions are required.

Enterprise State offers scholarships for participation in the ESJC Band, Singers, and Entertainers. The performing ensembles provide entertainment for the College and the surrounding area.

Students on performing arts scholarships must maintain a grade point average of 2.0 and a minimum course load of 15 credit hours each quarter.

Athletics. Athletic scholarships in men's basketball and baseball, women's softball and volleyball, and in men's and women's tennis are awarded to students who demonstrate ability in these sports. Tryouts are required.

If awarded, these scholarships are only applicable if the recipient participates in and is declared eligible in the sport for which he or she is signed. Students on athletic scholarships must abide by the same satisfactory academic progress standard expected of all students on financial aid.

Cheerleader. Students wishing to participate in the ESJC Cheerleaders must demonstrate ability in the various aspects of cheerleading and must

be energetic and outgoing. Tryouts are held during spring quarter each year to select a new squad. Scholarships are awarded to the members of the squad, with a maximum of ten scholarships awarded per year. Students on cheerleader scholarships must maintain a 2.0 grade point average with a minimum course load of 12 credit hours each quarter. For more information, call Dr. Joan Newman, Cheerleader Advisor, (334) 393-ESJC (Ext. 303.)

Senior Adults. The Senior Adult Scholarship program automatically waives tuition for college credit courses for any student who is 60 years of age or older and who meets the admission standards of the College and program; these scholarships apply only to credit courses in which space is available and only to tuition, not registration and other fees nor books and supplies.

THE ESJC FOUNDATION SCHOLARSHIPS

The Enterprise State Junior College Foundation was established in 1982 for the purpose of raising private funds to help meet the needs of the College. The Foundation annually provides scholarships which are based on the same general criteria as the ESJC academic scholarships. Additionally, several named scholarships with specific criteria have been established by Foundation supporters in honor or in memory of specific individuals or organizations.

The Dr. Mary D. Bauer Scholarship. This scholarship is given by Barbara and Terry Everett in honor of Dr. Mary D. Bauer, former Dean of Community Services and Continuing Education at ESJC. The scholarship is awarded annually with priority given to a re-entry woman desiring to continue her education. In addition to the College's standard scholarship application, applicants for this scholarship must submit two letters of recommendation and a brief narrative describing financial need and short- and long-range goals.

The W. T. Benson Memorial Scholarship. Established by members of the Benson family in memory of their husband and father, this scholarship is awarded to an applicant from Geneva County who demonstrates financial need and academic promise (no minimum grade point average required).

The Jimmy and David Boyle Memorial Scholarship. This scholarship is named in memory of James Dale Boyle and Robert David Boyle, former students of Enterprise State Junior College. Presented by Mr. and Mrs. Gordon Boyle in memory of their sons, the scholarship is based upon the same criteria as the College's academic scholarships.

The Edna and Robert Brown Scholarship. This scholarship was established by Dr. Rebecca Armstrong, English instructor, in honor of her parents, Edna and Robert Brown.

The Brunson Memorial Scholarship. This scholarship is named in memory of Mary Bailey and Fox Brunson, Sr., and Fox Brunson, Jr. Presented by former Judge and Mrs. Marion Brunson in memory of Marion's parents and brother, the scholarship is awarded annually to a deserving graduate of Elba High School. Criteria are the same as for ESJC's academic scholarships.

The Dr. Emmett Thomas Brunson Scholarship. This scholarship is awarded in memory of Dr. Emmett Thomas Brunson, a practicing physician in Enterprise until his death in 1982. Presented by Mrs. Jackie Brunson, Emmett, Eric, and Beth Brunson in memory of their husband and father, the scholarship is awarded annually to a graduate of Enterprise High School. Criteria are the same as for ESJC's academic scholarships.

The Dr. Emmett Treadwell Brunson Scholarship. This scholarship is awarded in memory of Dr. Emmett Treadwell Brunson, who practiced medicine in Geneva County for more than 50 years. Presented on behalf of Mrs. Foy T. Brunson (Dr. Brunson's wife), Mrs. Jackie Brunson and her children, and Mrs. Winfield Baird (Dr. Brunson's daughter), the scholarship is awarded annually to a graduate of Samson High School. Criteria are the same as for ESJC's academic scholarships.

The Brantley Eugene and Ethel Erin Chapman Bush Scholarship. This scholarship is named in memory of Brantley Eugene and Ethel Erin Chapman Bush. Presented by Mrs. J. L. (Ruth) Warren in memory of her parents, the scholarship is based upon the same criteria as the College's academic scholarships.

The Gladys Clark Scholarship. This scholarship, presented by Miss Gladys Clark, is awarded annually to a graduate of a Coffee County high school. Miss Clark was the Coffee County Circuit Clerk for 36 years. In giving the scholarship, Miss Clark expressed her appreciation to the people of Coffee County for their devoted support during her years in office. The scholarship is based upon the same criteria as the College's academic scholarships.

The Conner Scholarships. These scholarships are named for and sponsored by Mrs. Robert Conner and the late Mr. Conner of Enterprise and Mrs. Louise Conner Rowe of Lake Worth, Florida. Six scholarships are awarded annually and are based upon the same criteria as the College's academic scholarships.

The Ross Cotter, Sr., Memorial Scholarship. The Cotter Scholarship was given by Mr. and Mrs. Robin Earl Morgan in memory of Mrs. Morgan's father. Criteria are the same as for ESJC's academic scholarships.

The R. A. Culpepper Scholarship. Established by his family, this scholarship is named in memory of Mr. R. A. Culpepper, a prominent businessman of Enterprise and Columbus, Georgia. The scholarship is awarded annually to area students.

The Charlie Davis Scholarship. This scholarship is named in memory of Charlie Davis, a former ESJC student. Established by family and friends, the scholarship is based upon the same criteria as the College's academic scholarships.

The Dr. J. W. "Jim" Dobbs Memorial Scholarship. This scholarship is named in memory of Dr. J. W. "Jim" Dobbs, an Enterprise optometrist and businessman. Dr. Dobbs also served as a member of the Board of Directors of the ESJC Foundation. Dr. Dobbs's friends and family established this scholarship to be awarded to a deserving student.

The Cleve Donaldson Art Scholarship. This scholarship, presented by former Enterprise Mayor Don Donaldson and his wife Louise, is given in memory of their son Cleve and his artistic talents. Students who have artistic talents may apply for this scholarship by submitting a scholarship application to the Director of Student Financial Aid along with a minimum of three artistic works for evaluation by the ESJC Scholarship Committee. A letter of recommendation from an instructor, preferably an art instructor, must also accompany the application.

The Mark T. Donnell Memorial Scholarship. This scholarship is named in memory of Mark Donnell, Sr., Mark (Pete) Donnell, Jr. and Mrs. Inez B. Donnell. Presented by Mrs. Doris Donnell Mezick, the scholarship will be awarded annually to a deserving student. The scholarship is based upon the same criteria as the College's academic scholarships.

The Edwards-Pridgen Memorial Scholarships. These scholarships are awarded annually to three honor students and each includes tuition and books.

The Ona Mae Ellis Memorial Scholarship. This scholarship was established by Mrs. Linda E. Bolton in memory of her mother. Criteria are the same as the College's academic scholarships; preference is given to graduates of Enterprise High School who are members of the Anchor Club.

The Enterprise Banking Company Scholarships. Two Enterprise Banking Company Scholarships are awarded annually according to the same criteria as the College's academic scholarships. Preference is given to qualified applicants from Enterprise.

The Enterprise Lions Club Scholarship. Given by the members of the Enterprise Lions Club, this scholarship is awarded to students of Enterprise High School.

The Enterprise Rotary Club Scholarship. This scholarship was established by the members of the Enterprise Rotary Club. No particular GPA is required to apply for this scholarship. Preference will be given to a graduate of Enterprise High School.

The Shavonna Fiems Memorial Scholarship. Shavonna was a student at Enterprise State Junior College. This scholarship was established by her parents, Mr. and Mrs. Tom Fiems, her brother, Thomas, and many friends. Criteria is the same as ESJC's academic scholarships and application is open to area female students.

The First Alabama Bank Scholarship. This scholarship is given by the bank in honor and appreciation of its loyal customers and employees. The scholarship is awarded annually to an ESJC Business Tournament winner who plans to enter the field of business and finance. In the event the winner elects to attend another college, the scholarship is awarded through the regular academic scholarship award process to another qualified, promising student who plans to enter the field of business and finance.

The Mamie Lois Fountain Memorial Scholarship. Given by Mr. Allan B. Fountain in memory of his wife, Mamie Lois.

The Fuller-Pittman Scholarship. Given by Mr. and Mrs. Colley E. Pittman, this scholarship is named for Mr. and Mrs. Pittman and Mrs. Pittman's late parents, Mr. and Mrs. S. Don Fuller. The scholarship is based upon the same criteria as the College's academic scholarships.

The Charlie Gibson Memorial Scholarship. This scholarship is named in memory of one of ESJC's employees. Charlie's friends, both in the College and the community, established this scholarship to be awarded annually according to the same criteria as the College's academic scholarships.

The Dr. E. L. Gibson Scholarships. Two scholarships are awarded in memory of Dr. E. L. Gibson, a pioneer in medicine in Coffee County.

The scholarships are based on the same criteria as the College's academic scholarships, but preference is given to qualified students who demonstrate financial need.

The E. L. Gibson Foundation Scholarship. The E. L. Gibson Foundation Scholarship is awarded to a resident of Coffee, Dale, Geneva, Pike, or Barbour County who is enrolled or will enroll in a health-related area at ESJC. The scholarship is based upon the same criteria as the College's academic scholarships.

The Ronald W. Ginn Memorial Scholarship. Established in memory of Ronald W. Ginn by Dr. Robert Verona. Criterion is financial need rather than academic performance.

The Dr. Faye Loftin Grimmer Scholarship. This scholarship is named in memory of one of ESJC's English instructors who died in 1985. Dr. Grimmer's friends, both in the College and the community, established this scholarship to be awarded to a student showing superior academic promise. Criteria are the same as for ESJC's academic scholarships.

The Ben Byrd Henderson, Sr., Scholarships. These six scholarships are named in memory of Mr. Ben Byrd Henderson, Sr., an Enterprise banker who worked diligently to establish a two-year college in this area. These scholarships are based upon the same criteria as the College's academic scholarships.

The Adam Herbert Holland Scholarship. This scholarship was established by the Coffee County Bank and Adam's family and friends. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually with the first award to be made in 1995.

The Neva W. Hughes Scholarship. This scholarship is named in memory of Mrs. Neva W. Hughes, mother of Mackie H. Jordan, former ESJC employee. The scholarship was given by Dick and Mackie Jordan, Mrs. Winnie G. Whaley (Mrs. Hughes' sister), and friends of Mrs. Jordan. The scholarship is based upon the same criteria as the College's academic scholarships, but priority is given to a re-entry woman over the age of 25.

The Roy Martin Memorial Scholarship. This scholarship is named in memory of Roy Martin, an Enterprise State Junior College alumnus who was active in the ESJC Entertainers. Mr. Martin's friends from the College and community established the scholarship which is awarded annually based upon the same criteria as the College's academic scholarships.

The Selena Martin Memorial Scholarship. This scholarship is presented by Selena's parents, Mr. and Mrs. James C. Martin, her family, and friends. Selena was a student at ESJC and was very active in student activities. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually.

The Steve H. McGregor Memorial Scholarship. This scholarship, presented by Mr. and Mrs. Milton McGregor, is given in memory of their son, Steve. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually to an individual majoring in business.

The Foy Whigham Mixson Scholarship. This scholarship, presented by Mr. and Mrs. Yancey Parker, is given in memory of Mrs. Parker's mother. The scholarship is awarded annually to a graduate of George W. Long High School in Skipperville who shows academic promise as evidenced by a "B" or better grade point average and shows a demonstrated financial need. If there are no academically qualified and financially needy applicants from Long High School, the scholarship will be awarded to a student from the Enterprise area who does possess these characteristics.

The R. O. Nichols Scholarship. This scholarship is given in memory of Rensol O. Nichols by his wife, Frances D. Nichols and their children, Neal Nichols and Charlotte N. Griffin. The scholarship is based upon the same criteria as the College's academic scholarships.

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The V. W. Paschal Scholarship. This scholarship is awarded in memory of Mr. Vela W. Paschal, a pioneer in the dairy business in Coffee County. In 1940, Mr. Paschal established the first processing plant in the county making it possible for the consumers to have pasteurized milk. Presented by Mrs. Paschal in memory of her husband, the scholarship will be awarded annually to a graduate of Enterprise High School.

The L. H. Sessions Scholarship. This scholarship was established by Mrs. Gloria Ventress and Mr. William T. Ventress, Jr. in memory of their father and grandfather, Mr. L. H. Sessions. The criteria will be the same as ESJC's academic scholarship and is awarded annually.

The Robbie Sessions Scholarship. Established by Mrs. Robbie Sessions, this scholarship is awarded annually to an ESJC Business Tournament winner who plans to enter the field of business. In the event the winner elects to attend another college, the scholarship is awarded through the regular academic scholarship award process to another qualified and promising student.

The Southland Broilers, Inc. Scholarships. These two scholarships are presented by Southland Broilers, Inc. for their employees and their dependents and contract growers and their dependents. The criteria is the same as ESJC's academic scholarships.

The Phillip Stewart Scholarship. This scholarship is named in memory of Phillip Stewart. Presented by Joe Paul Stewart and the Coffee County Bank in memory of Mr. Stewart's brother, the scholarship is awarded annually to a deserving graduate of Carroll High School or Long High School.

The Fred and Nina Taylor Scholarship. This scholarship was established by Taylor's IGA in honor of Fred and Nina Taylor. The scholarship is awarded to a student with financial need and is based on the College's academic scholarship criteria. Preference is given to a student from Enterprise, Samson or Daleville.

The Mae Turner Scholarship. Established by friends and former students whom she taught at Coffee Springs, this scholarship is named in honor of Mrs. Mae Turner. Mrs. Turner taught for forty-eight years in public schools in the area. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually to a person from the Coffee Springs area.

The Virgil O. Warren/Enterprise Oil Company Scholarship. This scholarship was established by family and friends of Mr. Virgil O. Warren and patrons of Enterprise Oil Company.

Important Note: Foundation Scholarships are not automatically renewable for the second year of enrollment.

SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED

The Delano Anderson Scholarship is being established by Delano and JoAnne Anderson and friends.

The Jeffery Avery Scholarship is being established by family and friends in memory of a former ESJC student.

The Elizabeth C. Dowling Scholarship is being established by R. W. Dowling and Dowling Truck and Tractor Company in memory of Mrs. Dowling.

Enterprise Electronics Corporation Scholarship is being established by the Enterprise Electronics Corporation.

The Ned Folmar Scholarship is being established by friends and colleagues of Mr. Folmar, who was a partner in the Pea River Timber Company.

The Gwendolyn and B. F. Garth Scholarship is being established by family and friends in honor of the Garths.

The Geneva County Retired Teachers Association Scholarship is being established by the Geneva County Retired Teachers Association for a graduate of a Geneva County school.

The Geneva High School Class of 1957 Scholarship is being established by the Geneva High School graduating class of 1957. The scholarship will go to a Geneva High School student with a 2.5 to 3.5 GPA who has a financial need, but is ineligible for other government assistance.

The Randy and Darlene Halcomb Scholarship is being established by Randy and Darlene Halcomb.

The Military Scholarship is being established for dependents of military personnel by the members of the military, the retired military association and others.

The Col. Jerry Sage Memorial Scholarship is being established by the Enterprise Civitan Club and friends and family of Col. Sage in his memory.

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MEMORIAL/SPECIAL SCHOLARSHIPS

Memorial/Special scholarships are periodically made available through donations from private individuals, clubs, and other organizations.

Amy Dowling Memorial Scholarship. A one-year scholarship awarded to a graduating senior at Enterprise High School. This scholarship is awarded by Enterprise High School.

The E. L. Gibson Foundation Scholarships. The E. L. Gibson Foundation was established for religious, charitable, scientific, literacy, or educational purposes and awards college scholarships annually. These scholarships are restricted to students pursuing courses of study in a health care field. Basic or general courses are not covered unless they are within a course of study in the health care field. The scholarships are also restricted to residents of Coffee, Dale, Pike, and Geneva Counties.

Annual scholarship programs include a program for licensed practical nurses at MacArthur Technical College in Opp, Wallace Community College in Dothan, or an approved pre-nursing academic program at Enterprise State Junior College. Annual scholarship programs also include a program for registered nurses at Wallace Community College in Dothan, Auburn University, Auburn University - Montgomery, University of Alabama, and Troy State University in Troy or an approved pre-nursing academic program at Enterprise State Junior College.

Scholarship programs are also available for adults employed in health career fields who are residents of certain counties; students enrolled in advanced training, short courses, or specialized training in health career fields who are residents of Coffee County; and students enrolled at the University of Alabama in Birmingham Medical School or the University of South Alabama Medical School who are residents of certain counties. Such students must be previously accepted by the medical school.

The Ray Hughes Scholarship. Awarded annually on Honors Day to the graduating ESJC business major who has achieved the highest grade point average and who plans to transfer to a school of business at a four-year institution.

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Other scholarships periodically made available include the following:

- Alabama Indian Affairs
- Alatex Biderman, Inc.
- Alpha Delta Kappa
- Alabama Federation of Music Clubs
- Alabama Sports Hall of Fame
- American Association of University Women
- Amoco Foundation
- AUSA
- The Clinton Foundation
- Coffee County Young Woman of the Year
- Enterprise Chamber of Commerce
- Enterprise Homemakers
- Enterprise Junior Women's Club
- Enterprise State Junior College Education Association
- Lester & Donaldson Veterinary Hospital, P.A.
- NCO Wives Club, Fort Rucker
- Officers Wives Club, Fort Rucker
- Opp Micolas Mills
- Pilot Club of Enterprise
- Pilot Club of Ozark
- Vietnam Veterans of America, Inc.

Walton Foundation
Winn-Dixie
USPA & IRA Educational Foundation - Texas

HOW TO APPLY FOR SCHOLARSHIPS

(ESJC Academic, Athletic, Cheerleader, Performing Arts or the ESJC Foundation Scholarships)

In order to apply for an ESJC Academic, Athletic, Performing Arts or Foundation Scholarships, a student must:

Apply for admission to ESJC.

Complete an ESJC scholarship application.

Submit the completed scholarship application and any other required documents to the Student Financial Aid Office by April 1. (Early application for scholarships is essential. Most scholarships are awarded during the first week in April.)

Note: Contact the Student Financial Aid Office for specific information on qualification and awarding dates for Memorial/Special Scholarships.

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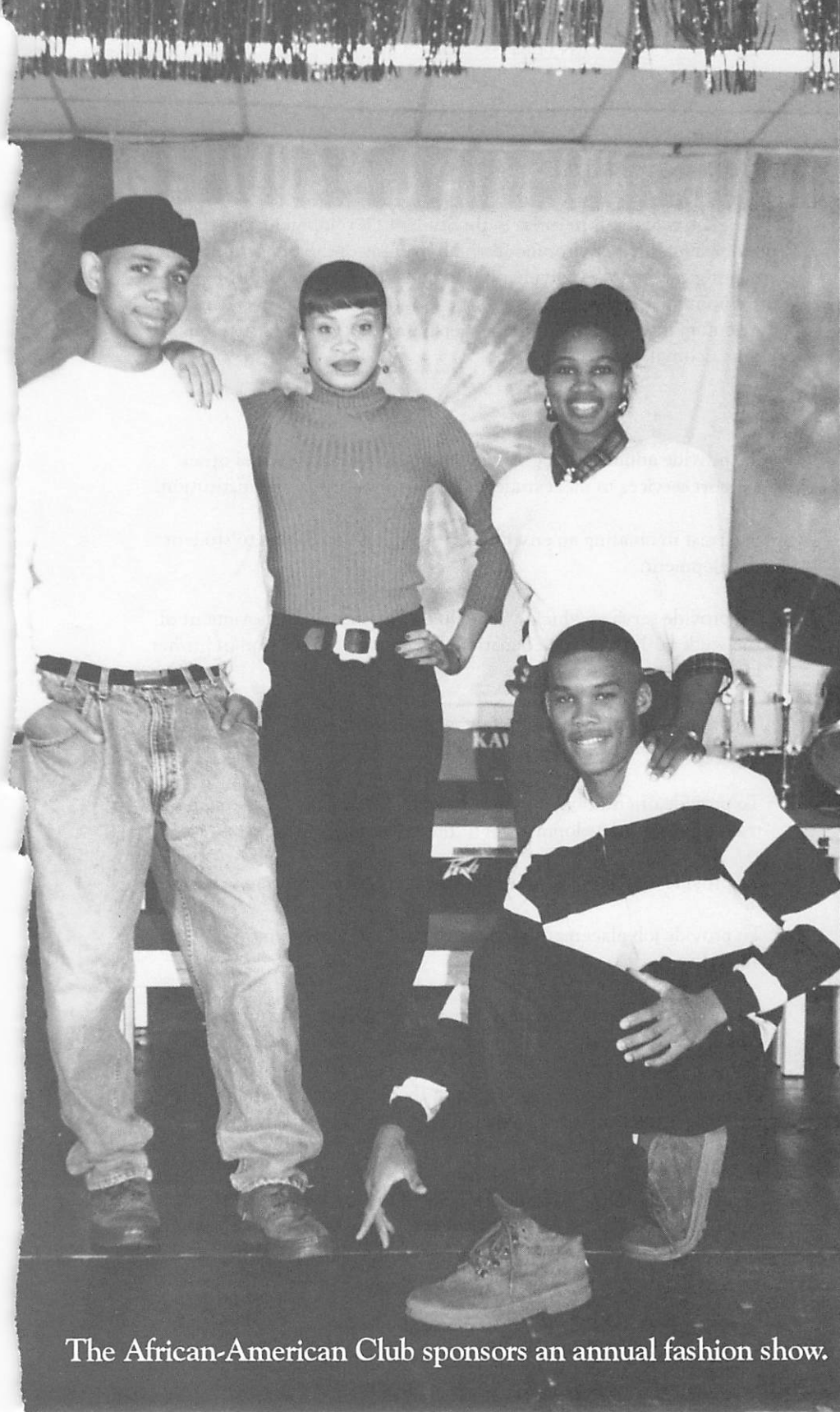


During Enterprise State's Founders' Day students celebrate the founding of the College with games, activities, entertainment, food, and prizes.



ESJC's Student Government Association sponsors a campus-wide Christmas party with great food and a presentation by the ESJC Entertainers.

S T U D E N T A F F A I R S



The African-American Club sponsors an annual fashion show.

STUDENT AFFAIRS

MISSION AND GOALS

The mission of the Enterprise State Student Development Program is to provide a learning environment which maximizes the opportunity for student growth, both individually and collectively, by establishing provisions for the development of the mind and body; not aside from curriculum instruction, but in partnership with it; not as a supplement, but as a complement.

Goals:

To provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution.

To assist in creating an environment which is conducive to student development.

To provide services which will facilitate the successful movement of the student through the educational process to completion of his/her identified goals.

To provide a system of accurately recording and retrieving student records.

To provide orientation, advising, career planning, and leadership training for the development of future growth opportunities.

To provide a program of financial assistance for students.

To provide job placement services for students with employment as an immediate goal.

To provide academic support services for students to facilitate academic achievement.

To provide institutional leadership in the development and implementation of marketing strategy, including recruitment and retention activities.

To participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life.

To assist in satisfying community needs for information, for facilities and programs, and for manpower and economic development.

GUIDANCE SERVICES

The Guidance Services Department offers services that help students meet their personal and academic needs. Professional counselors are available to students daily from 8:00 a.m. until 4:00 p.m. Evening counseling hours are available on the main campus and at the Ft. Rucker campus. Students may make individual appointments with a counselor at the Counseling Center (SC 102) or by calling 393-ESJC (ext. 295).

Each quarter the ESJC Guidance Services Department provides students with a computerized individual educational planning form (IEP). The IEP is a blueprint for the best selection of classes that have previously transferred to selected colleges and is updated on an ongoing basis. Students are responsible for checking with their senior college about the transfer of credits.

Career interest testing is available to students in the Counseling Center. Appointments for testing are made at the student's convenience. Citizens within the College's service area may also use the testing services for a small fee. The services are confidential.

Students having academic difficulties may see a counselor at any time. Counselors work with students throughout the year to improve study methods, explore careers, and make Tutorial Assistance Program (TAPS) and Student Academic Support Services (SAS) referrals. In addition, a counselor is available to aid students with information concerning transfer requirements. Recruiters from several senior colleges and universities are scheduled throughout the year for students to ask questions concerning transfer.

Helpful information about area colleges and careers is available in the Guidance Services Department. Students are encouraged to make use of these free, professional services.

ORIENTATION

Orientation for new students at ESJC is a college-wide effort. Administration, faculty, counselors, staff and students are involved in orientation programs held each quarter.

All orientation programs help first-time students with their transition to ESJC, expose students to academic and social opportunities, and

integrate new students into college life. During summer quarter students are administered the ASSET Placement Test as a part of orientation and receive individualized academic advisement when registering for classes. Students earn one (1) credit hour for completing this course.

A student organization, The First Impressions Team (FIT), works with all orientations offering friendship, fun, and guidance to new students. The team members are each awarded a one-quarter scholarship for their efforts.

Orientation is a required course for all new freshmen. Orientation dates are published in the quarterly schedule. Students needing more information about orientation should contact the SAS Lab, (334) 393-ESJC (ext. 304).

STUDENT ACADEMIC SUPPORT SERVICES (SAS)

The comprehensive component is an excellent resource available for incoming and continuing students. Some of the services provided are an orientation to college each quarter, the SAS Learning Laboratory, an early alert system for development students and Master Student courses.

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SAS LAB

The SAS Lab, located in the Student Center, is designed to offer all students academic reinforcement and enrichment.

The SAS Lab is equipped with computers and a generous amount of educational software. Also, instructional video tapes are available. Materials available are integrated with math, English, and reading courses and supplement many other college courses. Also, tests are available to identify students' strengths and weaknesses in study skills and to identify learning styles. Plus, the lab offers many programs on "how to study."

The SAS Lab staff includes a director/counselor and work-study students who are available to personally assist students with the operation of the equipment and use of the lab instructional materials.

The SAS Lab is open Monday through Friday. There is no charge for use of this facility.

MASTER STUDENT, ORI 103

This course taught by ESJC personnel is designed for first-time freshmen. The purpose of the Master Student class is to provide an opportunity for

students to learn and adopt methods to promote their success in school. Topics included are: time management, note-taking, test-taking, study skills, career awareness, communication skills, and critical thinking. Students will be given a learning skills and a learning styles inventory.

TUTORIAL ASSISTANCE PROGRAM FOR STUDENTS (TAPS) STUDENT SUPPORT SERVICES

The Tutorial Assistance Program for Students (TAPS) is a free, federally funded service existing to help the student overcome academic difficulties, make informed career decisions, solve personal problems, and eliminate any other hindrance to college success. In an effort to provide comprehensive help, an application is required and a needs assessment is done for each student to determine eligibility. If eligible, the student may then receive tutoring or be referred to the Career Development Center, Counseling Department, Financial Aid Office or Student Advancement Services Learning Laboratory.

If a student is determined eligible for services and specific help is needed in an academic area, an appointment for a 30-minute or one-hour study session with a tutor will be scheduled at a convenient time. Free workshops in study and coping skills are offered each quarter. In addition, students may receive individualized instruction from the staff. Getting help early in the quarter or as soon as even minor difficulties are encountered increases a student's opportunity for success.

TAPS also provides mentoring services with volunteers from ESJC's faculty, staff and administration. Students meet with their assigned mentors on both an individual and group basis.

The TAPS staff includes a director, a counselor/tutor coordinator, a transfer coordinator, a secretary, and ten student tutors/peer advisors. TAPS offers part-time employment for students who have at least a 3.0 grade point average, faculty recommendation, A's in the courses they wish to tutor, and who successfully complete an interview with the director.

Students are always welcome in the TAPS office where the atmosphere is informal. Any student enrolled may come by the TAPS office in the Student Center to fill out an application or to obtain further information. There is no charge for TAPS services.

TESTING PROGRAM

Placement Testing. Entering freshmen and transfer students who have not yet taken college level mathematics and English courses are

required to take the ASSET placement test administered by one of the College's professional counselors. The results of these tests are discussed with the student and are used to determine individual placement in the English, math and reading programs. The ASSET test is offered each quarter. College applicants are notified concerning the location and times these tests will be given.

American College Test (ACT). The College is an official center for administering the ACT. Students interested in taking this test may contact the Director, Guidance Services at (334) 393-ESJC (ext. 295) or obtain information from high school counselors.

College-Level Examination Program (CLEP). Enterprise State Junior College will accept credits earned on the CLEP tests toward the associate degree up to a total of 45 hours if the applicant scores in the 50th percentile in the areas examined. CLEP examinations allow students to earn credits for education gained in a non-traditional manner. For further information, contact Guidance Services at (334) 393-ESJC (ext. 295).

General Education Development (GED). A certificate of high school equivalency is awarded by the Alabama Department of Education upon a student's successful completion of the GED test. The College is authorized to administer this test to Alabama residents meeting the required standards. For additional information contact the Registrar at (334) 393-ESJC (ext. 214).

Advanced Placement Credit. Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded credit depending on their AP examination scores. Enterprise State Junior College will give review AP grades of "3," "4," and "5." For further information, contact the Registrar at (334) 393-ESJC, (ext. 233).

Tech Prep Credit. Enterprise State Junior College will accept approved high school credits earned in high school Tech Prep Program sequences up to a total of 15 hours. Students must complete and pass a proficiency exam for each course. For further information, Contact the Division of Business and Career Programs at (334) 393-ESJC, (ext. 260).

LIBRARY/LEARNING RESOURCES CENTER (LRC)

The College Learning Resources Center provides printed and audio-visual materials to support the educational and recreational needs of

students and faculty. The LRC is a place to study, prepare assignments, and locate research and leisure reading materials. Here students will find a collection of books, periodicals, microforms, government documents, vertical file materials, records, tapes, filmstrips, and other audiovisual materials that will help students in their studies. Librarians and other trained personnel are available at all times to assist in locating information. Study carrels, typewriters, and computers are available for student use.

Current holdings include over 47,000 volumes and approximately 81,300 government publications which are received through the U. S. Government Printing Office Federal Depository program. The LRC receives 360 periodical titles through subscriptions, government documents, and gifts. Records, audio and video tapes, filmstrips and films are available as well as audio-visual equipment. A special collection of genealogical books and periodicals is maintained.

Interlibrary loan service is offered upon request to provide access to materials in other libraries.

A photocopying machine provides an easy and inexpensive method of copying. Copies can be made of printed or written material for ten cents a copy. Microfiche readers and microfilm/fiche readers and printers are located in the periodicals area. Microform copies cost ten cents a page. Typewriters and microcomputers are available for in-building use.

Students may obtain assistance with using audio-visual equipment and production of materials for in-classroom assignments.

During the regular session, the Library/Learning Resources Center is open Monday through Thursday from 8:00 a.m. to 9:00 p.m., and on Fridays from 8:00 a.m. to 4:00 p.m. Exceptions occur between quarters and during holidays.

Students may register for a free library card in the LRC Building when class registration is complete. Students are required to present this card upon borrowing LRC materials. The card is valid for the entire school year (September - August), and students are expected to keep the same card. The card will be replaced once free of charge. Any additional cards will cost \$5.00 each.

Books from the general collection may be borrowed for a four-week period. Magazines may not be checked out. All books marked with "G" and/or "R" above the call number are reference volumes and are to remain in the LRC at all times. Reserve materials are circulated according to instructors' recommendations.

A fee of ten cents per day is assessed on over-due books and a fee of twenty-five cents per hour is assessed for over-due RESERVE items, including graphic calculators. Students are responsible for paying for any lost materials or equipment as specified in the LRC Lost Materials Policy. Any outstanding loans or fees must be cleared by the end of the quarter in which the violation occurs; otherwise grades will be held.

There will be no eating, drinking, smoking or chewing tobacco in the LRC. Students are expected to be considerate of fellow students by limiting conversation and noise. The librarian reserves the right to ask any student to leave if the student is causing an undue disturbance. Removing library materials without properly checking them out subjects the student to disciplinary action for stealing College property.

CAREER DEVELOPMENT CENTER

The Career Development Center is a comprehensive facility offering students and area residents information on a wide range of career-related subjects. Resources available in the CDC include career reference books, materials from professional organizations, job search, resume and interview information and videotapes on a variety of topics. In addition to materials on most careers, the Center maintains current information on colleges and universities from throughout the United States including lists of majors, transfer requirements, sources of financial aid and scholarships. The Career Development Center provides career planning and job search assistance throughout the year; assistance is also available in the selection of a college major. Computer interactive evaluation and guidance activities are available in the CDC through the use of SIGI Plus. The CDC also offers information on-line from Guidance Information System through the SOICC network. The Career Development Center is located in Room 102 of the Student Center Building.

JOB PLACEMENT

Job Placement assistance for off-campus employment is available to currently enrolled students and graduates of the College. All job openings listed with the placement service are posted on the JOBS bulletin board. A listing of current state and federal job openings is available. Resources are available on job search, resumes and the job interview. All students interested in full-time or part-time employment are encouraged to register with the placement office and to check the JOBS bulletin board on a regular basis. Job Placement is located in the Career Development Center.

RE-ENTRY WOMEN'S RESOURCE CENTER

The Re-entry Women's Resource Center, located in the Career Development Center, contains special materials which describe and offer practical solutions for the wide range of problems facing re-entry women. Topics include: single parenting, coping with divorce or widowhood, living alone, managing family finances, returning to school, re-entering the workforce, changing careers and owning a business. These resources, in addition to other Career Development Center materials, are available to anyone who can profit from them.

KINDERCOLLEGE

The Kindercollege, a child study laboratory located behind the Learning Resources Center, is a program for the children of full-time students. Enrollment is limited to 20 children; all of whom have to be three or four years old by September 2 of the current academic year. The Kindercollege is in session during all school days of the Fall, Winter, and Spring Quarters. Children should be brought to the Kindercollege between 7:50 and 8:00 a.m. They must be picked up between Noon and 1:20 p.m. The program does not provide for the children after 1:20 p.m. Children are provided with experiences to foster development in physical abilities, social awareness, emotional health, intellectual skills, and creativity. Students who are in the Child Development classes are given opportunities to observe and participate directly with the Kindercollege students as a part of their learning experiences. Applications can be obtained from Admissions or from the director of the Kindercollege in Room L102.

THE ESJC BOOKSTORE

The primary purpose of the Enterprise State Junior College Bookstore is to provide goods and services for fees which enhance, promote, or support the instructional purposes of the College.

The Bookstore has new and used books as well as a variety of composition books, pens, art materials and miscellaneous supplies. Assorted T-shirts are also available. Students who are approved for the Pell Grant may charge supplies along with books after tuition is receipted.

Used books may be sold for cash to an independent wholesaler located in the Student Center Lobby during the days of finals. Also books are accepted on consignment in the Bookstore at the end of each quarter. (Check for dates and hours.)

Regular hours of operation: 7:45 a.m. - 4:30 p.m.

In addition to the regular hours, the Bookstore will be open for one night during finals and the first two nights of class each quarter. Books are also available at the Fort Rucker campus the first two nights of class.

Books on loan to scholarship recipients must be returned by the last day of finals.

STUDENT ORGANIZATIONS

African-American Association. The African-American Association strives to promote unity and black cultural awareness among students. Membership is open to all students and faculty members.

Alumni Association. The ESJC Alumni Association was first organized in January, 1972. The organization is open to all graduates and former students who attended ESJC at least three quarters and left in good standing. No dues are charged, but eligible persons must request membership and keep the association advised of their current address.

AT&T Collegiate Investment Challenge Team. The AT&T Collegiate Investment Challenge Team consists of a minimum of fifty students and faculty members who compete for honors among the nation's colleges. The national contest that the team enters simulates the actual United States stock market in that each participant "trades" securities listed on the major exchanges in the country. The purpose of participating is to get the student closer to the real world of business and investing through simulation. The students involved in this competition are motivated to stay abreast of the nation's businesses and events through the various media supplementing their business education. The entry fee for competing is \$50.00. Contact the team sponsor for additional details.

College Bowl. Each year Enterprise State Junior College participates in the Alabama College Bowl. This intercollegiate competition between the junior/community colleges of the State involves students in a series of exciting competitive matches where knowledge in a broad variety of subject areas determines the winners.

Environmental Club. The Environmental Club is composed of students having interest in environmental issues and programs. Membership is open to all students of the College.

ESJC Band. The Band meets concurrently with Community Band and is designed as an organization for recreation through musical participation. Emphasis is upon concert band repertoire and preparation for performance. Several public performances are given each year. Any student already having a background in instrumental music may participate.

ESJC Chamber Ensemble. The chamber ensemble provides an opportunity for instrumental students to perform chamber music literature in small group settings.

ESJC Cheerleaders. The ESJC Cheerleaders promote the ESJC athletic program and the College. In addition to cheering at basketball games, the cheerleaders are involved in many activities such as teaching clinics, judging high school cheerleader tryouts, parades, special programs for area schools and more. Students wishing to participate in the ESJC Cheerleaders must demonstrate ability in the various aspects of cheerleading and must be energetic and outgoing. Tryouts are held during spring quarter each year to select a new squad, with a maximum of ten scholarships awarded per year.

ESJC Entertainers. The Entertainers are a select group of singers. Emphasis is upon popular repertoire and choreographed performance. The Entertainers perform often for various civic and school functions.

The ESJC Fellowship of Christian Students (FCS). The FCS is a Christian fellowship and service organization open to students of all denominations who are looking for an opportunity to get to know other Christian students. Weekly meetings, *Bible* studies, fellowships, state conventions, retreats, mission trips, and other activities provide opportunities for fun and spiritual growth. All students who are interested in growing spiritually and in making new friends are welcome.

ESJC Singers. Singers is a concert choir. Annually they combine with Community Chorus to present a seasonal choral masterwork at Christmas.

The First Impressions Team (FIT) is an organization that participates in all ESJC orientations. FIT acts as student guides, directs get-acquainted activities, assists advisors in scheduling, and presents several orientation workshops. This group of students are positive, outgoing, and enjoy helping ESJC freshmen make the transition to college life. Students with a 2.5 GPA compete for FIT selection in an application, role-playing, and interview process.

HPER. The Health, Physical Education and Recreation Majors Club is a service organization. Its main purpose is to promote professional and social cooperation between HPER majors and the faculty. Another purpose of the HPER Club is to be a guiding force to all incoming freshmen and transfer students who are majoring and minoring in HPER.

Interclub Council. The Interclub Council is a branch organization of the Student Government Association. It was organized in the fall of 1968 with the purpose of aiding the SGA in coordinating club activities. The Interclub Council promotes communication among campus organizations and coordinates projects of mutual benefit and interest. Membership in the Interclub Council consists of one representative chosen by each campus organization. The SGA vice president serves as president of the Council and other officers are selected by the Council.

The Mentors. The Enterprise State Junior College Mentors serve as the official hosts and hostesses for the College. These students act as tour guides for visiting groups and also help with events on campus such as English and Math Tournaments and Scholars Bowl. In order to be selected as a Mentor, students must be enrolled full-time, have a 2.5 GPA, complete an application and participate in an interview.

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Phi Theta Kappa. The Tau Mu chapter of the Phi Theta Kappa, a national scholastic honorary fraternity for junior colleges, was chartered in March, 1969. The purposes of the organization are to offer a means by which the students who achieve academic excellence may be recognized and to encourage academic excellence among the students at Enterprise State Junior College.

Spirit Club. The main purpose of the Spirit Club is to promote and support College athletic events. The club also performs service activities for the College. Membership is open to all ESJC students.

Student Government Association. The Student Government Association (SGA) is composed of four officers, seven sophomore senators and seven freshman senators. All members of the Student Government Association are elected by the student body. The purposes of the SGA are to provide liaison between students and the faculty and administration, to promote social and cultural opportunities for students, and to approve and charter all organizations which function on the campus.

STUDENT PUBLICATIONS

Begun in December 1966, ESJC student publications is recognized as both an academic class and a student club. The student newspaper/

newsletter, *The Weevil Eye*, is sponsored by the Division of English, Foreign Languages, and Communication. *The Weevil Eye* is written, produced, and distributed by students for students. It provides information about newsworthy events of interest to the student body. While much of the work on *The Weevil Eye* is done by students enrolled in student publications classes, all students are encouraged to submit their work for publication. Limited scholarships are offered to some students enrolled in the classes. *The Weevil Eye* office is located in the Fine Arts Building, Room 131. The telephone number is (334)-393-ESJC, extension 316. Office hours are noon to 1:30 p.m., Monday - Thursday.

OTHER STUDENT ACTIVITIES

Athletics. Enterprise State encourages athletics as a part of its educational program. All intercollegiate sports are under the supervision of the Athletic Director.

Intercollegiate contests are played under the rules of the National Junior College Athletic Association and the Alabama Junior College Conference. Participant eligibility is determined by these organizations and Enterprise State.

Intramurals. The purpose of the intramural sports program is to provide an opportunity for students to participate in selected individual, dual, and team sports. It is the desire of the College through the intramural program to provide activities which will provide enjoyment and physical recreation during the student's college career, contribute to the student's physical well-being, improve recreational skills for leisure time use in adult life, and aid in the development of sound emotional and social qualities. Participation is voluntary and all students are invited to take part.

Wellness Center. Enterprise State offers a healthy life plan for students through its comprehensive Wellness Center. A state of physical, mental and emotional health is something everyone desires and ESJC's Wellness Center gives that help and support needed to develop a plan that promotes total wellness. Students must first enroll in the Wellness (HED 226) course. In this course, students receive complete health factor assessments to develop their individual wellness plans which include a wide range of options. This assessment evaluates major components of fitness and includes an analysis of health risks, nutrition, body composition, flexibility, aerobic fitness, weight, blood pressure, and strength. This course is based on the six areas of the Surgeon General's Report on Health Promotion and Disease Prevention: high blood pressure control, smoking control, alcohol and drug misuse prevention,

improved nutrition, physical fitness and exercise, and control of stress. The Wellness Center programs and activities will be made available during the day and evening. Hours will be determined by needs and will be posted each quarter. Activities include: dance aerobics, aquatic exercise, weight training, jogging, walking, team sports, retirement adjustment, controlling weight, managing stress, improving nutrition and diet, improving self-esteem, stopping smoking, controlling smoking, controlling blood pressure, and modifying cholesterol. Equipment and facilities include: gymnasium, free-weight training area, Nautilus weight training area, Olympic-size heated indoor pool with chair lift, aerobic training area, indoor walking area, outdoor FIT trail (walking path with workout stations), regulation quarter mile surfaced track, tennis courts, grassed playing field, supporting classrooms, showers and lockers. For more information, contact Joan Newman at (334) 393-ESJC, (ext. 303).

STUDENT CONDUCT

Conduct Expectations. The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accord with this belief.

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The College reserves the right to dismiss any student whose on- or off-campus behavior is considered undesirable or harmful to the College. Consumption or possession of alcoholic beverages or illegal drugs is forbidden on campus or at College-sponsored functions. Possession of weapons on the campus is prohibited.

For the protection and convenience of all students and the community, regulations prohibit disorderly conduct either on the campus or in the classroom. Students participating in any unauthorized mass demonstration, or whose presence and/or actions constitute or abet a general disturbance, or who fail promptly to obey any order to disperse given by any College official or by any duly constituted law enforcement officer, are subject to immediate suspension from the College. Reasonable quiet shall be maintained at all times in and around the College buildings.

The College does not endorse a dress code. However, students, as mature adults, are expected to dress in attire appropriate to educational surroundings. Please do not wear lewd or immodest garments which could disrupt the educational flow and infringe upon the rights of any student.

Students conducting themselves in such a manner as to disturb or disrupt a class will be told by the instructor to leave the classroom. The

student may return to class as soon as he/she is capable of conducting himself/herself as a mature adult. However, the second such offense would require the student to meet with the Dean of Students and could result in charges being brought against the student by the Dean of Students. Charges against a student must be resolved by a formal due process hearing.

Academic Honesty. The primary goal of Enterprise State Junior College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions which encourage scholarship are applauded; those conditions and actions which deter or discourage intellectual growth and development are deplored. Without academic honesty, there is no scholarship. Without morality, there is no worthwhile knowledge. Therefore, academic honesty is defined as follows at Enterprise State Junior College:

Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, written materials, drawings, lab reports, discarded computer programs, the aid of another instructor on a take-home exam, etc.); copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is the act of using in one's own work the work of another without indicating that source.

Use of texts of papers prepared by commercial or noncommercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member must follow due process. Faculty members must bring charges in writing to the Dean of Students. The grade of "F" for academic dishonesty may not be given by the faculty unless guilt is established through the due process procedure.

CHAPERONED EVENTS

It is the College policy that all games, performances, practices or activities relating to athletics, cheerleading, intramurals, performing arts or any other student activity be supervised by the appropriate College personnel. If the responsible faculty/staff member is unable to be in

attendance, he/she will insure that a substitute faculty/staff member is in attendance or that the activity is cancelled.

PREVENTING SEXUAL ASSAULT/ACQUAINTANCE RAPE

For Women: Rape is an act of violence. Rape should not happen, but it can, even with people you know and trust. Most rapes and sexual assaults are committed by acquaintances. For this reason, it is important for you to be assertive, direct, and clear in your communications. Be aware of what you are communicating nonverbally as well as verbally. Remember you increase your risk of acquaintance rape when you get in a car with a man you have just met (perhaps at a party), no matter how nice he seems, or when you are socializing with a group that is using alcohol or drugs.

If you have been sexually assaulted on campus, report the crime to Campus Security or to any College official. Reporting does not mean you must take legal action. This is a choice you can make later. By reporting the crime, though, you may help to stop a rapist; chances are that he has raped before and will rape again, until apprehended.

If you have been raped, preserve physical evidence that could be useful later on. Do not change clothes, bathe, or use the toilet. Do seek medical care immediately, whether or not you report the crime. In addition to taking care of obvious injuries, you need medical care to protect you from venereal diseases. A physician can also counsel you about the possibility of pregnancy.

For Men: The law warns that knowing someone - even intimately - will not clear you if you force sex. So you should use clear communication to reach an understanding with a friend or date. Do not assume an earlier understanding still holds; do not assume you can communicate clearly while abusing alcohol or drugs.

For Both Men and Women: In social situations, both women and men must use good judgement, because the stakes are high for them both. Stay in control.

DISCIPLINARY SUSPENSION

The President of the College is responsible for all general discipline. Any student involved in unacceptable conduct will be disciplined by the President commensurate with the severity of the act of misconduct.

DUE PROCESS FOR STUDENT DISCIPLINARY CASES

Students are guaranteed procedural due process in all cases involving formal discipline charges. The Dean of Students in his/her role of student advocate will attempt to deal informally with discipline problems prior to the filing of formal charges. Emphasis, either informally or with a formal charge, will be placed upon achieving a satisfying resolution rather than on seeking to emphasize guilt and punishment. In the event resolution of the conflict cannot be informally mediated by the Dean of Students, the following formal procedures will be followed:

Responsibilities of the Dean of Students

The Dean of Students, representing the President of the College, has responsibility for officially convening the Discipline Committee for the purpose of dealing with violations of college regulations and/or violations of national or state laws. The Dean of Students will convene the Discipline Committee only after the following procedures have been implemented:

Charges of disciplinary nature may be preferred against a student by a fellow student or members of the administration, faculty, or staff. The one preferring the charge should do so in writing to the Dean of Students.

The Dean of Students will notify the student of the charges against him/her. (This initial presentation of charges may be verbal in nature.) The Dean of Students may suspend the student pending a hearing if the charges so warrant.

The Dean of Students may then call the Discipline Committee into session.

If the student charged so desires, he/she may request a Discipline Committee hearing, after meeting initially with the Dean of Students.

The Dean of Students will make all reasonable attempts to notify the student, in writing, of the charges against him/her and provide the date, time, and location of the Discipline Committee hearing.

If after reasonable attempt to notify the student of the charges and the place and time of his/her hearing, the Dean of Students is unable to do so, then the student may be suspended until a hearing is held and a decision is reached.

The Dean of Students will review the decision and recommendations of the Discipline Committee. The decision of the committee becomes official when put into writing by the Dean of Students. A copy of the written document will be forwarded to the President.

Students' Rights

The student does not forfeit any of his/her constitutional rights upon his/her entrance into the student body of Enterprise State Junior College.

By virtue of the student's request for admission into Enterprise State Junior College (via his/her application) he/she is agreeing to abide by the College's rules and regulations.

The student may have counsel present for advisement only. Counsel will not have the right of cross examination.

Rufusal, by the student, to answer questions shall not be construed as an admission of guilt.

A Discipline Committee hearing may be requested by any student to review a decision made by institution personnel which he/she feels is a violation of his/her right to due process.

The student has the right to appeal the Discipline Committee's decision to the President of Enterprise State Junior College.

Discipline Committee Composition and Responsibilities

Composition: Dean of Students, Director of Guidance Services, two counselors, two faculty members, and the Student Government Association president.

The Discipline Committee shall be chaired by the Dean of Students or by a member of the Student Affairs staff appointed by the Dean of Students.

A quorum will consist of four committee members. Business may not be conducted without a quorum.

All Discipline Committee hearings shall be open unless:

The student requests a private hearing.

The nature of the hearing is questioning the good name or character of the student.

If it is construed that campus feelings are so intense that the proceedings could be disrupted.

The decision reached by the Discipline Committee will be by a majority vote.

Decisions and recommendations of the Discipline Committee shall be forwarded to the Dean of Students for official confirmation and implementation.

Process for Right of Appeal

The President of Enterprise State Junior College shall be the final authority in the appeal process.

The student may file a written request with the Dean of Students asking that the President of Enterprise State Junior College review the decision and recommendations of the Discipline Committee. The written request must be filed within five days (excluding Saturday, Sunday and holidays) of the hearing.

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INSPECTION OF COLLEGE FACILITIES

The College reserves the right to inspect any locker on school property at the discretion of the College administration.

DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS

The information contained in this disclosure section is provided by Enterprise State Junior College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to Dr. David Chalker, Dean of Student Affairs, Room 100, Student Center, Enterprise State Junior College, P. O. Box 1300, Enterprise, AL 36331.

Reporting Criminal Actions or Other Emergencies

It is the policy of Enterprise State Junior College that any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated

by Enterprise State Junior College and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to the Chief of Security, Room 101, Administration Building, Telephone (334) 393-ESJC or (334) 347-2623, (ext. 277). If a security person is not available, the situation should be reported to the Dean of Student Affairs, Room 100, Student Center; or the Evening Division Director, Room 119, Administration Building; or the Associate Dean of the Ft. Rucker Campus, Room 5, Building 5008.

All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Enterprise State Junior College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in the preceding paragraph.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in the paragraph above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Enterprise State Junior College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Crime Prevention Programs for Students and Employees

It is the policy of the College to promote safety and crime awareness of its students, its personnel, and its visitors who avail themselves of College facilities and programs. The following programs have been, or are to be, implemented.

Any student or visitor may request either a professional employee of the College or campus security to escort him/her to his/her vehicle in one of the College parking areas.

Instructions on the prevention of assault (including acquaintance rape) are to be included in orientation programs for entering students.

Instructions on the prevention of assaults (including acquaintance rape) are to be published in the student newspaper, *The Weevil Eye*.

Signs with instructions for safety regarding assault are to be posted in outdoor areas frequented by students and the public in general.

Policies about crime awareness and safety are to be included in College publications such as this *College Catalog*.

Campus Crime Statistics

Campus crime statistics relate to incidents occurring on the main campus of, any branch of, or any other site operated by, Enterprise State Junior College. Crime statistics shall be reported annually.

Reporting of Criminal Incidents Occurring at Off-campus Student Organizations

Since the College has no off-campus organizations or structures, reporting of criminal incidents occurring at off-campus student organizations shall mean reporting criminal incidents which occur to College property or personnel when a College-sanctioned activity occurs away from the campus.

It shall be the responsibility of a student, if he/she is a victim of or a witness to a crime committed against College property or persons representing the College, to report the crime immediately to law enforcement agencies in the location where the crime occurs. Furthermore, it shall be the student's responsibility to report the crime to campus security upon its return to the campus. Failure to do either shall subject the student to disciplinary action by the College.

Arrest Statistics Relating to Alcohol, Drugs, and Weapons

The arrest statistics stated in this section are subject to the following definitions.

Arrest is the lawful detention by a person with arrest powers of a person who there is probable cause to believe violated one of the offenses covered in this section.

A Liquor Law Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.

A Drug Abuse Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.

Weapons Possession shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

Crime Report

ESJC Student Services reports that for the period of academic year September 1, 1993 through and including August 31, 1994, there were no major crimes committed on the ESJC campus.

TRAFFIC AND PARKING

The Enterprise State Junior College Department of Public Safety and Security strives to provide security of the College, to protect life and property, to maintain an efficient traffic control and parking system, to prevent crime, and to serve the College community.

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On-campus Parking Regulations

The College provides designated on-campus parking areas to accommodate as many vehicles as possible. Certain rules and regulations are necessary to assure maximum utilization of these areas. The use of an automobile on campus is considered a privilege, not a right. The following regulations have been established for everyone's safety:

STUDENTS, FACULTY, AND STAFF must park in their designated areas, Monday - Friday. The types of campus parking zones are as follows:

Visitors
Faculty/Staff (Permit Required)
Handicapped (Permit Required)
Students
No Parking Zones

(Parking areas in front of the Administration Building are reserved for employees, visitors and disabled persons.)

FACULTY MEMBERS may not excuse citations nor give students permission to use faculty areas.

PARKING IN A LOADING or no-parking zone is prohibited.

TRAFFIC SIGNS must be obeyed.

SPEED ON CAMPUS ROADS is limited to 20 m.p.h. and in parking lots to 10 m.p.h. Any speed not safe for conditions of the road, including vehicular and pedestrian congestion, is prohibited.

ALL PARKING lots are "one way" zones.

ALL PARKING will conform to marked-off areas. All parallel parking will be within 12 inches of the curb.

DRIVING OR PARKING on the grass (except dirt parking lots), sidewalks, crosswalks, or parking on yellow curbing is prohibited. Yellow curbs, as currently used on campus, are either "RESERVED" or "NO PARKING" zones.

DOUBLE PARKING is prohibited at all times.

PARKING ON OR over a line or curb is prohibited.

MOTORISTS MUST YIELD to pedestrians in designated crosswalks.

VEHICLES ARE NOT to be left on campus after school hours without first checking with Campus Security.

STUDENTS SHOULD NOT LEAVE purses, radar detectors, books, stereos or other valuables clearly visible in unattended vehicles and vehicles should be LOCKED. (DON'T FORGET YOUR KEYS.) Magnetically mounted antennas should be removed and all easily accessible items should be locked in the trunk of the automobile for safe-keeping.

THE DIRT PARKING LOT (Alabama Power Company lot) will be closed to parking from 4:30 p.m. to 6:30 a.m. each day. Violaters will be ticketed.

Each violation will result in a citation, and a fine may be assessed. Any student, staff, or faculty member who wishes to discuss and/or appeal a traffic/parking citation should consult the Campus Security Office within five (5) school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty (30) days of the date of the citation. The time for appealing a traffic/parking citation is Monday - Friday, 8:00 a.m. - 4:30 p.m.

Fines

All fines are \$5.00. All traffic and parking fines are to be paid at the Business Office between 8:00 a.m. - 4:30 p.m., Monday - Friday. All fines are payable within five (5) school days from the date of citation. The following are violations for which a fine may be assessed:

- failing to obey officer/signal
- disregarding stop sign
- unauthorized parking in handicapped area
- unauthorized parking in faculty area
- parking over line
- parking in no parking zone/yellow curb
- traveling wrong way in one-way zone
- exceeding speed limit
- failing to yield right of way
- other violations

If You Need Help

A campus security officer may be able to help you with a problem, such as keys locked inside the vehicle, problems starting the vehicle, an accident on campus, etc. The campus security officers can be contacted at extension 277 or through the ESJC switchboard operator. Also, you may call the Enterprise Police Department at 347-1211, ext. 226 for contact with campus security by radio.

Lost and Found

Lost and found articles may be claimed or turned in at Room A101 (Campus Security), the Business Office, the Information Desk, or the Dean of Student Affairs Office.

STUDENT HEALTH SERVICES

ESJC provides a first-aid station in each building. Each station has a first-aid kit and a contact person for assistance if additional help is needed.

Harvey Watt and Betty Phillips manage ESJC's Fort Rucker Branch Campus.



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ACADEMIC POLICIES

GRADING

Letter grades will be assigned for all courses for which students have registered as follows:

A - Excellent	90-100	W - Withdraw Passing
B - Good	80-89	(official withdrawal only)
C - Average	70-79	WF - Withdraw Failing
D - Poor	60-69	I - Incomplete
F - Failure	Below 60	AU - Audit

Satisfactory grades are "A," "B," and "C." Most colleges and universities will not accept transfer of "D."

INSTITUTIONAL CREDIT COURSES

Institutional credit courses are those courses which are not creditable toward a formal award and which include Training-for-Business and Training-for-Industry courses and courses numbered below the 100 level.

86 An institution may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP).

(S) Satisfactory = 0 points (U) Unsatisfactory = 0 points
(IP) In Progress = 0 points

Special Standards of Progress for students enrolled in these courses are as follows:

A student who is enrolled in an institutional credit course and who receives a grade of U or IP two quarters may not take the course a third quarter until he/she receives special academic advising.

After the third quarter in which the student receives a grade of U or IP in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

QUALITY POINTS

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

A - 4 quality points per hour
B - 3 quality points per hour
C - 2 quality points per hour

D - 1 quality point per hour
F - 0 quality points per hour

The student's scholastic standing or quality point average is obtained by dividing the total number of quality points by the total number of quarter hours for which the grades of "A," "B," "C," "D," or "F" are assigned.

A student must earn a total quality point average of 2.00 in order to be eligible for graduation.

COURSE FORGIVENESS

Any course for which the student has previously registered may be repeated.

If a student repeats a course once, the second grade awarded (excluding grades of W and WP) replaces the first grade in the computation of the cumulative grade point average. The quarterly grade point average during the quarter in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in computation of the cumulative grade point average.

Official records at the institution will list each course in which the student has enrolled. A course may be counted only once toward fulfillment of credit hours for graduation.

INCOMPLETES

A student whose grade is not complete at the end of a quarter will receive a grade of "I" for the course. The student must make arrangements with the instructor to remove the incomplete within the first five days of the next quarter. If no arrangements are made within the time limit, the "I" will be changed to "F" in the Registrar's office.

AUDITING

Students who audit a course must signify their intentions of doing so through the Registrar's office during the drop/add period at the beginning of each quarter. After the change period is over it is not possible to change a grade to "Audit." Regular fees are charged for auditing classes.

DEGREES AND CERTIFICATES

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the college granting the award in accordance with policies of the State Board of Education.

A student must:

Satisfactorily complete an approved program of study.

Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

Complete at least twenty-four quarter credit hours required in the program at the college granting the award.

Be enrolled during the quarter in which the award is earned or, with approval of the Dean of Instruction and within a calendar year of the last quarter of attendance, transfer from a regionally accredited institution no more than the last ten hours required for completion of the program, with a minimum grade of "C" in the courses transferred.

Complete a formal application for graduation in accordance with institutional policy.

Fulfill all financial obligations to the College.

Enterprise State Junior College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, and the Certificate of Proficiency.

The Associate in Arts Degree is awarded to students completing a university parallel program and the general education program.

The Associate in Science Degree is awarded to students who plan to transfer to a four-year institution and pursue a program of study requiring specialization on the freshman and sophomore level or who satisfy the basic education program outlined for this degree.

The Associate in Applied Science Degree is awarded to a student who completes two years of work in the Career programs described in this catalog.

The Certificate is awarded to students who satisfy the requirements of a specific one-year program outlined in this catalog and is awarded in the particular program of study.

DEGREE REQUIREMENTS

A student shall be awarded the Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in Applied Technology degree upon satisfactory completion of the requirements of the specific program as specified by the college granting the degree and the State Board of Education.

A student must:

Satisfactorily complete a minimum of 96 quarter hours of credit in an approved program of study, including prescribed general education courses.

Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements. A student must present a "C" average in both English 101 and 102.

Complete at least 25% of quarter credit hours required of the degree at Enterprise State Junior College.

Be enrolled during the quarter in which the degree is earned; or, with approval of the Dean of Instruction, within a calendar year of the last quarter of attendance receive the degree by transferring from a regionally accredited institution no more than the last ten hours required for completion of the program with a minimum grade of "C" in the courses transferred. Those students enrolled in linkage programs explicitly approved in writing by the Chancellor who have successfully completed a prescribed program mutually acceptable to the colleges involved are exempted from this requirement.

Submit a formal application for graduation in accordance with institutional policy.

Fulfill all financial obligations to the College.

ATTENDANCE AND ABSENCES

Students are expected to attend all classes for which they are registered. Students should recognize that a mature acceptance of their responsibilities as a student is a requisite for reasonable accomplishment in college work; this applies particularly in the area of class absences.

Enterprise State Junior College maintains the following institutional policy governing attendance:

Instructors will maintain regular attendance records for students enrolled in their classes.

Instructors will inform students that the College attendance policy is clearly stated in this *College Catalog*.

Students are expected to attend, on time, all sessions of their registered classes; therefore, all absences from class should be due to unavoidable circumstances.

No absences exempt a student from meeting established class-policy academic requirements which may include grade penalties; students are responsible for all class assignments, tests or other materials missed during absence.

Instructor class policy determines whether students are allowed to make up class work, assignments or tests missed during any absence.

Procedures to withdraw students from class for excessive absences will not be imposed until the number of absences exceeds the number of times a class meets per week.

Instructors will verbally warn students when the number of absences in a class is equal to the number of times that class meets per week.

Instructors will notify the Dean of the College when a student has been warned about absences.

Students who have been warned about their absences must immediately justify any subsequent absence to the instructor's satisfaction before returning to class; failure to do so will result in the student's withdrawal from class for excessive absences.

If a student neglects or fails to justify each excessive absence to the instructor's satisfaction, the instructor can initiate the student's withdrawal from class by notifying the Dean of the College.

Students desiring to appeal a withdrawal must do so within three days following the instructor-initiated withdrawal; day students may appeal to the Dean of the College and evening students to the Evening Director.

If a student's appeal is approved by the Dean of the College or the Evening Director, the student will receive a class readmittance form and will be readmitted to class.

All subsequent appeal approvals for the same student will be made only after the student has furnished the instructor and the Dean of the College or Evening Director with written, verifiable proof that the absence was unavoidable.

When a student neglects to appeal a withdrawal or fails to gain readmittance by appeal, the Dean of the College will instruct the Registrar to withdraw the student for excessive absences; "WP" will be assigned through mid-quarter and "WP" or "WF" thereafter.

Absences incurred on College-sponsored events or activities and excused by memorandum from the Dean of the College are not counted in the total number of student absences; however, instructors will make provisions to allow these students to make up regularly scheduled class assignments without penalty.

Instructors will not count absences against a student until that student is officially enrolled in class; however, the student is still responsible for all class assignments, tests or other materials missed.

Instructors may implement a class tardy policy for those students who are habitually late for class; this policy will be clearly stated in the class syllabus.

STANDARDS OF ACADEMIC PROGRESS

These standards of progress shall apply to all students unless otherwise noted. Exceptions:

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than six quarters in length may have higher standards of progress than the institutional standards of progress.

Selected transfer students will be placed on academic probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

STANDARDS OF PROGRESS POLICY

Required GPA Levels for Students According to Number of Hours Attempted at the Institution:

Students who have attempted 12-32 credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 33-48 credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 49 or more credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

INTERVENTION FOR STUDENT SUCCESS

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

APPLICATION OF STANDARDS OF PROGRESS

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is *Clear*.

When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on *Academic Warning*.

When the cumulative GPA of a student who is on academic warning remains below the GPA required for the total number of credit hours attempted at the institution but the quarterly GPA is 2.0 or above, the student remains in academic warning.

When the cumulative GPA of a student who is on academic warning remains below the GPA required for the total number of credit hours

attempted at the institution and the quarterly GPA is below 2.0, the student is placed on *Academic Probation*.

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.

When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution but the quarterly GPA is 2.0 or above, the student remains on academic probation.

When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the quarterly GPA is below 2.0, the student is suspended for one quarter. The transcript will read **SUSPENDED - ONE QUARTER**.

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.

The student who is suspended for one quarter may appeal. If, after appeal, the student is readmitted without serving the one quarter suspension, the transcript will read **SUSPENDED - ONE QUARTER/READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters the institution on academic probation.

The student who serves a one-quarter academic suspension re-enters the institution on academic probation.

A student who is on academic probation after being suspended for one quarter (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose quarterly GPA is 2.0 or above will remain on academic probation.

A student who is on academic probation after being suspended for one quarter (whether the student served the suspension or was readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA remains below the level

required for the total number of hours attempted at the institution and whose quarterly GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED - ONE YEAR.

The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED - ONE YEAR/READMITTED UPON APPEAL.

The student who is readmitted upon appeal re-enters the institution on academic probation.

The student who serves the calendar year suspension re-enters the institution on academic probation.

All applicable academic designations except *Clear* will appear on the student's transcript.

PROCESS FOR APPEAL FOR READMISSION

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

DEFINITION OF TERMS

Quarterly Grade Point Average (GPA) - The grade point average based on all hours attempted during one quarter at the institution based on a four-point scale.

Cumulative Grade Point Average (GPA) - The grade point average based on all hours attempted at the institution based on a four-point scale.

Clear Academic Status - The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Warning - The status of a student showing academic status the previous quarter was clear and whose cumulative grade point average falls below the level required by this policy for the total number of credit hours attempted at the institution; or the status of a student who was on academic warning the previous quarter and whose cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose quarterly GPA for that quarter was 2.0 or above.

Academic Probation - The status of a student who was on academic warning the previous quarter and whose cumulative GPA that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution and whose quarterly GPA for that quarter was below 2.0; or... the status of a student who was on academic probation the previous quarter and whose cumulative GPA for that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution but show quarterly GPA for that quarter was 2.0 or above; or... the status of a student who has re-entered the institution after being suspended for one quarter or one year (or after being granted readmission upon appeal).

One Quarter Academic Suspension - The status of a student who was on academic probation the previous quarter but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that quarter was below the level required by this policy for the total number of credit hours attempted at the institution and whose quarterly GPA for that quarter was below 2.0.

One Calendar Year Academic Suspension - The status of a student who was on academic probation the previous quarter and who had been previously suspended without since having achieved Clear Academic Status and whose cumulative GPA that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution and whose quarterly GPA for that quarter was below 2.0.

Appeal of Suspension - The process by which an institution shall allow a student suspended for one quarter or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

TRANSFER STUDENTS

A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the institution. If, at the conclusion of the quarter in which the student has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student is suspended for one quarter. The transcript will read **SUSPENDED - ONE QUARTER**.

If, at the conclusion of the quarter in which the transfer student admitted on academic probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student's status is clear.

ACCESS TO STUDENT RECORDS

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The attention of all students and parents is called to the provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, also known as "the Buckley Amendment." Under the provisions of this law, all students and former students of Enterprise State Junior College have the right to inspect their official educational records in the office of the Registrar. This right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, nor to access by students to financial records of parents. Parents or guardians of a student 18 years of age or older may not see records or receive any grades unless the student specifically designates that his/her records and/or grades be made available to the parents or guardians. Grades are mailed to the address indicated by the student on his/her registration form.

Under the Federal Family Educational and Privacy Rights Act, 10 U.S.C. 1232g, ENTERPRISE STATE JUNIOR COLLEGE may disclose certain student information as "directory information." Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students as well as information about students' participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a respective student. If

any student has an objection to any of the aforementioned information being released about himself/herself during any given quarter or academic year, the student should notify, in person or in writing, the Dean of Students or the Registrar during the first three weeks of the respective quarter or academic year.

Enterprise State Junior College will release transcripts of a student's work only upon written request from the student.

Students who have questions regarding their official records should address them to the Registrar.

COURSE PLACEMENT POLICIES

ESJC Developmental Reading Policy. Students scoring 22 through 37 on the Reading portion of the ASSET Placement Test will be required to address reading deficiencies the first quarter of enrollment. Students scoring between 38 and 42 on the Reading portion of the ASSET will have "READING CLASS RECOMMENDED" on their individual education plan (green sheet). After any quarter with unsuccessful grades those scoring in this range will be sent a letter strongly advising the reading course. Reading students will be tested during the first days of class and will be re-assigned to one of the reading classes: RDG 083 for those scoring below sixth grade reading level; RDG 084 for students testing between sixth and ninth grade level; RDG 085 for students testing between ninth and twelfth. Students who are enrolled in RDG 083 or 084 will be told that their scores indicate that reading may have to be taken for two or more quarters. Students scoring above twelfth grade on the Nelson-Denny Reading Test and 50th percentile on the Degrees of Reading Power may be given a W/P or enrolled in RDG 113. This student will remain in the same developmental classroom but do additional work in all areas in order to earn college credit. To exit RDG 083, 084, 085, the student must score satisfactorily (A, B, C) in the course as well as score at the twelfth grade reading level on the Nelson-Denny Reading Test and/or perform at or above the 50th percentile on the Degrees of Reading Power standardized reading test. A student will not be allowed to enroll in HIS 101, HIS 102, HIS 201, HIS 202, or PSY 200 unless he has properly addressed his reading deficiencies by passing the exit criteria at the RDG 085 level. Students will progress through the appropriate sequence of reading courses. When their improvement puts them at sixth grade level for RDG 083; ninth for RDG 084; twelfth for RDG 085 and they have earned a "C" or higher grade in their respective reading class, they will be eligible to enroll in the next higher level reading course. Students who do not successfully reach their respective reading levels for RDG 083 (sixth), RDG 084 (ninth) or RDG 085

(twelfth) will be required to repeat the course in which they were unsuccessful.

English Placement Policy. Students are required to address their writing deficiencies their first quarter of enrollment. Students unsuccessfully completing their initial writing sample and/or scoring 33 or below on the ASSET test will be placed into either ENG 091 or ENG 093 as determined by the placement level of their writing sample. Students scoring 34 or above on the ASSET test may be required to enroll in either ENG 091 or ENG 093 if their writing sample is unsatisfactory. Students who are unsuccessful (D, F) must retake the appropriate English course. Students may choose the quarter they wish to repeat an English course.

Math Placement Policy. Students will be advised as to the proper math course they are required to take according to their ASSET scores, their major requirements, and close evaluation of their math history. Students will be evaluated holistically for proper math placement. Initial placement will be determined by the ASSET math cut-off score for respective math courses to include MTH 090, Basic Math; MTH 108, Elementary Algebra; MTH 111, Intermediate Algebra; MTH 112, Precalculus Algebra; and MTH 115, Calculus I. Students who are unsuccessful (D, F) in their math course will be required to retake the same or lower level math course before progressing to the next higher level course in the sequence.

FINAL EXAMINATIONS

Students absent from final examinations except by reason of personal illness must secure permission from the Dean of the College to be allowed to take a make-up exam. Make-up examinations must be taken during the first five days of the next quarter.

DROPPING OR ADDING A CLASS

Students must drop or add a course or courses during the Drop and Add period. Between the Drop and Add period and mid-quarter, a student may drop a course without academic penalty with permission of the instructor and Registrar. A student who drops a course within four weeks of the last class day of the quarter must have approval from the instructor and the Dean of the College (to receive a grade of "W"). All paperwork for withdrawing from a class must be processed through the Dean's office before the exam period begins.

A grade of "F" will be assigned to a student who voluntarily discontinues class attendance without following the procedure outlined in this catalog.

WITHDRAWING FROM COLLEGE

Students may officially withdraw without penalty (a grade of "W" will be assigned) up to mid-quarter, no matter what their academic standing at the time of withdrawal. Withdrawals (with a grade of "W") during the last four weeks of the quarter must have the approval of the instructor and the Dean of the College.

A withdrawal is not complete and official until the student has the withdrawal form signed by all instructors and submits the form to the Registrar's office. Students who discontinue attendance in courses without officially withdrawing will receive an "F" for those courses.

ACADEMIC BANKRUPTCY

A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

If fewer than three (3) calendar years have elapsed since the quarter for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one quarter provided the student has taken a minimum of 30 quarter credit hours of coursework at the institution since the bankruptcy quarter occurred. All coursework taken, even hours completed satisfactorily, during the quarter for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

If three (3) or more calendar years have elapsed since the most recent quarter for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 quarters provided the student has taken a minimum of 30 quarter credit hours of coursework at the institution since the bankruptcy occurred. All coursework taken, even hours completed satisfactorily, during quarter(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each quarter affected.

When academic bankruptcy is declared, the transcript will reflect the quarter of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."

A student may declare academic bankruptcy only once.

Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

MAXIMUM AND MINIMUM COURSE LOADS

The maximum course load for an entering first-quarter regular freshman is 18 quarter hours, except for pre-engineering students or by special permission from the Dean of the College. The maximum load for a student who has an average of "B" or above during the preceding quarter is 21 quarter hours. The minimum load for a regular full-time student is 12 quarter hours. An average student earns 48 quarter hours in three quarters.

HONORS AND RECOGNITIONS

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Graduation Honors for Degrees. Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors (or Cum Laude) - 3.50 to 3.69 GPA.

Graduation with High Honors (or Magna Cum Laude) -
3.70 to 3.89 GPA.

Graduation with Highest Honors (or Summa Cum Laude) -
3.90 to 4.00 GPA.

Graduation Honors for Other Formal Awards (Diploma or Certificate).

Graduation with Distinction - 3.50 to 4.00 GPA.

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 48 quarter credit hours at the college conferring the degree or other formal award.

Dean's List. A Dean's List shall be compiled at the end of each quarter. Requirements for the Dean's List shall be: (1) a quarterly grade point

average of 3.5 or above but below 4.0 and (2) completion of a minimum quarterly course load of 12 quarter credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the quarterly GPA. However, developmental courses will not count toward the minimum course load requirement.

President's List. A President's List shall be compiled at the end of each quarter. Requirements for the President's List shall be: (1) a quarterly grade point of 4.0 and (2) completion of a minimum quarterly course load of 12 quarter credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the quarterly GPA. However, developmental courses will not count toward the minimum course load requirement.

Dean's Academic Honor Roll. Any student who has earned 70 or more quarter hours with a cumulative 4.00 GPA will be placed on the Dean's Academic Honor Roll.

Who's Who Among Students in American Junior Colleges. A faculty committee annually chooses those students who have distinguished themselves in different areas of campus life. Minimum requirements are a grade point average of at least 3.5 and involvement in student activities. The names of students selected by the faculty committee will appear in the national publication, *Who's Who Among Students in American Junior Colleges*.

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COLLEGE LEVEL EXAMINATION PROGRAM

As part of a trend of granting college credits to students for education gained in a non-traditional manner, Enterprise State Junior College will accept credits earned on the College Level Examination Program tests. Applicants who score in the 50th percentile or above in the various areas may earn up to a total of 45 hours to apply toward an associate degree. Enterprise State Junior College will also serve as an "Open" CLEP Center for civilians and administer general and subject matter tests. The qualifying score for college credit varies from subject test to subject test. The general criterion is that a student must have earned the equivalent of a "C" on his/her CLEP subject test in order to receive credit for a course.

ADVANCED PLACEMENT CREDIT

Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded advanced credit depending on their AP examination scores. Enterprise State Junior College will review AP grades of "3," "4" and "5."

FOREIGN LANGUAGE PLACEMENT POLICY

All students will be given an entrance placement examination to validate their language proficiency. High school studies, exam scores, and an interview will be used to secure accurate placement.

Generally, one year of foreign language study at the high school level will substitute for one quarter of college-level study. Students receiving an "A" or "B" in the higher-level course(s) will be given placement credit for the previous course(s).

No placement credit will be automatically granted for high school courses, unless a higher-level course is successfully completed at ESJC.

SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS/ROTC STUDENTS

Fort Rucker Branch. Since winter quarter 1983, Enterprise State has offered college credit courses at Fort Rucker.

As a Servicemembers Opportunity College, ESJC provides fully accredited Associate Degree programs for servicemembers and their families at low state tuition rates. Servicemembers are given credit for military schools and experience as well as for CLEP.

Army Tuition Assistance is available to servicemembers, along with Pell Grants and other financial aid programs which are offered by the College.

The ESJC Fort Rucker office is located in the same building as the Army Education Center - Room 5, Bldg. 5008 on Lucky Star Street.

Day classes meet Monday through Thursday. Evening classes meet on Mondays and Wednesdays or Tuesdays and Thursdays. All classes are open to anyone enrolled at Enterprise State. For additional information, call (334) 598-3438.

SOCAD. Enterprise State Junior College is a member of the Servicemembers Opportunity College Associate Degree (SOCAD) network. This program allows a servicemember or his/her spouse and eligible dependents to satisfy designated minimum residency and credit hour requirements at Enterprise State; upon transfer from this area, the student is allowed to complete degree requirements at another college in the SOCAD network and transfer those credits to Enterprise State; the degree is then awarded from Enterprise State Junior College. For more

information call the Fort Rucker office or the Registrar's office at the main campus.

Credit for Military Service Schools. Credit for military service schools will be granted in accordance with the recommendations published by the American Council on Education in *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

Military Experience Credit. Four credit hours are granted in physical education for twenty-four months or more of active military service.

Air Force ROTC. Air Force ROTC is offered in several colleges in Alabama. The Air Force ROTC two-year program allows junior college graduates to enter the AFROTC Professional Officers Corps (POC) in their junior year after completion of a six-week field training. Upon graduation, POC cadets are commissioned as second lieutenants and enter active duty in the Air Force. Students are paid for attending field training and incur no obligation after completion. Two-year scholarships are available. For further information, students should contact the ROTC Department at the four-year institution to which they plan to transfer.

Army ROTC. The Army ROTC two-year program enables junior college graduates to apply for and attend a six-week summer camp between the sophomore and junior years in order to qualify for the ROTC Advanced Course. Following satisfactory completion of the summer camp, qualified men and women may enter Advanced Military Science classes and, upon graduation from a senior college or university, receive a commission as a second lieutenant. Students incur no obligations for camp attendance and may compete for two-year scholarships. For further information, students should contact the ROTC Department at the four-year institution to which they plan to transfer.

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EVENING PROGRAM

Enterprise State Junior College began an extended day of classes in summer quarter 1966 through its evening program.

Two types of courses are offered every quarter in the evening; regular college credit courses and non-credit short courses.

A student may obtain two years of college by attending classes in the evenings. All courses offered for credit at night may be found in the course descriptions on the following pages of this catalog.

The short courses are community interest courses which the College offers on demand on a rotating schedule. Further information on offerings for a specific quarter may be obtained by contacting the Registrar for credit offerings at (334) 393- ESJC, (ext. 233) and the Community Service Director for non-credit offerings (ext. 234).

CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM

From the time Enterprise State Junior College was established in 1965, one of the College's goals has been to meet the educational needs of adults throughout the area. Based on the belief that learning is a lifelong process, the College offers a wide range of short courses, seminars, workshops and special services at times convenient to adults in the community. Approximately 4,000 registrations are recorded annually in programs designed to upgrade job skills, enrich leisure, discover aptitudes and options, and learn other vital information. These courses are funded primarily by individual fees and special grants.

New courses and programs are added quarterly. Many of these are the suggestions of individuals and groups in the community who take an active part in the planning process. We invite the continued suggestions and recommendations from interested citizens throughout the Wiregrass area.

Continuing Education Units. Continuing education units (CEUs) are given for completion of selected courses. One CEU represents 10 classroom hours of instruction. CEUs are recorded by name and social security number and are retained in the College files. Certified transcripts are available upon request.

Cancellation and Refund Policy. If a continuing education or community service course is cancelled, all persons enrolled are notified by the College and full refunds are made. Anyone who registers and then decides to withdraw from a course may request a refund. All requests must be received in writing at the Office of Continuing Education. A full refund is made when a request is received prior to the first scheduled class meeting. A 75% refund is made when a request is received before the second scheduled class meeting. Refunds are not made after the second scheduled meeting.

Adult Education and General Education Development (GED) Programs. ESJC sponsors the Southeast Alabama Adult Education Network that serves school systems in Coffee, Dale, and Geneva Counties. Adult Education programs provide instruction for adults in

learning to read, speaking English, and preparing for the GED tests of high school equivalency. Day and evening classes are available. Instruction in reading may be provided by a volunteer literacy tutor. All instruction, materials, and supplies are provided free of charge.

Employee Training and Workplace Literacy Programs. In addition to the wide variety of noncredit programs offered each quarter to the general public, several special services are available to upgrade the skills of area employees. Training programs are developed on request to meet specific needs of businesses and industries. These programs are developed in cooperation with employers, utilize actual workplace materials and topics whenever possible, and are frequently offered on site at area businesses.

Women's Center Program. Another special program of services is available through the Women's Center. These services include testing and counseling, short courses, a women's resource library, career training programs for displaced homemakers and other target groups, and information and referral to helping agencies. This Center has received recognition from The National Commission on Working Women as one of ten exemplary programs in the nation.

COOPERATIVE HIGH SCHOOL HONORS PROGRAM

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Summer Program. Enterprise State Junior College cooperates with local high schools for advanced enrollment of high school students. Students who have a "B" average or above and have the recommendation of their principal and/or superintendent may enroll for a maximum of ten quarter hours during the summer between the tenth and eleventh and between the eleventh and twelfth grades. Students may enroll only in postsecondary courses for which the high school prerequisites have been completed.

Academic Year Program. Enterprise State cooperates with area high schools for advanced enrollment of high school juniors and seniors. With their principal's recommendation, students may take a maximum of five quarter hours credit per quarter. Acceptable courses will be determined for each individual student in consultation with the College's counseling staff. College credit may not be substituted for high school credit.

ACADEMIC COMPETITIONS

College Bowl. Each year Enterprise State Junior College participates in the Alabama College Bowl. This intercollegiate competition between

the junior/community colleges of the state involves students in a series of exciting competitive matches where knowledge in a broad variety of subject areas determines the winners.

Business Tournament. ESJC annually sponsors a business tournament for area high school business students. The purpose of the tournament is to give students an opportunity to exhibit and measure the skills they have mastered. Tests include accounting, keyboarding, computer literacy, economics, job interview, business math, and business English.

English Tournament. The Division of English, Foreign Languages, and Communication sponsors an annual English Tournament of junior and senior high school students in the service area of the College. The Division awards trophies to students who win first, second, or third place and certificates to those who win honorable mention in the four categories of competition: composition, literature, language, and vocabulary. The tournament is held early in spring quarter.

Math Tournament. The Division of Mathematics sponsors an annual Math Tournament for junior and senior high school students in the service area of the College. The Division awards scholarships, first, second, and third place trophies, and honorable mention ribbons in individual and team competition, in the three categories of algebra, geometry, and advanced math.

Scholars Bowl. Each year Enterprise State Junior College sponsors team competition between the high schools of the College's service area. The competition involves questions over a broad range of subjects. The schools compete against schools of approximately the same size. Scholarships are awarded.

SSIONS TEAM

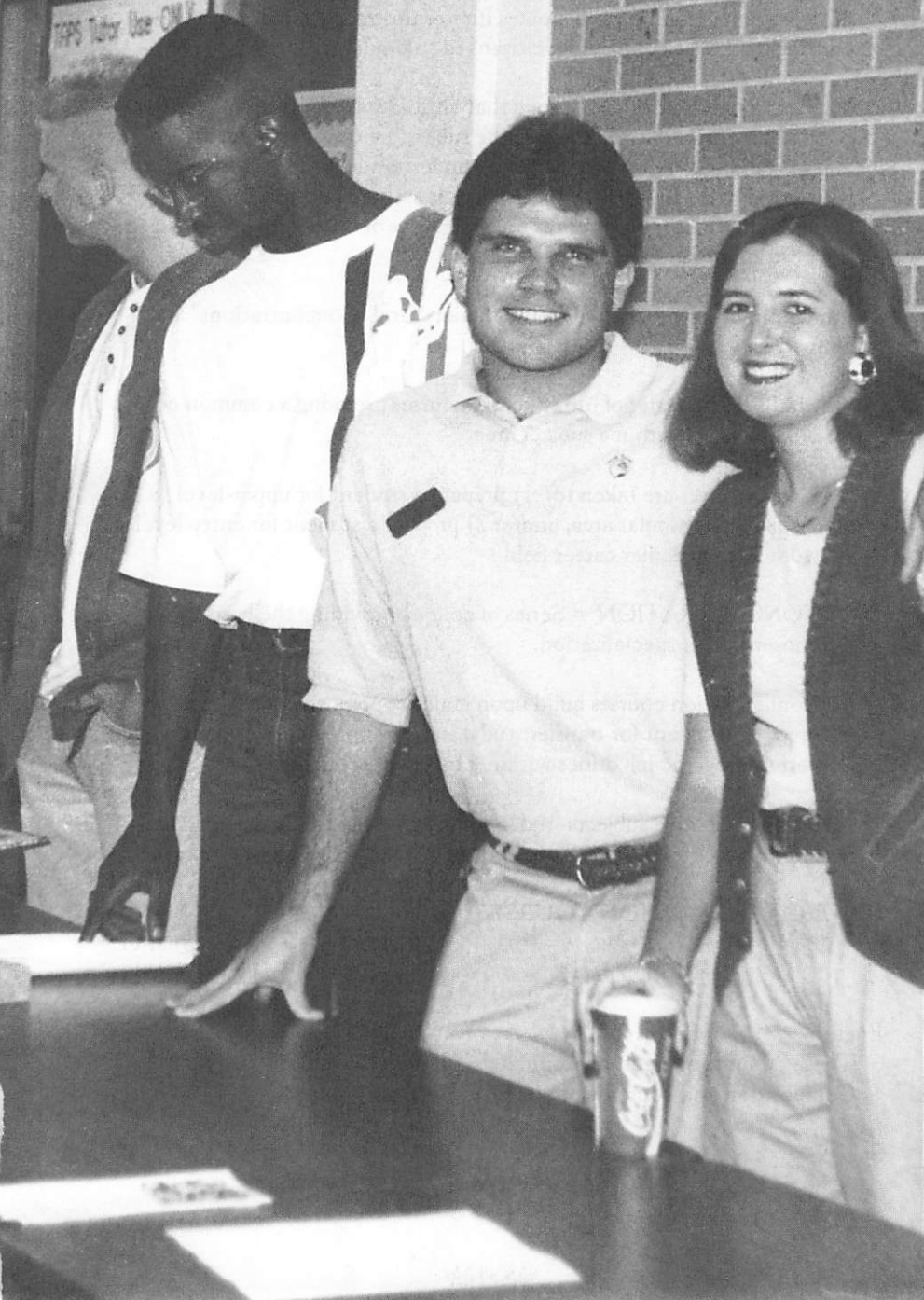
S' LEARNING LABORATORY

Each September a Club Fair is held to introduce students to the activities of various campus clubs and organizations.

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PROGRAMS OF STUDY

GENERAL EDUCATION

General Education at Enterprise State Junior College is designed to create a sound educational foundation of skills and experiences which provides understanding and creates interest in the personal, social, and political problems confronting citizens in a democracy.

The faculty of the College believe that all students can benefit from a common core of knowledge when the subject matter is studied, not as an end in itself, but rather as a means for understanding the society in which one lives. In this way the student is assisted in relating the prescribed area of specialization to larger areas of knowledge and then to the position in life that one will occupy.

In planning your program of study, "Majors" and "Concentrations" are defined as:

MAJORS = Series of introductory courses providing a common core of knowledge within a subject area.

Major courses are taken to: 1) prepare a student for upper-level study in a particular area, and/or 2) prepare a student for entry-level work in a particular career field.

CONCENTRATION = Series of courses providing the basis for a chosen career specialization.

Concentration courses build upon major courses and are taken to 1) prepare a student for transfer study, and/or 2) prepare a student to perform specific job duties within a broader career field.

In selecting elective subjects students should be guided by the program requirements of the university or college to which they plan to transfer.

GENERAL EDUCATION COURSES

	Quarter <u>Hours Credit</u>
English.	20
These 20 units of credit are to include 10 quarter hours of Freshman Composition and 10 hours of Literature.	
Speech.	5

Social Science.....	20
Of these 20 hours, 10 must be in American History or History of Western Civilization and 10 in Economics, Geography, Psychology, Political Science, Sociology, Philosophy, Anthropology or Religion.	
Science and/or Mathematics.....	20
Course work may be selected from Biology, Chemistry, Physics, Mathematics, or Physical Science. (A minimum of five hours must be in mathematics and in science.)	
Physical Education.....	4
P.E. requirements may be met by completing two activities courses.	
Art or Music.....	5
Orientation.....	1
Total Basic Credit.....	75

ASSOCIATE IN ARTS DEGREE

For the Associate in Arts degree, take 20 additional elective hours. They may include hours in English, Business, Fine Arts, Social Sciences, Physical Education, Mathematics, or other courses. One hour is required in Orientation for all first-quarter entering freshmen. For the Science and Mathematics requirements, students must take a minimum of five hours in mathematics and a minimum of five hours in science.

For convenience in planning a program of study, a planning sheet listing all the requirements for the Associate in Arts degree is reproduced here.

CUMULATIVE RECORD SHEET

Courses	Hours Earned	Courses	Hours Earned
English (20 hours required)		Physical Education (4 hours required)	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Speech (5 hours required)		Orientation	1
		Total Basic Credits	75
		Electives	20
History (10 hours required)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Other Social Sciences (10 hours required)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Sciences & Mathematics (20 hours required - 5 minimum in Math & in Science)	_____	_____	_____
	_____	Total	96

Art or Music (5 hours required)	_____		

ASSOCIATE IN SCIENCE DEGREE

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The requirements for the Associate in Science degree are the same as those for the Associate in Arts degree with the following exceptions; five hours fewer in English, 10 hours fewer in Social Science, five hours fewer in Science and/or Mathematics and five hours fewer in Fine Arts. Forty-five elective hours may be selected from English, Business, Computer Science, Fine Arts, Social Sciences, Physical Education, Mathematics, Science, Law Enforcement or other courses. One hour is required in Orientation for all first-quarter entering freshmen. For the mathematics and science requirements, a minimum of five hours in mathematics and a minimum of five hours in science are required.

For convenience in planning a program of studies, a planning sheet listing all the requirements for the Associate in Science degree is reproduced below.

CUMULATIVE RECORD SHEET

Courses	Hours Earned	Courses	Hours Earned
English (15 hours required)		Physical Education (4 hours required)	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ENTERPRISE STATE

Speech (5 hours required)		Orientation	1
		Total Basic Credits	50
		Electives	45
Social Sciences (10 hours required)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Science and/or Mathematics (15 hours required - 5 hours minimum in Math & in Science)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	Total	96

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is awarded to students who satisfy the requirements of a specific career education two-year program as outlined in this catalog. Some of the work taken as part of this degree requirement is regular college transfer work. The rest of the work consists of technical courses which may be transferred at the discretion of a senior college on the basis of its specific programs and evaluation of these technical courses.

The degree consists of 40 hours of general education and a minimum total of 56 hours of specified studies. Orientation is required for all first quarter entering freshmen.

For convenience in planning a program of studies, a planning sheet listing all the distribution requirements for the Associate in Applied Science Degree is reproduced below.

Minimum Requirements

Area I - Oral and Written Communication.....10

Area II - Math, Science and Computer Sciences.....15

a. Mathematics..... 5

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b. Electives..... 10

(If a computer science elective is chosen, it should be a "language course or a course giving the student experience in operating a computer.")

Area III - Social and Behavioral Science.	5
<hr/>	
Area IV - Humanities and Fine Arts.	5
Physical Education.	4
<hr/>	
Orientation.	1
Total Basic Credits.	40
<hr/>	
Area Minimum Requirements Total.	56
Total Minimum.	96

CAREER PROGRAMS

Enterprise State Junior College is meeting the needs of a growing and diversified regional job market by offering career programs to prepare students for careers that require study beyond high school but do not require a four-year degree. Completion of a career program will enable students to enter a variety of occupations with specific job skills. Students may earn a certificate or associate degree in each area. While these programs are not designed for transfer, many institutions will accept part of the credits earned in a career program.

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Agribusiness*

Concentration: Poultry Management*

Business Administration

Concentrations: Accounting

Finance Administration*

Management/Supervision

Health Services Management/Supervision

Small Business Management

Professional Development

Sales and Marketing

Communication

Computer and Information Science

Criminal Justice

Child Development

Engineering Technology*

Food Service Management*

Legal Assistant

Medical Coding Specialist

Medical Records Technology

Office Information Processing

Concentrations:

Accounting

Legal
 Management/Supervision
 Medical
 Professional Development
 Word Processing
 Recreation

*Due to low enrollment in these programs, they have been placed on an "inactive" status. This means that the College will continue to place courses in these programs on the schedule, but if sufficient numbers of students (usually 10 per course) do not register, then the course will not make, thus making it difficult to complete one of these programs in the normal 6-8 quarters. Program outlines and course descriptions are available in the office of the Dean of the College.

BUSINESS ADMINISTRATION

The Business Administration Program is designed to prepare individuals for entry level positions in business or industry or to enter their own businesses.

Graduates may choose careers in sales, marketing, banking, real estate, insurance, management, supervision, accounting, or other related business occupations.

Elective courses selected by students in consultation with their advisors allow the program to be tailored to students' objectives. The curriculum provides sufficient knowledge of business theory to enhance the possibilities for future advancement as well as the basic skills necessary for entry level positions.

An Associate in Applied Science Degree and/or a certificate may be earned in Business Administration and in these specific concentration options: Accounting, Management and Supervision, Sales and Marketing, Professional Development, Health Services Management and Supervision, and Small Business Management.

Associate in Applied Science Degree (104 Total Hours)

Be sure to check the course description list for any prerequisites.

General Course Requirements:

ENG 101 Freshman Composition I. 5
 ENG 102 Freshman Composition II/or free choice elective**. 5

Choose one course:

ECO 232 Economics II OR
 HIS 101 or 102 Western Civilization I, II OR
 HIS 201 or 202 United States History I, II OR
 PSY 200 General Psychology OR
 SOC 200 Introduction to Sociology. 5

BIO 103	Principles of Biology OR	
	BIO 117 Biology of Human Concern.	5
SPH 106	Fundamentals of Speech Communication.	5
ART 100	Art Appreciation OR	
	MUS101 Music Appreciation OR	
	ENG 261 English Literature I OR	
	ENG 251 American Literature I.	5
PED Electives.		4
TOTAL HOURS.		34
** Business English suggested as elective taken prior to ENG 101.		

Business Administration Major Course Requirements:

*OAD 101	Keyboarding I.	5
(Waived by passing grade in prior course. Substitute a 5 hour OAD or BUS course.)		
MTH 102	Business Math OR Business Statistics I.	5
*OAD 130	Machine Calculations.	5
BUS 215	Business Communication.	5
*BUS 241	Principles of Accounting I OR	
	BUS 148 Basic Accounting.	5
(BUS148 is recommended prior to BUS 241 for students with no prior accounting instruction.)		
BUS 263	The Legal and Social Environment of Business OR	
	BUS 261 Business Law I.	5
BUS 275	Principles of Management.	5
ECO 231	Principles of Economics I.	5
*CIS 146	Microcomputer Applications OR	
	*OAD 228 Word Processing I OR	
	BUS 246 Accounting on the Microcomputer.	5
BUS or OAD Electives.		10
TOTAL HOURS.		55

*Students enrolled in Tech-Prep High School sequence may be eligible for advanced placement.

Business Administration Degree with Major Concentrations

A major concentration = at LEAST 15 credit hours in one subject area.

To major in a Business Administration concentration, complete at LEAST 15 hours in that concentration - subject area. Choose from Accounting, Management and Supervision, Sales and Marketing, Professional Development, Health Services Management and Supervision, or Small Business Management.

Business Administration Degrees Without Major Concentrations

Complete the courses listed under General and Business Administration course requirements and also complete at LEAST 15 credit hours mixed from the concentrations to meet your own career interests.

Business Administration Concentration Electives:

Accounting Concentration

- BUS 242 Accounting II
- BUS 248 Managerial Accounting
- BUS 249 Payroll Accounting
- BUS 246 Accounting on the Microcomputer
- BUS 253 Income Tax
- BUS 296 Business Internship (work experience)
(take next-to-last or last quarter)

Management and Supervision Concentration

- BUS 186 Supervision
- BUS 188 Personal Development (3 credit hours)
- BUS 189 Human Relationships (3 credit hours)
- BUS 190 Management Workshops - Limit of 5 credit hours.
- OAD 218 Office Procedures
- OAD 220 Records and Information Management
- BUS 279 Small Business Management
- BUS 296 Business Internship (work experience)
(take next-to-last or last quarter)

Health Services Management/Supervision Concentration

This concentration is designed for those students who desire background prior to pursuing a four-year degree in health management or for those persons who desire to build on previously acquired formal training as a health-care practitioner, i.e., nurse, respiratory therapist, dental assistant, etc.

All courses are required in this concentration:

- BUS 186 Supervision OR
BUS 275 Principles of Management

- BUS 189 Human Relations
- BUS 190 Computerized Medical Office Management OR
MRT 218 Computer Applications in Health Information
- BUS 191 Medical Insurance Process and Procedures
- MRT 105 Health Care Ethical and Legal Issues
- BUS 296 Internship required in health setting

Small Business Management Concentration

All courses are required for the small business management sequence:

- BUS 189 Human Relations
- BUS 190 Computerized Small Business
- BUS 191 Customer Relations Seminar
- BUS 279 Small Business Management
- BUS 296 Internship in small business setting required

Sales and Marketing Concentration

- BUS 177 Salesmanship
- BUS 285 Marketing
- ECO 232 Economics II
- BUS 296 Business Internship (work experience)
(take next-to-last or last quarter)
- RE 201 Fundamentals of Real Estate
- RE 202 Real Estate Financing
- RE 203 Real Estate Appraisal
- RE 204 Real Estate Law
- RE 205 Property Management

Professional Development Concentration

- OAD 228 Word Processing I
- OAD 132 Business English
- OAD 125 Word Processing on the Microcomputer (two 3-credit-hour
courses) OR
OAD 126 Advanced Word Processing on the
Microcomputer (two 3-credit-hour courses)
- OAD 107 Typing Speed and Accuracy (3 hours)
- BUS 146 Personal Finance
- BYS 156 Investing I
- BUS 188 Personal Development (3 hours)
- BUS 189 Human Relationships (3 hours)
- BUS 190 Management Workshops - any five workshops - limit of 5
credit hours.
- BUS 296 Business Internship (work experience)

Business Administration Degree without Major Concentrations

Complete those courses listed under major and general course requirements plus any 15 additional OAD or BUS elective hours. (70 hours total)

Business Administration Certificate

A Business Administration Certificate with stated major may be earned by completing AT LEAST 15 hours listed in a specific concentration category AND ALSO the 55 required hours of those courses listed under MAJOR BUSINESS COURSE REQUIREMENTS for the Associate in Applied Science Degree Program. A minimum of 70 hours is required for the certificate.

COMMUNICATION

This career program is designed to prepare students for a variety of jobs associated with speech and mass communication. In addition to academic studies, communication students get practical experience working on the student newspaper, the *Weevil Eye*.

Enterprise State Junior College awards the Associate in Science degree in Communication. The Associate in Arts degree may be awarded to those students planning to transfer to a four-year institution and earning additional requirements in science, math and English.

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Associate in Science Degree

Course	Hours
ENG 101-102 Freshman Composition I & II.	10
ENG 251-252 American Literature OR ENG 261-262 English Literature.	10
HIS 101-102 Western Civilization OR HIS 201-202 U. S. History.	10
MTH 101 Mathematical Insights or higher.	5
SCI XXX-XXX (electives).	10
PED Electives or HED 224.	5
PSY 100 Orientation.	1
ART 173 Photography I.	5
MCM 100 Introduction to Mass Communication.	5
MCM 113 or 213 Student Publications.	2
MCM 114 or 214 Student Publications.	2
MCM 115 or 215 Student Publications.	2

MCM 130 News Reporting.....	5
SPH 106 Fundamentals of Speech Communication.....	5
*Electives.....	15

In addition, students should select two of the following:

SPH 107 Fundamentals of Public Speaking.....	5
MCM 230 Survey of Advertising.....	5
MCM 250 Mass Communication Practicum.....	4 - 5
RTV 117 Television Production and Direction.....	5

TOTAL.....96-97

Check with your transfer institution for the specific courses needed to fulfill transfer requirements.

* Suggested Courses for electives: SPH 107; MCM 230, 250; RTV 117; OAD 103, 107, 111, 125, 228, 240; POL 211; CRJ 220; PSY 200; SOC 200.

COMPUTER AND INFORMATION SCIENCE

The Computer and Information Science curriculum is designed for students interested in employment as a computer operator, computer programmer, systems analyst, or related job in this fast growing field. This well-established program at Enterprise State Junior College offers up-to-date training on the IBM AS 400 Computer and current microcomputer hardware.

The Associate in Applied Science degree and two certificates are awarded in Computer and Information Science.

Associate in Applied Science Degree in Computer & Information Science

Course	Hours
ENG 101 English Composition I.....	5
ENG 102 English Composition II.....	5
SPH 106 Fundamentals of Speech Communication.....	5
BIO 103 Principles of Biology.....	5
MTH 112 Precalculus Algebra.....	5
Approved Social Science Elective.....	5
Approved Humanities or Fine Arts Elective.....	5
PED Any three activities.....	6
BUS 241 Principles of Accounting I.....	5
BUS 242 Principles of Accounting II.....	5
BUS 271 Business Statistics I.....	5
ECO 231 Principles of Economics I.....	5
ECO 232 Principles of Economics II.....	5

CIS 191	Introduction to Computer Science I.....	5
<u>Select one:</u> (Prerequisite required. See course descriptions.).....		5
CIS 231	Fortran Programming	
CIS 221	Pascal Programming	
<u>Select one:</u> (Prerequisite required. See course descriptions.).....		5
CIS 241	RPG II Programming	
CIS 261	COBOL Programming	
<u>Select one:</u> (Prerequisite required. See course descriptions.).....		5
CIS 242	Advanced RPG II Programming	
CIS 262	Advanced COBOL Programming	
CIS	Approved Electives	
	(no more than 10 hours of applications).....	20
	(Include any CIS courses not selected above and which appear in the course descriptions.)	
TOTAL.....		106

Certificate in Computer Programming

Course	Hours
SPH 106	Fundamentals of Speech Communication..... 5
MTH 112	Precalculus Algebra OR
	MTH 102 Business Math..... 5
ENG 101	English Composition I OR
	BUS 215 Business Communication..... 5
BUS 241	Principles of Accounting I..... 5
BUS 242	Principles of Accounting II..... 5
	(Prerequisite required - see course description.)
ECO 231	Principles of Economics I..... 5
CIS 191	Introduction to Computer Science I..... 5
<u>Select one:</u> (Prerequisite required - see course descriptions.)..... 5	
CIS 241	RPG II Programming
CIS 261	COBOL Programming
<u>Select one:</u> (Prerequisite required - see course descriptions.).....5	
CIS 242	Advanced RPG II Programming
CIS 262	Advanced COBOL Programming
<u>Select one:</u> (Prerequisite required - see course descriptions.).....5	
CIS 221	Pascal Programming
CIS 231	Fortran Programming
CIS 251	C Programming
<u>Select one:</u> 5	
CIS 146	Microcomputer Applications
CIS 196	Commercial Software Applications
CIS	Approved Electives
	(no more than five hours of applications).....15
	(Include any CIS courses not selected above and which appear in the course descriptions.)
TOTAL.....	70

Certificate in Microcomputer Technology

Course	Hours
BUS 241 Principles of Accounting I.	5
BUS 242 Principles of Accounting II.	5
(Prerequisite required - see course description.)	
ECO 231 Principles of Economics I.	5
ENG 101 English Composition I OR	
BUS 215 Business Communication.	5
MTH 112 Precalculus Algebra OR	
MTH 102 Business Math.	5
CIS 191 Introduction to Computer Science I.	5
CIS 211 BASIC Programming.	5
(Prerequisite required - see course description.)	
CIS 221 Pascal Programming.	5
(Prerequisite required - see course description.)	
<u>Select one:</u> (Prerequisite required - see course descriptions.)	5
CIS 231 Fortran Programming	
CIS 251 C Programming	
<u>Select one:</u> (Prerequisite required - see course descriptions.)	5
CIS 222 Advanced Pascal Programming	
CIS 212 Advanced BASIC Programming	
<u>Select two:</u>	10
CIS 146 Microcomputer Applications	
CIS 147 Advanced Microcomputer Applications	
(Prerequisite required - see course description.)	
CIS 196 Commercial Software Applications	
CIS Approved Elective.	10
(Include any CIS courses not selected above and which appear in the course descriptions.)	
TOTAL.	70

CRIMINAL JUSTICE

The Criminal Justice program is designed for those entering the profession or those currently employed in law enforcement activities. The curriculum includes courses necessary for the professional development of criminal justice leaders and employees at every level.

Enterprise State Junior College awards the certificate in Criminal Justice to a student who has successfully completed 30 hours in Criminal Justice courses at this institution and the advanced certificate in Criminal Justice to a student who has completed 50 hours in Criminal Justice. The Associate in Science degree is awarded to students who have completed the general education requirements.

CHILD DEVELOPMENT

This program is designed to prepare students for employment in a variety of childcare facilities. For those already working with young children, it provides an opportunity to upgrade skills and competencies. Others who wish to gain entry into this field can acquire professional education as well as practical experience in the child study laboratory located on the campus.

Enterprise State Junior College awards the certificate and the Associate in Applied Science degree in Child Development.

Students interested in obtaining the 120 hours of formal training necessary for the Child Development Associate (CDA) credential can take three of these courses for credit. We recommend CHD 100, 101, and 104.

Associate in Applied Science Degree

Course	Hours
CHD 100 Introduction to Child Care.	5
CHD 101 Principles of Child Growth and Development.	5
CHD 102 Creative Experiences for the Young Child.	5
CHD 103 Children's Literature and Language Development.	5
CHD 104 Methods and Materials of Teaching Young Children.	5
CHD 106 Health, Safety, and Nutrition for the Young Child.	5
CHD 205 Program Planning for Young Children.	5
CHD 215 Supervised Practical Experience.	5
ENG 101 Freshman Composition I.	5
ENG 130 Technical Report Writing OR	
ENG 102 Freshman Composition II.	5
HIS 202 United States History II.	5
BIO 117 Biology of Human Concern OR	
BIO 103 Principles of Biology.	5
MTH 102 Business Math OR	
MTH 111 Intermediate College Algebra.	5
SPH 106 Fundamentals of Speech Communication.	5
PHS 101 Introduction to Physical Science I.	5
ART 100 Art Appreciation OR	
MUS 101 Music Appreciation.	5
ELECTIVE COURSES	
PED Electives.	4
Approved Electives.	10
(To be chosen with consent of advisor. Approved electives in this curriculum include PSY 200, PSY 210, RDG 113, CIS 146, SOC 247, CHD 208, CHD 109, CHD 110, CHD 111.)	

Free Choice Electives. 5

TOTAL. 99

Please note: In computing training requirements for the Department of Human Resources (DHR) each course is equivalent to fifty clock hours of training.

Certificate

Course	Hours
CHD 100 Introduction to Child Care.	5
CHD 101 Principles of Child Growth and Development.	5
CHD 102 Creative Experiences for the Preschool Child.	5
CHD 103 Children's Literature and Language Development.	5
CHD 104 Methods and Materials of Teaching Young Children.	5
CHD 106 Health, Safety, and Nutrition for the Young Child.	5
CHD 205 Program Planning for Young Children.	5
CHD 215 Supervised Practical Experience.	5
Electives - choose one of the following:	5
CHD 109 Infant and Toddler Programs	
CHD 110 Early Education and the Exceptional Child	
CHD 111 Child Development Seminar	
CHD 208 Administration of Programs for Young Children	

TOTAL. 45

Note: In addition to all required major courses, students must be eligible for ENG 101.

ENGINEERING TECHNOLOGY

Students enrolled in this program may choose to transfer these courses to a senior institution or use the program certification for employment in engineering or related fields.

Certificate

Course	Hours
MTH 112 Precalculus Algebra.	5
MTH 113 Precalculus with Trigonometry.	5
MTH 156 Mathematics Computer Programming.	5
CHM 113-114 College Chemistry I - II.	10
PHY 201-202 General Physics I - II.	10
EGR 125 Engineering Graphics I.	3
BIO 117 Biology of Human Concern.	5

ENG 101	Freshman Composition I.	5
ENG 130	Technical Report Writing.	5
HIS 202	United States History II.	5
Fine Arts electives.		3

TOTAL. 61

OFFICE INFORMATION PROCESSING

In the Office Information Processing curriculum people develop the knowledge, skills, and attitudes needed by professional business workers in today's changing work environment. Students learn to use the business technologies of today and tomorrow. The program integrates a variety of technical, human interaction, and communication skills. A variety of office positions in industry, banking, education, the professions, and government are available to graduates. Specific job titles may include: legal or medical secretary, administrative assistant, word processing specialist, executive secretary, office manager or supervisor, medical records coding specialist, and paralegal.

Elective courses selected by students in consultation with their advisors allow a program tailored to students' objectives. The curriculum provides sufficient knowledge and theory to enhance the possibilities for future advancement as well as the basic skills necessary for entry level positions.

An Associate in Applied Science Degree and/or a certificate may be earned in Information Processing, and in these concentration options: Word Processing, Legal, Medical, Management and Supervision, Accounting, and Professional Development. Certificates may also be earned in medical records coding specialist and paralegal.

Associate in Applied Science Degree (109 hours total)

Be sure to check course description lists for any prerequisites.

General Course Requirements:

		Hours
ENG 101	Freshman Composition I.	5
ENG 102	Freshman Composition II/or free choice elective.	5
ECO 231	Principles of Economics I OR	
	HIS 101 or 102 Western Civilization I, II OR	
	HIS 201 or 202 United States History I, II OR	
	PSY 200 General Psychology OR	
	SOC 200 Introduction to Sociology.	5
BIO 103	Principles of Biology OR	
	BIO 117 Biology of Human Concern.	5

SPH 106	Fundamentals of Speech Communication.	5
ART 100	Art Appreciation OR	
	MUS 101 Music Appreciation OR	
	ENG 261 English Literature I OR	
	ENG 251 American Literature I.	5
PED electives.		4
TOTAL.		34

Office Information Processing Major Course Requirements:

*OAD101	Keyboarding I.	5
OAD 103	Keyboarding II.	5
OAD 104	Keyboarding III OR	
	OAD 202 Legal Keyboarding Application OR	
	OAD 205 Medical Keyboarding Applications.	5
*OAD130	Machine Calculations.	5
OAD 218	Office Procedures.	5
OAD 220	Records and Information Management.	5
*OAD228	Word Processing I (Word Perfect).	5
OAD 132	Business English.	5
BUS 215	Business Communication.	5
*BUS 148	Basic Accounting OR	
	BUS 241 Principles of Accounting I.	5
*CIS 146	Microcomputer Applications OR	
	BUS 246 Accounting on Microcomputer OR	
	three OAD 125/126 courses.	5
MTH 102	Business Math OR	
	BUS 271 Business Statistics I.	5
TOTAL HOURS.		55

*Students enrolled in Tech-Prep High School sequence may be eligible for advanced placement.

Office Information Processing Degrees with Major Concentrations

A major concentration - at LEAST 15 credit hours in one subject area.

To major in a concentration of Office Information Processing, complete at LEAST 15 hours in one concentration elective area. Choose from Word Processing, Legal, Medical, Management/Supervision, Accounting, and/or Professional Development.

Office Information Processing Degrees Without Major Concentrations

Complete 15 credit hours mixed from the concentrations to meet your career interests. Please check course description list for any prerequisites.

Word Processing Concentration

- OAD 224 Machine Transcription OR
OAD225 Legal Machine Transcriptions OR
OAD226 Medical Machine Transcriptions
- BUS 275 Management OR
BUS 186 Supervision
- OAD 125 Other than Word Perfect (three courses - 2 credits each package)
- OAD 126 Advanced Word Processing (three courses - 2 credits each package)
- BUS 296 Internship (must be in word processing)

Legal Concentration

- OAD 125 Legal Word Processing Applications - 3 credits
- OAD 225 Legal Transcription (Required Course)
- PRL --- Any PRL course
- BUS 263 The Legal and Social Environment of Business OR
BUS 261 Business Law I
- BUS 296 Internship (must be in legal setting)

Medical Concentration

- MRT 101 Medical Terminology (Required Course)
- MRT --- Any MRT course
- MRT 108 Medical Transcription (Required Course)
- BIO 201 Human Anatomy and Physiology I
- BUS 296 Internship OR MRT 220 Medical Records Internship
- BUS 190, 191, 192 OR 193 Medical/Health Topic Workshops or Seminars

Management and Supervision Concentration

- BUS 186 Supervision
- BUS 188 Personal Development - 3 credits
- BUS 189 Human Relationships - 3 credits
- BUS 272 Business Statistics II
- ECO 231 Principles of Economics I

- ECO 232 Principles of Economics II
- BUS 275 Principles of Management (required course)
- BUS 263 Legal and Social Environment of Business OR
BUS 261 Business Law I
- BUS 296 Internship (work experience)
(take next-to-last or last quarter)

Accounting

- BUS 242 Accounting II
- BUS 248 Managerial Accounting
- BUS 249 Payroll Accounting
- BUS 246 Accounting on Microcomputer
- BUS 253 Income Tax
- BUS 296 Internship (work experience must be in accounting setting)

Professional Development Concentration

- OAD 125 Word Processing on the Microcomputer (2 credits each)
- OAD 126 Advanced Word Processing on the Microcomputer (2 credits each)
- OAD 132 Business English
- BUS 190 Management Workshops (limit of 5 credits for degree or certificate)
- BUS 188 Personal Development (3 credits)
- BUS 189 Human Relations (3 credits)
- OAD 107 Typing Speed and Accuracy (3 credits)
- BUS 296 Internship - work experience
- OAD 230 CPS Practicum

(Persons who have received certification as a Certified Professional Secretary may be granted credit toward an Associate in Applied Science Degree in Office Information Processing.)

INFORMATION PROCESSING CERTIFICATES

An Information Processing Certificate may be earned in each of the Concentration Elective Categories listed in the Associate in Applied Science Degree Program outline.

An Information Processing Certificate may be earned by completing a MINIMUM of 15 credit hours of the courses listed in a specific concentration elective category AND ALSO any 45 hours of those courses listed under MAJOR COURSE REQUIREMENTS for the Associate in Applied Science Degree Program. A MINIMUM of 60 hours is required for the certificate.

MEDICAL RECORDS TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE

This program prepares individuals to classify medical information and prepare records, under the supervision of a medical records administrator. The program includes courses in medical records science, medical terminology, record classification, user needs, indexing, special records systems, computer operation, and applicable laws and regulations. Please check course description list for any prerequisites.

- BUS 189 Human Relations (3 hours)
- BUS 215 Business Communication (5 hours)
- BUS 275 Principles of Management OR
OAD218 Office Procedures or
BUS 186 Supervision Procedures (5 hours)
- OAD 220 Records Management (5 hours)
- OAD 228 Word Processing I (Word Perfect) OR
BUS 125/126 Word Perfect Word Processing (5 hours)
- MRT 101 Medical Terminology I (5 hours)
- MRT 102 Medical Terminology II (3 hours)
- MRT 103 Introduction to Medical Records (5 hours)
- MRT 105 Legal/Ethical Issues in Health Records (2 hours)
(has been offered as a business seminar)
- MRT 107 Classification Systems - Coding I (5 hours)
- MRT 108 Medical Transcriptions (5 hours) (formerly OAD 226)
- MRT 111 Health Statistics (3 hours)
- MRT 112 Quality Assurance (2 hours)
- MRT 200 Classification Systems - Coding II (5 hours)
- MRT 206 Current Trends (2 hours)
- MRT 208 Medical Records Directed Practice (3 hours)
- MRT 215 Health Care Delivery Systems (3 hours)
- MRT 218 Computer Applications in Medical Records (3 hours)
(has been offered as a business seminar)
- MRT 220 Medical Records Internship (5 hours)
(currently BUS 296)
- ENG 101 English Composition I (5 hours)
- SPH 106 Speech (5 hours)
- MUS 101 Music Appreciation OR
ART 100 Art Appreciation OR
ENG 251 American Literature OR
ENG 261 English Literature (5 hours)
- PSY 200 General Psychology OR
SOC 200 Introduction to Sociology (5 hours)
- MTH 102 Business Math (5 hours) (College Algebra, or higher)

BIO 201 Anatomy/Physiology I (5 hours)
 BIO 202 Anatomy/Physiology II (5 hours)
 Program Hours: 109 credit hours

MEDICAL RECORDS CODING SPECIALIST

This one-year certificate program prepares students for employment in a medical record department or related health care setting, coding and abstracting patient information using the ICD-9 CM classification system, and assigning DRG's for prospective payment system requirements. Through classroom study and practice, students cover a variety of medical specialties and problems, as well as cases reflecting the latest innovations in medical care. Certification as a Medical Records Coding Specialist is available from the American Health Information Association.

Coding Certificate Concentration

OAD 132 Business English
 MRT 101 Medical Terminology (5 hours)
 OAD 205 Medical Keyboarding
 OAD 218 Office Procedures
 OAD 226 Medical Machine Transcription
 OAD 228 Word Processing I (Word Perfect)
 OAD 220 Records Management (5 hours)
 MRT 103 Introduction to Medical Record Science (5 hours)
 MRT 107 Classification Systems I Coding Procedures (5 hours)
 MRT 200 Classification Systems II (5 hours)
 MRT 218 Computer Applications in Health Information
 MRT 220 Medical Records Internship I
 Required Concentration Total: 63 hours

LEGAL ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE

This program prepares students to perform paralegal work in law offices, corporation legal departments, banking institutions, governmental agencies, judicial systems, or other legal settings. Please check the course description list for any prerequisite.

BUS 148 Basic Accounting OR
 BUS 241 Accounting I (5 hours)
 BUS 215 Business Communication (5 hours)
 BUS 261 Business law I OR
 BUS 263 Legal and Social Environment (5 hours)
 BUS 275 Principles of Management OR
 OAD218 Office Procedures (5 hours)
 BUS 296 Internship (5 hours) (must be legal setting)***

- OAD 125 Legal Word Processing or OAD 228 Word Perfect (5 hours)
- OAD 132 Business English (5 hours)
- ECO 231 Economics I OR
- ECO 232 Economics II (5 hours)
- RE 204 Real Estate Law OR
- CRJ 140 Criminal Law (5 hours)
- PRL 107 Legal Research and Interview Techniques (5 hours)
- PRL 132 Introduction to Paralegalism (5 hours)
- PRL 133 Alabama Legal Systems (5 hours)
- PRL 262 Civil Law and Procedures (5 hours)
- PRL 263 Wills, Trusts, Probate and Taxation of Estates (5 hours)
- PRL 264 Domestic Relations Law (5 hours)
- CIS 146 Microcomputer Applications OR
- OAD 125/126 (three two-hour courses) OR
- BUS 246 Accounting on the Microcomputer (5-6 hours)
- MTH 102 Business Math (5 hours)
- ENG 101 English Composition I (5 hours)
- SPH 106 Speech Communications (5 hours)
- ART 100 Art Appreciation OR
- MUS 101 Music Appreciation (5 hours)

Science Elective (5 hours)

PED or other free choice electives (4 hours)

TOTAL HOURS: 109-110** & ***

Other recommended courses: CRJ 146, 220; OAD 220, 225, OR 202 -

BUS 190-192, BUS 293 Law Office/Paralegal Seminars/Workshops.

**Some courses may be waived by Tech-Prep agreement and exam.

***May be waived by verification of prior legal work experience.

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PARALEGAL CERTIFICATE

The purpose of this program is to prepare the student to perform paralegal work in a law office or in the legal department of a corporation, banking institution, a governmental agency, or in the judicial system. Certification as a Legal Assistant is available from the National Association of Legal Assistants.

- OAD 125 Legal Word Processing (5 hours) OR
- OAD228 Word Perfect (5 hours)
- OAD 132 Business English (5 hours)
- BUS 296 Internship (5 hours) (must be in legal setting) (take next-to-last or last quarter)
- BUS 148 Basic Accounting OR
- BUS 241 Principles of Accounting (5 hours)
- BUS 261 Business Law I OR
- BUS 263 Legal & Social Environment of Business (5 hours)

BUS	215	Business Communications (5 hours)
ECO	231	Economics I (5 hours) OR BUS 275 Management OR OAD218 Office Procedures
MTH	102	Business Math (5 hours)
RE	204	Real Estate Law (5 hours)
CIS	146	Microcomputer Applications OR OAD125/6 three 2-hour-courses OR BUS 246 Accounting on Microcomputer (5-6 hours)
PRL	107	Legal Research & Interview Techniques (5 hours)
PRL	132	An Introduction to Paralegalism (5 hours)
PRL	133	Alabama Legal Systems (5 hours)
PRL	262	Civil Law and Procedures (5 hours)
PRL	263	Wills, Trusts, Probate & Taxation of Estates (5 hours)
PRL	264	Domestic Relations Law (5 hours)

Basic Certificate Hours: 78 - 81 hours

Students receiving this certificate who desire, may apply to National Association of Legal Assistants for certifying exam, after completing these 15 additional credit hours of Criminal Justice courses: CRJ 140 Criminal Law, CRJ 146 Criminal Evidence, and CRJ 220 Criminal Investigation.

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RECREATION

The Recreation program has three major purposes: (1) to prepare students who want to secure employment as recreation leaders upon completion of a prescribed course of study; (2) to upgrade the caliber of recreation personnel currently employed by recreation agencies; and (3) to prepare students for transfer to four-year institutions.

Enterprise State Junior College awards the certificate and Associate in Applied Science degree in Recreation. The Associate in Arts degree and the Associate in Science degree may be awarded to those students planning to transfer to a four-year institution and earning additional requirements in math, science and English.

Associate in Applied Science Degree

Course	Hours
HED 224 Personal and Community Health.	5
REC 255 Camping and Outdoor Recreation.	3
HED 231 First Aid.	5
PED 216 Sports Officiating.	5

REC 250	Introduction to Recreation.....	5
REC 257	Recreational Leadership.....	5
PED	electives.....	6
PED	activities.....	8
ENG 101	Freshman Composition I.....	5
ENG 102	Freshman Composition II.....	5
HIS 101	Western Civilization I AND	
	HIS 102 Western Civilization II.....	10
	(Auburn transfers must take HIS 101-102.)	
	OR	
	HIS 201 United States History I AND	
	HIS 202 United States History II.....	10
MTH 101	Mathematical Insights.....	5
BIO 103	Principles of Biology.....	5
CIS 146	Computer Applications.....	5
SPH 106	Fundamentals of Speech Communication.....	5
ART 173	Photography I.....	5
PSY 200	General Psychology OR	
	SOC 200 Introductory Sociology.....	5
ENG 261	English Literature I OR	
	MUS 101 Music Appreciation I OR	
	ART 100 Art Appreciation.....	5
	Electives (To be chosen with the consent of advisor.).....	5
TOTAL.....		102

Certificate

Course	Hours
HED 224	Personal and Community Health..... 5
REC 255	Camping and Outdoor Recreation..... 3
HED 231	First Aid..... 5
REC 250	Introduction to Recreation..... 5
REC 257	Recreational Leadership..... 5
REC 290	Practicum in Recreation..... 2
PED	activities..... 8
ENG 101	Freshman Composition I..... 5
SPH 106	Fundamentals of Speech Communication..... 5
MUS 101	Music Appreciation OR
	ART 100 Art Appreciation..... 5
BIO 117	Biology of Human Concern OR
	BIO 103 Principles of Biology..... 5
TOTAL.....	53

COOPERATIVE PROGRAMS WITH OTHER INSTITUTIONS

In addition to the programs offered on the campus of Enterprise State Junior College, a cooperative agreement has been made with the Alabama Aviation and Technical College in Ozark, Alabama, to offer five occupational entry programs. Associate in Applied Science Degrees are awarded in the following areas:

Aviation Maintenance Technology
General Aviation Technology
Flight Technology
Avionics Technology
Auto Maintenance Technology

Many of the courses offered in these programs carry full college credit and may be applied at a later time toward meeting the requirements for an Associate in Arts or Associate in Science Degree at the institution, if the student so desires. Many of these credits earned may also be applied to the Bachelor's Degree at a senior institution.

A student may choose one of the three ways listed below to earn an Associate in Applied Science Degree from Enterprise State Junior College:

Complete technical courses, then take general education courses at Enterprise State Junior College.

Complete 35 hours of general education courses, then take technical courses at the Alabama Aviation and Technical College.

Enroll full time at the Alabama Aviation and Technical College working toward completion of a career program and concurrently enroll in the required general education courses at Enterprise State Junior College.

Students at either campus are considered resident students.

Students may receive the Associate in Applied Science Degree by completing 35 hours of general education offered by Enterprise State Junior College and presenting appropriate certificates from the Alabama Aviation and Technical College in lieu of 61 hours required in the area of concentration. They should meet the requirements of the Associate in Applied Science Degree by taking the general education courses listed on the following page:

ENG	101	Freshman Composition I	5 hours
ENG	102	Freshman Composition II	5 hours
Math		Elective	5 hours
Science		Elective	5 hours

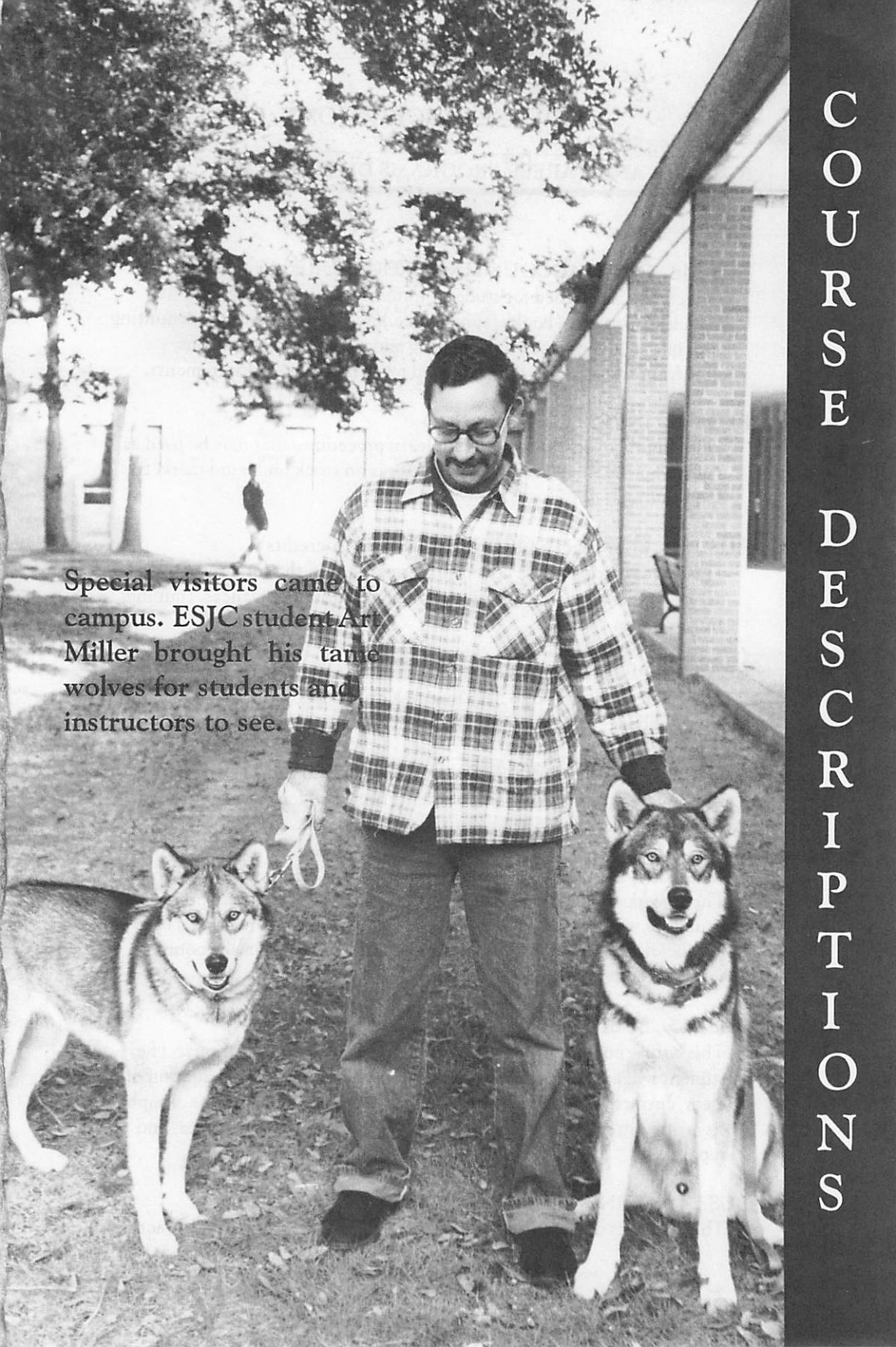
(These electives are to be chosen with the consent of advisor. It is recommended that any student enrolled in any of the technical programs take HED 231 or have EMT training.)

CIS	146	Microcomputer Applications	5 hours
PSY	200	General Psychology	5 hours
SPH	106	Fundamentals of Speech	5 hours

Enterprise State Junior College has become an Allied Health Linkage institution with Wallace State College in Hanceville. This linkage program will allow Enterprise students to earn their general academic credits at Enterprise State then transfer to Wallace at Hanceville to complete the coursework in their selected Allied Health fields. The linkage agreement gives students a list of equivalent courses needed to apply to each program; Wallace accepts the best qualified applicants in each area. Allied Health Training is available in the following areas: dental assisting/dental hygiene, diagnostic medical sonography, emergency medical services, health care information, human services, medical laboratory technology, occupational therapy assistant, physical therapist assistant, radiologic technology, nursing (RN/LPN), respiratory care and sports medicine. For additional information contact Nancy Smith, the linkage coordinator, in Guidance Services (SC102).

A special graduation ceremony was held for GED recipients. The ceremony will become an annual event.





Special visitors came to campus. ESJC student Art Miller brought his tame wolves for students and instructors to see.

COURSE DESCRIPTIONS

BUSINESS AND CAREER PROGRAMS DIVISION

BUSINESS

BUS 148. BASIC ACCOUNTING PROCEDURES (5 credits)

This course is designed for students in terminal degree programs. It provides for study of bookkeeping procedures and elementary accounting principles with emphasis on analyzing and recording transactions, classifying and summarizing data, and preparing financial statements.

BUS 156. INVESTING I (5 credits)

This course covers rules, or principles of procedure, that may be used as a guide for the small investor. Emphasis is on stock and bond market operations.

BUS 186. ELEMENTS OF SUPERVISION (5 credits)

This introductory course covers, in general terms, the total responsibilities of a supervisor: organization, human relations, grievances, training, and employer rating.

BUS 188. PERSONAL DEVELOPMENT (3 credits)

This course is designed to help business students improve self-concepts, self-confidence, and personal appearance for business success.

BUS 189. HUMAN RELATIONSHIPS (3-5 credits)

This course is designed to help students better understand actions and motivations of fellow employees and themselves.

BUS 190-191-192, 293. MANAGEMENT WORKSHOP (1-5 credits each)

These workshops consist of presentations of current topics of interest to managers, supervisors, secretaries, and other business personnel. They may be offered on demand. (No more than ten hours may be counted toward graduation.)

BUS 215. BUSINESS COMMUNICATION (5 credits)

This course covers written, oral and nonverbal communications. The student will apply basic communication principles to the production of clear, correct, and logically organized business communications. Emphasis is on written communications such as memos, letters, resumes, and reports.

BUS 241. PRINCIPLES OF ACCOUNTING I (5 credits)

This course is designed to provide basic preparation for business practice

and accounting. This course is a study of accounting principles which emphasizes financial accounting.

BUS 242. PRINCIPLES OF ACCOUNTING II (5 credits)

PREREQUISITE: BUS 241.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting.

BUS 246. ACCOUNTING ON THE MICROCOMPUTER (5 credits)

PREREQUISITE: BUS 148 or BUS 241.

This course utilizes the microcomputer in a study of accounting principles and practices, preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

BUS 248. MANAGERIAL ACCOUNTING (5 credits)

PREREQUISITE: BUS 242.

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

BUS 249. PAYROLL ACCOUNTING (5 credits)

PREREQUISITE: BUS 148 or BUS 241.

This course provides study of federal, state, and local laws affecting payrolls, payroll accounting procedures and practices, and the filing of payroll tax reports.

BUS 253. INCOME TAX (5 credits)

PREREQUISITE: BUS 148 or BUS 241.

This course is intended to familiarize the student with Federal Income Tax laws with primary emphasis on those affecting the individual. Topics include gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital transactions, depreciation, and tax credits.

BUS 261. BUSINESS LAW I (5 credits)

This course is an introduction to the definition, objectives, and administration of business law, both criminal and civil, as it relates to business. Emphasis is placed on principles of contractual law.

BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (5 credits)

This course explores the legal and social environment for business

operation with emphasis on contemporary issues and their subsequent impact on business.

BUS 271. BUSINESS STATISTICS I (5 credits)

PREREQUISITE: MTH 108 (or equivalent).

This is an introductory study of basic statistical concepts applied to economic and business problems. Included are collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, hypotheses testing, and an introduction to simple linear correlation and regression analysis.

BUS 272. BUSINESS STATISTICS II (5 credits)

PREREQUISITE: BUS 271.

This course is a continuation of BUS 271; topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series and index numbers. Projects using elementary statistical techniques may be required.

BUS 275. PRINCIPLES OF MANAGEMENT (5 credits)

PREREQUISITE: ECO 231

This course provides a basic study of the principles of management, planning, organizing, actuating, and controlling. It stresses principles and practices that are applicable to many varied activities, such as production, personnel, marketing, finance, government, and agriculture.

BUS 279. SMALL BUSINESS MANAGEMENT (5 credits)

This course examines reasons for the successes and failures of small businesses. Special attention is given to buying a franchise, starting a new business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, and inventory systems, purchasing insurance, and obtaining appropriate legal counsel.

BUS 285. PRINCIPLES OF MARKETING (5 credits)

PREREQUISITE: ECO 231.

This course provides a general overview of the field of marketing, including price, product, place, and promotion of consumer goods. Marketing strategies, channels of distribution and marketing research, consumer types, social classes, and consumer attitudes as they relate to marketing are presented.

BUS 296-297. BUSINESS INTERNSHIP I AND II (5 credits each)

PREREQUISITES: BUS 296-297: Minimum GPA of 2.0 (C).

BUS 296: At least 12 quarter hours completed. BUS 297: Successful completion of BUS 296.

This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

ECONOMICS

ECO 231. PRINCIPLES OF ECONOMICS I (5 credits)

This course is an introduction to macro-economic theory, analysis, definitions and policy applications. Topics include demand and supply theory, national income analysis, fiscal policy, monetary policy, the banking system, and other economic issues or problems.

ECO 232. PRINCIPLES OF ECONOMICS II (5 credits)

This course is an introduction to micro-economic theory, analysis, and definitions. Topics include theory of consumer behavior and demand, theory of production and cost, market structures and determination of output, resource pricing, general equilibrium analysis, and an introduction to international trade.

MEDICAL RECORDS MANAGEMENT

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MRT 101. MEDICAL TERMINOLOGY (5 credits)

Medical Terminology is a course that acquaints students with a word-building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terminology easy to use.

MRT 102. MEDICAL TERMINOLOGY II. (3 credits)

PREREQUISITE: MRT 101.

Medical Terminology II is a continuation of Medical Terminology (MRT 101).

MRT 103. INTRODUCTION TO MEDICAL RECORD SCIENCE (5 credits)

Included in this course will be the study of the history of medical records, roles of Registered Record Administrators (RRA) and Accredited Record Technicians Association (AMRA), forms and content of the medical record, practice in the functions of admitting, assembly and indexing and filing.

MRT 105. LEGAL/ETHICAL ISSUES. (2 credits)

A review of the legal side of health-care delivery. A presentation of guidelines to aid in understanding the legal concepts of standard of care, scope of employment, criminal and civil acts, contract, negligence, and ethics, and legal concepts to help.

MRT 107. CLASSIFICATION SYSTEMS I - CODING PROCEDURES (5 credits)

PREREQUISITES: MRT 101 and BIO 201.

Fundamentals of Standard Nomenclature of Disease and Operations (SNDO) will be taught for introductory purposes. Greater emphasis will be on International Coding of Disease (ICD-9-CM) in which the students utilize daily coding exercises to thoroughly familiarize them with the classification system.

MRT 108. MEDICAL TRANSCRIPTION (5 credits)

Transcription of medical reports related to patient care; content and format of medical reports; effective use of medical references. (Medical Keyboarding, Word Processing, and Medical Terminology STRONGLY recommended prior to this course.)

MRT 111. HEALTH STATISTICS (3 credits)

Prerequisite: MRT 103.

Computation, collection, analysis, and use of hospital and health statistics. Instruction includes commonly computed rates and percentages of inpatient, including inpatient census and its use, percentage of occupancy, mortality rates, autopsy rates, other rates and length of stay. Emphasis on definitions and terminology necessary to understanding formulas for calculating hospital statistics.

MRT 112. QUALITY ASSURANCE (2 credits)

Purpose and philosophy of quality assurance; evaluation techniques; management/medical staff use of information generated.

MRT 200. CLASSIFICATION SYSTEMS II (5 credits)

PREREQUISITES: MRT 101 and MRT 107.

This course consists of basic coding principles of other nomenclature and classification systems, Diagnosis Related Groups (DRG'S), and the coding of medical data. It is also a continuation of the problems and principles of International Classification of Disease (ICD-9-CM).

MRT 206. CURRENT TRENDS IN HEALTH CARE RECORDS (2 credits)

Review of most current processes, procedures, techniques, delivery systems and settings.

MRT 208. MEDICAL RECORDS DIRECTED PRACTICE/SEMINAR (3 credits)

Prerequisites: MRT 101, MRT 215 or concurrently, and MRT 107, and MRT 108.
Supervised practice in various health record departments of skills taught previously in classroom; emphasis on development of competent skills, confidentiality of health record, and professional conduct.

MRT 215. HEALTH CARE DELIVERY (3 credits)

Practitioners and agencies that provide health services; health services needed and received; structure and organization of health services; costs; methods by which costs are met or financed; discussion and applications in alternative health care systems related to health record services: ambulatory care, hospice, long-term care, mental health, tumor registries, and other non-traditional settings.

MRT 218. COMPUTER APPLICATIONS IN HEALTH INFORMATION. (3 credits)

Survey of current computer applications in health care facilities with emphasis on computer use in medical record department. Practice in maintaining master patient index, diagnostic index, physicians' indices.

MRT 220. MEDICAL RECORDS INTERNSHIP (5 credits)

MINIMUM PREREQUISITES: MRT 102, MRT 103, MRT 107, MRT 111, 200, MRT 208, MRT 200, MRT 215 - or concurrently, and MRT 218.

OFFICE INFORMATION PROCESSING

OAD 101. KEYBOARDING I (5 credits)

Keyboarding I is a basic course in the touch system of keyboarding. Emphasis is on the mastery of basic keyboarding skills and fundamental applications such as tables, letters, and memorandums.

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OAD 102. KEYBOARDING SPEED & ACCURACY IMPROVEMENT (3 credits)

PREREQUISITE: OAD 100 or OAD 101 or equivalent.

Keyboarding Speed and Accuracy Improvement is a course that enables students to correct speed and accuracy deficiencies by first identifying the causes of such deficiencies and by providing individualized prescriptive practice for correcting the deficiencies.

OAD 103. KEYBOARDING II (5 credits)

PREREQUISITE: OAD 101 or equivalent.

Keyboarding II is a course for the development of speed and accuracy using the touch system. Emphasis is on the preparation of tables, outlines, reports, letters and memorandums.

OAD 104. KEYBOARDING III (5 credits)

PREREQUISITE: OAD 103 or equivalent.

Keyboarding III is a course designed for the improvement of document production skills using keyboarding competencies. Emphasis is on the production of high quality business documents.

**OAD 125. WORD PROCESSING ON THE MICROCOMPUTER
(1-5 credits)**

PREREQUISITE: Permission of the instructor.

Word Processing on the Microcomputer is a course designed to provide the student with hands-on experience using current word processing software packages. Each time a different software package is completed, the student may receive credit.

**OAD 126. ADVANCED WORD PROCESSING ON THE
MICROCOMPUTER (1-5 credits)**

PREREQUISITE: OAD 125.

Advanced Word Processing provides hands-on experience in using the advanced features of current word processing software packages. Each time a different software package is completed, the student may receive credit.

OAD 130. MACHINE CALCULATIONS (5 credits)

Machine Calculations is a course for learning the touch keyboarding of numeric entries on electronic calculators. Emphasis is on speed and accuracy in performing the four basic mathematical functions in solving problems based on typical business application.

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OAD 132. BUSINESS ENGLISH (5 credits)

Business English is a course that provides basic skills in spelling, punctuation, word usage, word division, and proofreading.

OAD 202. LEGAL KEYBOARDING APPLICATIONS (5 credits)

PREREQUISITE: OAD 103.

Legal Keyboarding Applications is a course designed to develop a high degree of skill in producing legal documents.

OAD 203. MEDICAL KEYBOARDING APPLICATIONS (5 credits)

PREREQUISITE: OAD 103.

Medical Keyboarding Applications is a course designed to develop a high degree of skill in producing medical documents.

OAD 218. OFFICE PROCEDURES (5 credits)

PREREQUISITE: OAD 101 or equivalent.

Office Procedures is a course with emphasis on the role of the office employee. Responsibilities and opportunities of the professional support personnel are emphasized. Current office operating functions, processes and practices are included.

**OAD 220. RECORDS AND INFORMATION MANAGEMENT
(5 credits)**

Records and Information Management is a course in the study of managing office records and information. Included are fundamentals of filing methods, systems, supplies, and equipment; basic manual and automated procedures for information handling, collecting, processing, and presenting data; and information creation, collation, storage, control, and retrieval.

OAD 224. MACHINE TRANSCRIPTION (5 credits)

PREREQUISITE: OAD 103.

Machine Transcription is a course designed to develop marketable skills in transcribing various forms of dictated material.

OAD 225. LEGAL MACHINE TRANSCRIPTION (5 credits)

PREREQUISITE: OAD 103.

Legal Machine Transcription is a course that familiarizes students with legal terms and provides transcription skill development in the production of legal correspondence, forms, and court documents.

OAD 226. MEDICAL MACHINE TRANSCRIPTION (5 credits)

PREREQUISITE: OAD 103 and MRT 101.

Medical Machine Transcription is a course that orients students to standard medical reports, correspondence, and related documents transcribed in hospitals and physicians' offices.

OAD 228. WORD PROCESSING I (WORDPERFECT) (5 credits)

PREREQUISITE: OAD 103.

Word Processing I is a course that develops word processing skills and procedures. Emphasis is on operation of function keys and basic word processing features, including creation, revision, and printing documents.

PARALEGAL

PRL 107. LEGAL RESEARCH AND INTERVIEW TECHNIQUES (5 credits)

This course provides the student with a familiarization of the law library and legal research. The student will be capable of using legal texts, treatises, reporters, digests, and other standard legal publications as well as being capable of shepherding cases. Each student will write a memorandum of law and techniques of interviewing witnesses, sketching and diagramming as it relates to explaining and clarifying a situation or presentation, assessing property damage, personal injury and land evaluation will be introduced.

PRL 132. AN INTRODUCTION TO PARALEGALISM (5 credits)

An introductory course dealing with the ethical and professional duties and responsibilities as well as the limitations placed on the paralegal. The course is designed to give the student an understanding of the role of the lawyer, the paralegal assistant and an overview of the paralegal concept.

PRL 133. ALABAMA LEGAL SYSTEM (5 credits)

This course includes a study of State and Federal judiciary within Alabama, as well as a study of the U.S. Constitution and various statutes.

PRL 262. CIVIL LAW AND PROCEDURES (5 credits)

This course is designed to give the student a fundamental understanding of the principles of the law of torts and forms of pleading used in court actions of tort claims.

PRL 263. WILLS, TRUSTS, PROBATE AND TAXATION OF ESTATES (5 credits)

This course is a study of the preparation and execution of wills, context of wills, administration and probate of estates, trusts and fundamental principles of law.

PRL 264. DOMESTIC RELATIONS LAW (5 credits)

This course includes drafting of divorce and support pleading; separation agreements and confession of judgements as well as the necessary documents for adoption. A study of legal obligations in marriage contract, defenses to divorce actions, grounds of divorce, and elements of legal separation by court order or by mutual consent are also emphasized.

NOTE: See Criminal Justice section for additional courses.

REAL ESTATE SALES AND MANAGEMENT

RE 201. FUNDAMENTALS OF REAL ESTATE (5 credits)

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law.

RE 202. REAL ESTATE FINANCING (5 credits)

A study of the institutions involved in real estate financing, the procedures and techniques requisite to the analysis of risks involved in

financing real estate transactions, and an examination of instruments used in financing, terminology and real property taxation.

RE 203. REAL ESTATE APPRAISAL (5 credits)

An examination of the nature of real property value, the functions and purposes of appraisal, the function and methods of estimating value with emphasis on residential market value.

RE 204. REAL ESTATE LAW (5 credits)

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof.

RE 205. PROPERTY MANAGEMENT (5 credits)

Principles and practices of property management, with emphasis on residential, business, industrial, and investment properties. This course includes a study of the functions performed by a property manager as well as real estate practice and management.

FOOD SERVICE MANAGEMENT

FS 101. BASIC NUTRITION (5 credits)

This course covers the fundamentals of nutrition by examining the nutrients, their sources and utilization by the body, nutrient needs during the life cycle, cultural dietary patterns, food safety, and computer analysis of dietary intake.

FS 102. ORIENTATION TO THE FOOD SERVICE INDUSTRY (5 credits)

This course is an introduction to the food service industry and employment opportunities.

FS 103. FOOD PURCHASING AND COST CONTROL (5 credits)

Wholesale market functions, purchase of food for institutional use and storeroom control; quality and cost are topics covered in this course.

FS 104. MENU PLANNING AND SERVICE (5 credits)

This course covers principles of meal management; basic food needs; menu planning; food marketing and preparation; table service; efficient work habits; sanitation and safety practices.

FS 105. QUANTITY FOOD PREPARATION (5 credits)

This course teaches planning, preparing, and serving food for institutional service; menu planning and recipe standardization for quantity use.

FS 106. INSTITUTIONAL FOOD SERVICE LAYOUT AND EQUIPMENT (5 credits)

This course covers selection, care, operation, and safety of food service equipment; layouts for institutional food units; specifications for construction, materials and equipment.

FS 107. ORGANIZATION, MANAGEMENT AND SUPERVISION OF FOOD SERVICE OPERATIONS (5 credits)

This course covers food service operation, organization, supervision, methods of control, ethics, personnel management, and training and evaluation of job performance.

COMPUTER AND INFORMATION SCIENCE DIVISION

CIS 146. MICROCOMPUTER APPLICATIONS (5 credits)

PREREQUISITE: Permission of the Instructor.

This course is an introduction to the most common software applications for microcomputer. It includes "hands-on" use of microcomputers and some of the major commercial software. These software packages may include word processing, spread sheets, database systems, electronic filing systems, and general accounting programs. CIS 146 deals exclusively with the use of existing computer software.

CIS 147. ADVANCED MICROCOMPUTER APPLICATIONS (5 credits)

PREREQUISITE: CIS 146 or permission of instructor.

This is a skill development course in which students use the advanced features of data base, spreadsheet, and word processing packages to perform such management tasks as sales analysis, financial planning and projection. There will also be a review of basic bookkeeping, financial reporting principles, and the role of microcomputers in business. Students will also learn to use an integrated accounting package to do such things as accounts receivable, payable, and purchasing.

CIS 190. INTRODUCTION TO COMPUTERS (5 credits)

PREREQUISITE: MTH 111.

This course is an overview of computer information systems in problem solving. It includes a study of the interaction of hardware, software and human resources. The fundamentals of programming and structured design using high level programming language such as Fortran, BASIC or Pascal are presented. The completion of computer programming projects are a requirement of the course.

CIS 191. INTRODUCTION TO COMPUTER SCIENCE I (5 credits)

COREQUISITE: MTH 115.

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in Pascal. Structured programming techniques and simple data structures are introduced.

CIS 196. COMMERCIAL SOFTWARE APPLICATIONS (1-5 credits)

This course is a hands-on introduction to software packages, languages, and utility programs currently in use. Each offering focuses on one software package, with credit being received for each different package. (No more than ten hours may be applied toward graduation.)

CIS 197. ADVANCED COMMERCIAL SOFTWARE APPLICATIONS: (See quarterly class schedule for individual software packages offered.) (1-5 credits)

PREREQUISITE: CIS 196.

This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package.

CIS 206. CONTROL LANGUAGE AND UTILITIES APPLICATIONS (5 credits)

PREREQUISITE: CIS 130 or CIS 190 or equivalent.

This course introduces computer operation and the job or executive language on a mini-computer or mainframe computer. Utilities including sorts, screen design aids, and control programs may be taught. Operating system concepts including scheduling, are introduced; both batch and on-line techniques are studied.

CIS 211. BASIC PROGRAMMING (3 or 5 credits)

PREREQUISITE: CIS 130, CIS 190 or equivalent or MTH 111.

This course introduces fundamental concepts of the BASIC programming language including file processing, internal sorts, and data structures.

CIS 212. ADVANCED BASIC PROGRAMMING (5 credits)

PREREQUISITE: CIS 211 or equivalent background.

This course is a continuation of BASIC programming with emphasis on such topics as advanced file handling techniques, simulation, and assembly language subroutines.

CIS 221. PASCAL PROGRAMMING (5 credits)

PREREQUISITE: MTH 111 or higher math.

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of

programs in PASCAL. Structured programming techniques and simple data structures are introduced.

CIS 222. ADVANCED PASCAL PROGRAMMING (5 credits)

PREREQUISITE: CIS 221 or equivalent.

This course covers the concepts of algorithm specification, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and program testing. Emphasis is placed on development of problem solving skills.

CIS 231. FORTRAN PROGRAMMING (5 credits)

PREREQUISITES: MTH 102 or MTH 111 and a previous computer science course or equivalent.

This course introduces fundamental concepts of Fortran, such as mathematical and relational operators, branching, the use of input/output devices, arrays, subprograms, and introductory file and disk operation.

CIS 241. RPG II PROGRAMMING (5 credits)

PREREQUISITE: CIS 130 or CIS 190 or equivalent.

This course introduces the fundamental concepts of RPG II (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing.

CIS 242. ADVANCED RPG II (5 credits)

PREREQUISITE: CIS 241.

This course is a continuation of CIS 241; it includes such topics as sequential and random access file processing techniques.

CIS 246. RPG III PROGRAMMING (5 credits)

PREREQUISITE: CIS 241.

This course is a study of the RPG III computer language. It covers all the structured programming commands, externally described files, display files, and other capabilities unique to RPG III.

CIS 251. C PROGRAMMING (5 credits)

PREREQUISITE: CIS 190 or equivalent.

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output.

CIS 252. ADVANCED C PROGRAMMING (5 credits)

PREREQUISITE: CIS 251.

This course is a continuation of the CIS 251 course in C programming. Techniques for the improvement of application and system programming

will be covered. Other topics may include memory management, C Library functions, debugging, portability, and reusable code.

CIS 261. COBOL PROGRAMMING (5 credits)

PREREQUISITE: Previous computer science course or equivalent.

This course is an introduction to the COBOL programming language; included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing.

CIS 262. ADVANCED COBOL PROGRAMMING (5 credits)

PREREQUISITE: CIS 261.

This course consists of the development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structural approach will be implemented as a methodological system.

CIS 271. ASSEMBLY LANGUAGE PROGRAMMING (5 credits)

PREREQUISITE: CIS 130, CIS 190 or equivalent.

This course is a study of the Assembly Language; it includes such topics as instruction syntax, addressing techniques, and digital representation of data.

CIS 281. SYSTEMS ANALYSIS AND DESIGN (5 credits)

PREREQUISITE: Any advanced programming course.

This course is a study of contemporary theory and procedures of investigating, analyzing, designing, implementing, and documenting computer systems.

**ENGLISH, FOREIGN LANGUAGES AND COMMUNICATION
DIVISION**

MASS COMMUNICATION

MCM 100. INTRODUCTION TO MASS COMMUNICATION (5 credits)

This course provides the student with a general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

MCM 113- 114- 115/213- 214- 215. STUDENT PUBLICATIONS (2 credits each)

These courses offer practical experience in journalism skills through working on the staff of student publications.

MCM 130. NEWS REPORTING (5 credits)

PREREQUISITE: Ability to typewrite.

This course includes instruction and practice in newsgathering and newswriting techniques, including methodology, observation, interviews, and use of sources.

MCM 230. SURVEY OF ADVERTISING (5 credits)

This course includes instruction in the structure and functions of the advertising agency and the elements of effective advertisement.

MCM 250. MASS COMMUNICATION PRACTICUM (3-5 credits)

This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio or television station, or public relations/advertising agency.

RTV 117. TELEVISION PRODUCTION AND DIRECTION (5 credits)

Theory and application of television production techniques are covered in this course. Practical experience in planning, developing, directing, and producing programming for television is provided.

ENGLISH

150

ENG 080. ENGLISH LABORATORY (2 credits)

This course is designed to offer supplemental help to students in English. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed.

ENG 091. BASIC WRITING I* (3-5 credits)

This course is designed to meet the needs of students with writing deficiencies. It may include instruction in grammar, usage, mechanics, sentence structure, and paragraph development.

ENG 093. BASIC WRITING III* (3-5 credits)

PREREQUISITE: ENG 091 or equivalent.

This course is a continuation of ENG 091. (Student must pass exit exam.)

***NOTE:** Courses ENG 091, 092, 093 will NOT substitute for the composition requirement which may be met only through successful completion of English 101 and 102.

ENG 101. ENGLISH COMPOSITION I (5 credits)

PREREQUISITE: Satisfactory score on English placement test or equivalent.

A major writing course, English 101 includes instruction and frequent practice in developing paragraphs and essays, with emphasis on both

composing process and final product. English 101 may include library orientation, research skills, and critical reading of literature with primary emphasis on composition. (Student must pass exit exam.)

ENG 102. ENGLISH COMPOSITION II (5 credits)

PREREQUISITE: Satisfactory completion of ENG 101.

English 102 includes instruction and frequent practice in developing essays with emphasis on both composing process and final product. The writing assignments are based primarily on a critical analysis of literature.

ENG 127. VOCABULARY EXPANSION (3-5 credits)

This course includes a study of word analysis, dictionary usage, etymologies, and analogies.

ENG 251. AMERICAN LITERATURE I (5 credits)

PREREQUISITE: ENG 102 or equivalent.

This course is a study of representative American writers from the Colonial Period to the middle of the nineteenth century.

ENG 252. AMERICAN LITERATURE II (5 credits)

PREREQUISITE: ENG 102 or equivalent.

This course is a study of representative American writers from the mid-nineteenth century to the present.

ENG 261. ENGLISH LITERATURE I (5 credits)

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Anglo-Saxon Period to the Romantic Age.

ENG 262. ENGLISH LITERATURE II (5 credits)

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Romantic Period to the present.

FOREIGN LANGUAGES

FRENCH

FRN 103- 104- 105. ELEMENTARY FRENCH I-II-III (5 credits each)

A study of French grammar and vocabulary. This sequence includes practice in conversation and composition as well as an introduction to French culture. (FRN 103 or equivalent is prerequisite for FRN 104; FRN 104 or equivalent is prerequisite for FRN 105.)

FRN 203- 204- 205. INTERMEDIATE FRENCH I-II-III (5 credits each)

An intense study of French grammar, phonetics and diction. This sequence includes readings in French literature, practice in spoken and written language, and an overview of French civilization. (Completion of the elementary French sequence or equivalent is prerequisite for FRN 203; FRN 203 is prerequisite for FRN 204; FRN 204 is prerequisite for FRN 205.)

GERMAN

GRN 103- 104- 105. ELEMENTARY GERMAN I-II-III (5 credits each)

A study of German grammar and vocabulary. This sequence includes practice in conversation and composition as well as an introduction to German culture. (GRN 103 or equivalent is prerequisite for GRN 104, GRN 104 or equivalent is prerequisite for GRN 105.)

GRN 203-204-205. INTERMEDIATE GERMAN I-II-III (5 credits each)

An intense study of German grammar, phonetics and diction. This sequence includes readings in German literature, practice in spoken and written language, and an overview of German civilization. (Completion of the elementary German sequence or equivalent is prerequisite for GRN 203; GRN 203 is prerequisite for GRN 204; GRN 204 is prerequisite for GRN 205.)

SPANISH

SPA 103- 104- 105. ELEMENTARY SPANISH I-II-III (5 credits each)

A study of Spanish grammar and vocabulary. This sequence includes practice in conversation and composition as well as an introduction to Hispanic culture. (SPA 103 or equivalent is prerequisite for SPA 104; SPA 104 or equivalent is prerequisite for SPA 105.)

SPA 203- 204- 205. INTERMEDIATE SPANISH I-II-III (5 credits each)

An intense study of Spanish grammar, phonetics and diction. This sequence includes readings in Hispanic literature, practice in spoken and written language, and an overview of Hispanic civilization. (Completion of the elementary Spanish sequence or equivalent is prerequisite for SPA 203; SPA 203 is prerequisite for SPA 204; SPA 204 is prerequisite for SPA 205.)

SPEECH COMMUNICATION

SPH 106. FUNDAMENTALS OF SPEECH COMMUNICATION (3-5 credits)

This performance course includes study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING (5 credits)

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. The study of speaking situations is emphasized.

FINE ARTS DIVISION

ART

ART 100. ART APPRECIATION (5 credits)

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original works of art.

ART 101-102. ART WORKSHOP I-II (1-5 credits each)

PREREQUISITE: Permission of instructor.

These courses are designed for both non-art and art majors who are interested in a variety of art projects concerned with community or college-related activities.

ART 113-114-115. DRAWING I-II-III (5 credits each)

These courses provide the student with opportunities to develop the ability to draw using a variety of art media.

ART 123-124-125. DESIGN I-II-III (5 credits each)

These courses, designed to be taken in sequence, are an introduction to the theory and practice of both two- and three-dimensional composition. These courses are open to all students and are especially recommended for those who plan further study in art, art education, interior design, and related fields.

ART 133-134-135. CERAMICS I-II-III (5 credits each)

These courses, to be taken in sequence, are an introduction to methods of clay forming as a means of expression. Experience in handforming, wheelthrowing, and glazing are included.

ART 173-174-175. PHOTOGRAPHY I-II-III (5 credits each)

These courses, to be taken in sequence, are an introduction to photography. Emphasis is placed on aesthetic as well as technical aspects of photography and on darkroom techniques. A camera on which both shutter speed and lens opening can be set is required. Advanced standing may be granted by the instructor.

ART 203-204-205. ART HISTORY I-II-III (5 credits each)

These courses offer study of the chronological development of sculpture, painting, and architecture. Ancient through contemporary periods are included in the three-course sequence. These courses are open to all students and are especially recommended for those who plan further study in art, art education, history, and related fields.

ART 216-217. PRINTMAKING I-II (5 credits each)

PREREQUISITE: ART 113 and ART 123 are strongly recommended but not required.

These courses are an introduction to various printmaking processes, which may include relief, intaglio, serigraphy, or other media selected by the instructor. Emphasis is on both technical and creative abilities.

ART 233-234-235. PAINTING I-II-III (5 credits each)

PREREQUISITE: ART 113 or ART 123 are strongly recommended but not required.

These courses, to be taken in sequence, introduce the student to fundamental painting processes and materials. Emphasis is on self-expression and the capacity for creative, independent thought.

ART 263-264-265. MUSEUM PRACTICE I-II-III (3 credits each)

PREREQUISITE: Permission of the instructor.

These courses provide an introduction to various areas of museum work, with practical training supervised by museum staff.

ART 286. ART FOR TEACHERS (5 credits)

This course provides opportunities for both studio experience and the encountering of original works of art in order to help the student understand the structure and purpose of art. It is recommended for those who plan further study in early childhood education, elementary education and special education.

ART 291-292. SUPERVISED STUDY IN STUDIO ART I-II (1-5 credits each)

PREREQUISITE: All studio courses offered in the selected area of study and permission of instructor.

These courses are designed to enable the student to continue studio experience in greater depth.

ART 299. ART PORTFOLIO (1 credit)

PREREQUISITE: Permission of instructor.

This course is designed to help the art major in preparation and presentation of an art portfolio. This portfolio is developed with faculty consultation and should reflect the quality of art work completed during the first quarters of the program.

MUSIC

MUS 100. CONVOCAATION. (1 credit)

This course is required of all music majors each quarter and consists of attendance at performances and lectures by guest artists, faculty, and students.

MUS 101. MUSIC APPRECIATION (5 credits)

This course for non-majors requires no previous musical experience. It emphasizes listening skills and includes a survey of various types and styles of music.

MUS 111. MUSIC THEORY I (5 credits)

PREREQUISITE: MUS 100 or appropriate placement score or permission of the instructor.

This is the first course in a three-course sequence which offers the student a study of the foundation of musical materials (scales, terminologies, intervals, diatonic harmonies) through analysis, writing, sight-singing, dictation, and keyboard skills in the eighteenth and early nineteenth centuries.

MUS 112. MUSIC THEORY II (5 credits)

PREREQUISITE: MUS 111

This course is a continuation of MUS 111.

MUS 113. MUSIC THEORY III (5 credits)

PREREQUISITE: MUS 112

This course is a continuation of MUS 112.

MUS 160. MUSIC WORKSHOP I (5 credits)

PREREQUISITE: Permission of the instructor.

This is a seminar/clinic in advanced rehearsal/performance techniques. It may be repeated for credit.

MUS 163. OPERA WORKSHOP (3-5 credits)

PREREQUISITE: Permission of the instructor.

This course involves the study, preparation, production, and performance of scenes from or complete works of opera. It may be repeated for credit.

MUS 211. MUSIC THEORY IV (5 credits)

PREREQUISITE: MUS 113

This is the first in a three-course sequence which offers study and practical application of musical materials, forms, modulation, chromatic harmonies, and impressionistic devices through more advanced analysis, writing, sight-singing, dictation, and keyboard skills. It includes an introduction into twentieth century music theory practices.

MUS 212. MUSIC THEORY V (5 credits)

PREREQUISITE: MUS 211

This course is a continuation of MUS 211.

MUS 213. MUSIC THEORY VI (5 credits)

PREREQUISITE: MUS 212

This course is a continuation of MUS 212.

MUSIC ENSEMBLES

MUE 120. ESJC SINGERS I (1-2 credits)

ESJC Singers I should be taken by freshman students.

MUE 121. ESJC ENTERTAINERS I (1-2 credits)

ESJC Entertainers I should be taken by freshman students.

MUE 131. CONCERT BAND I (1-2 credits)

Concert Band I should be taken by freshman students.

MUE 132. CHAMBER ENSEMBLE I (2 credits)

The Chamber Ensemble is designed to provide instrumental participation in small groups of two to nine members (duets, trios, etc.) playing classical and semi-classical chamber music literature. Chamber Ensemble I should be taken by freshman students.

MUE 220. ESJC SINGERS II (1-2 credits)

ESJC Singers II should be taken by sophomore students.

MUE 221. ESJC ENTERTAINERS II (1-2 credits)

ESJC Entertainers II should be taken by sophomore students.

MUE 231. CONCERT BAND II (1-2 credits)

Concert Band should be taken by sophomore students.

MUE 232. CHAMBER ENSEMBLE II (2 credits)

The Chamber Ensemble is designed to provide instrumental participation in small groups of two to nine members (duets, trios, etc.) playing

classical and semi-classical chamber music literature. Chamber Ensemble II should be taken by sophomore students.

MUSIC PERFORMANCE INSTRUCTION

Private performance instruction is available to students who wish to major or minor in music. Students who wish to study for cultural enrichment or general knowledge may take private performance instruction for elective credit.

Curriculum requirements in Music Performance Instruction for music majors are 4 credit hours per quarter; 2 credit hours for principal instrument instruction; and, 1 credit hour for secondary instrument instruction or elective credit. A performance major is one who intends to pursue a career as a concert performer. Principal instrument instruction is intended for music majors desiring to become music educators. Secondary instrument instruction is intended for music minors and elective credit.

All music majors are expected to develop considerable keyboard skills. A minimum of three hours of practice time each week is required for each hour of credit attempted. Final examination is by faculty jury.

THE NUMBER OF MUSIC PERFORMANCE INSTRUCTION CREDIT HOURS TO BE TRANSFERRED AND THE LEVEL OF ATTAINMENT WILL BE DETERMINED BY THE STANDARDS REQUIRED BY THE INSTITUTION TO WHICH THE STUDENT IS TRANSFERRING.

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Music Performance Instruction is available on the instruments listed below. Instruction on selected instruments may not be available due to low student demand. Refer to current schedule for a more accurate listing.

Piano	Bassoon
Organ	Clarinet
Harpsichord	Saxophone
Voice	Trumpet
Violin	French Horn
Viola	Trombone
Cello	Euphonium
String Bass	Tuba
Flute	Percussion
Oboe	Guitar

MUSIC
APPLIED (PRIVATE LESSONS)

- MUP 101, 102, 103, 201, 202, 203 Piano (1-4 credits each)
- MUP 107, 108, 109, 207, 208, 209 Organ (1-4 credits each)
- MUP 113, 114, 115, 213, 214, 215 Harpsichord (1-4 credits each)
- MUP 119, 120, 121, 219, 220, 221 Voice (1-4 credits each)
- MUP 125, 126, 127, 225, 226, 227 Violin (1-4 credits each)
- MUP 131, 132, 133, 231, 232, 233 Viola (1-4 credits each)
- MUP 137, 138, 139, 238, 239 Cello (1-4 credits each)
- MUP 143, 144, 145, 243, 244, 245 String Bass (1-4 credits each)
- MUP 149, 150, 151, 249, 250, 251 Flute (1-4 credits each)
- MUP 155, 156, 157, 255, 256, 257 Oboe (1-4 credits each)
- MUP 161, 162, 163, 261, 262, 263 Bassoon (1-4 credits each)
- MUP 167, 168, 169, 267, 268, 269 Clarinet (1-4 credits each)
- MUP 173, 174, 175, 273, 274, 275 Saxophone (1-4 credits each)
- MUP 176, 177, 178, 276, 277, 278 Trumpet (1-4 credits each)
- MUP 179, 180, 181, 279, 280, 281 French Horn (1-4 credits each)
- MUP 182, 183, 184, 282, 283, 284 Trombone (1-4 credits each)
- MUP 185, 186, 187, 285, 286, 287 Euphonium (1-4 credits each)
- MUP 188, 189, 190, 288, 289, 290 Tuba (1-4 credits each)
- MUP 191, 192, 193, 291, 292, 293 Percussion (1-4 credits each)
- MUP 197, 198, 199, 297, 298, 299 Guitar (1-4 credits each)

HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION

EMERGENCY MEDICAL TRAINING

EMS 140. PREPARATORY/TRAUMA MANAGEMENT FOR THE BASIC EMT (4 credits)

PREREQUISITE: Admission to Basic EMT training.

This course covers theory, demonstration, and experiential laboratory in anatomy, physiology, and patient assessment; bleeding and shock; soft tissue injuries; principles of musculoskeletal care and fractures; injuries to the head, face, eye, neck, spine, chest, abdomen, and genitalia; and assessment and management of burns. One of three courses (EMS 140, 141, 142) required for Basic EMT.

EMS 141. MEDICAL EMERGENCIES FOR THE BASIC EMT (4 credits)

PREREQUISITE: Admission to Basic EMT training.

This course covers theory, demonstration, and experiential laboratory in airway obstruction and respiratory arrest; cardiac arrest; use of airway adjuncts; medical emergencies; emergency childbirth; environmental emergencies; and psychological aspects of emergency care. One of three courses (EMS 140, 141, 142) required for Basic EMT.

EMS 142. PRE-HOSPITAL ENVIRONMENT FOR THE BASIC EMT (4 credits)

PREREQUISITE: Admission to Basic EMT training.

This course covers theory, demonstration, and experiential laboratory in introduction to emergency medical care training; roles and responsibilities; legal aspects; lifting and moving patients; principles of extrication; ambulance operations; disaster operations; and hazardous materials. Clinical practice in hospital emergency room required. One of three courses (EMS 140, 141, 142) required for Basic EMT.

EMS 150. BASIC EMT REFRESHER (3 credits)

PREREQUISITE: Completion of a NSTC course for Basic EMT.

This course covers theory and experiential laboratory in review of National Standard Training Curriculum (NSTC) for Basic EMT.

EMS 180. PRE-HOSPITAL ENVIRONMENT FOR THE INTERMEDIATE EMT (4 credits)

PREREQUISITE: Admission to Intermediate EMT training.

This course covers theory, demonstration, and experiential laboratory in roles and responsibilities of Intermediate EMT; the EMS system; medical/legal consideration; EMS communications; introduction to

medical terminology; and general patient assessment and initial management. One of six courses (EMS 180, 181, 182, 183, 185, 188) for Intermediate EMT.

EMS 181. PREPARATORY MANAGEMENT FOR THE INTERMEDIATE EMT (4 credits)

PREREQUISITE: Admission to Intermediate EMT training.

This course covers theory, demonstration, and experiential laboratory in the respiratory system; airway and ventilation control; and assessment and management of shock. Exceeds National Standard Training Curriculum (NSTC) as required by Alabama Law to comply with the scope of practice for Intermediate EMT. One of six courses (EMS 180, 181, 182, 183, 185, 188) required for Intermediate EMT.

EMS 182. CARDIOVASCULAR ELECTROPHYSIOLOGY AND MANAGEMENT (4 credits)

PREREQUISITE: Admission to Intermediate training.

This course covers theory in anatomy and physiology of the myocardium to include the electrical conduction system as well as the interpretation of lead II electrocardiograms. Demonstration and experiential laboratory for techniques and management of dysrhythmias. Exceeds the National Standard Training Curriculum (NSTC) as required by Alabama Law to comply with the scope of practice for Intermediate EMT. One of six courses (EMS 180, 181, 182, 183, 185, 188) required for Intermediate EMT.

EMS 183. DIDACTIC/SKILLS COMPETENCIES FOR THE INTERMEDIATE EMT (2 credits)

PREREQUISITE: Admission to Intermediate EMT training.

This course contains instructional review and experiential laboratory for ongoing evaluation of student performance to validate knowledge of didactic and practical skills for Intermediate EMT. One of six courses (EMS 180, 181, 182, 183, 185, 188) required for Intermediate EMT.

EMS 185. CRITICAL CARE CLINICAL AND CASE REVIEW - I (3 credits)

PREREQUISITE: Admission to Intermediate EMT training.

This course includes discussion of clinical cases and clinical experiences in the critical care areas of the hospital. Accomplishment of specific skills objectives as well as patient care research and written assignments. One of six courses (EMS 180, 181, 182, 183, 185, 188) required for Intermediate EMT.

EMS 188. ADVANCED LIFE SUPPORT FIELD CLINICAL AND CASE REVIEW - I (3 credits)

PREREQUISITE: Admission to Intermediate EMT training.

This course includes review and discussion of emergency medical records and field experience with Advanced Life Support pre-hospital EMS units. Accomplishment of specific skills objectives in field clinical experience as well as patient care research and written assignments. One of six courses (EMS 180, 181, 182, 183, 185, 188) for Intermediate EMT.

HEALTH EDUCATION

HED 224. PERSONAL AND COMMUNITY HEALTH (5 credits)

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HED 226. WELLNESS (2 credits)

This course is designed to define the characteristics of wellness and promote a lifestyle of wellness. The course includes eight areas of a comprehensive wellness concept: physical fitness, cardiovascular health, nutrition, weight management, substance abuse, stress management, smoking cessation, and medical screening.

HED 231. FIRST AID (5 credits)

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illnesses. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

HED 276. CPR CERTIFICATION (1 credit)

This course provides instruction in skills required by American Red Cross or American Heart Association for certification in community CPR (ARC) or certification in Basic Cardiac Life Support (AHA). The student must satisfactorily meet the standards of skill execution as required by the certifying agency.

HED 277. CPR RECERTIFICATION (1 credit)

In this course, instruction and review of up-dated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association or satisfactorily execute skills as required by the American Red Cross for certification in community CPR.

PHYSICAL EDUCATION

PED 101-102. SLIMNASTICS - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 103-104. WEIGHT TRAINING - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 105. PERSONAL FITNESS (2 credits)

PED 106. AEROBICS (2 credits)

PED 107-108. AEROBIC DANCE - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 109. JOGGING (2 credits)

PED 118-119. GENERAL CONDITIONING - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 121-122. BOWLING - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 123-124. GOLF - (BEGINNING - INTERMEDIATE) (2 credits each)

PED 126. RECREATIONAL GAMES (2 credits)

PED 127. ARCHERY (2 credits)

PED 131-132. BADMINTON - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 133-134. TENNIS - (BEGINNING - INTERMEDIATE)
(2 credits each)

PED 137. PICKLE BALL (2 credits)

PED 140-141-142. SWIMMING - (BEGINNING - INTERMEDIATE - ADVANCED) (2 credits each)

PED 143. AQUATIC EXERCISE (2 credits)

PED 147. WATER SAFETY INSTRUCTOR (3 credits)
PREREQUISITE: PED 142 or PED 148

This course prepares the student to serve as an American National Red Cross Water Safety Instructor. It includes a thorough review of swimming lifesaving skills, all phases of water safety skills, and techniques for instructing the skills. (This course must be taught by a qualified Water Safety Instructor Trainer.)

PED 148. LIFEGUARD TRAINING (3 credits)

PREREQUISITE: Entry level skill - 500 yard swim

This course provides the individual with special training in handling emergencies, aquatic search and rescue operations, health and sanitation inspections and types and uses of equipment. It also includes Standard First Aid, and Red Cross or American Heart Association CPR requirements. (For a student to be a certified lifeguard, the student must have current certification in Standard First Aid, and either the Red Cross or the American Heart Association CPR course.)

PED 166. MODERN DANCE (2 credits)

**PED 176-177. VOLLEYBALL - (BEGINNING - INTERMEDIATE)
(2 credits each)**

**PED 186-187. SOFTBALL - (BEGINNING - INTERMEDIATE)
(2 credits each)**

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION (5 credits)

In this course, the history, philosophy, and objectives of Health, Physical Education and Recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

PED 216. SPORTS OFFICIATING (5 credits)

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to classwork, students will receive at least three hours of practical experience in officiating.

PED 226. HIKING (2 credits)

PED 227. ANGLING (2 credits)

PED 236. CANOEING (2 credits)

PED 240. SPORT AND RECREATIONAL SCUBA DIVING (2 credits)

PED 251. VARSITY BASKETBALL (2 credits*)

PED 252. VARSITY BASEBALL (2 credits*)

PED 254. VARSITY SOFTBALL (2 credits*)

PED 255. VARSITY TENNIS (2 credits*)

PED 257. VARSITY CHEERLEADING (2 credits*)

PED 295. PRACTICUM IN PHYSICAL EDUCATION (2 credits)

*Varsity sports may be repeated for credit up to a maximum of six (6) credit hours.

RECREATION

REC 250. INTRODUCTION TO RECREATION (5 credits)

This course includes instruction in the philosophy, purpose, objectives and principles of recreation with emphasis on program content and development.

REC 255. CAMPING AND OUTDOOR RECREATION (3 credits)

This course provides instruction and experience in camping. Camping leadership program planning, the function of camping education and personnel, staff organization, maintenance of property, buildings and equipment, and financial management are considered.

REC 257. RECREATIONAL LEADERSHIP (5 credits)

This course is a study of theory and practice in planning, organization, and administration of recreational activities in the public, private or industry setting.

REC 290. PRACTICUM IN RECREATION (2 credits)

REC 291. RECREATION FIELD EXPERIENCE (5 credits)

This course includes practice, assigned by the instructor, in the operation of recreation programs under supervision of trained recreation leaders.

HISTORY AND SOCIAL SCIENCE DIVISION

ANTHROPOLOGY

ANT 200. INTRODUCTION TO ANTHROPOLOGY (5 credits)

This course is a survey of physical, social, and cultural development and behavior of human beings.

CRIMINAL JUSTICE

CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE (5 credits)

An examination of the total criminal justice process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. History and philosophy, career oriented.

CRJ 116. POLICE PATROL (5 credits)

Duties, responsibilities, and supervision of the uniformed police patrol. Importance of patrol functions. Patrol activities; type of patrol, patrol tools, patrol allocation, methods and procedures.

CRJ 117. COMMUNITY RELATIONS (5 credits)

The role of the individual officer in achieving and maintaining public support; human relations, juvenile relations; public information; relationship with violators and complainants; service; participation in organization of community law enforcement and crime prevention programs.

CRJ 140. CRIMINAL LAW AND PROCEDURE (5 credits)

Substantive crimes and their punishment; elements of various crimes; criminal procedure and mechanics of the courts; Alabama Code provisions.

CRJ 146. CRIMINAL EVIDENCE (5 credits)

Considers origin of the law of evidence and the current rules of evidence; type of evidence, their definitions and uses and the functions of the courts in regard to evidence.

CRJ 150. INTRODUCTION TO CORRECTIONS (5 credits)

Philosophical foundations of punishment. Historical development in American penology from the earliest times up to the present, corrections in contemporary America.

CRJ 208. INTRODUCTION TO CRIMINOLOGY (5 credits)

This course delves into the nature and extent of crime in the United States, criminal and delinquent behavior and the theories of causation. It also includes the criminal personality, the principles of prevention, control and treatment.

CRJ 209. JUVENILE DELINQUENCY (5 credits)

Emphasizes the theories of causation in delinquency; police and juvenile court roles; programs of prevention and control of juvenile delinquency.

CRJ 216. POLICE ORGANIZATIONS AND ADMINISTRATION
(5 credits)

General principles of organization and administration of law enforcement, structure of organization, police management, recruitment, selection, training, discipline and inspection are the primary areas covered in this course. An analysis of the functional divisions of the modern law enforcement agency and the future professionalization of the police service are also included.

CRJ 218. TRAFFIC CONTROL (5 credits)

A course designed to teach the student traffic safety planning, traffic law enforcement, regulation and control; the Alabama Motor Vehicle Code enforcement.

CRJ 219. FIREARMS (5 credits)

PREREQUISITE: CRJ 100 and permission of Department Head.

The moral aspects, legal provisions, safety precautions, and restrictions governing the use of firearms; target analysis and range drill work; and firing sidearms and riot guns at stationary and combat targets.

CRJ 220. CRIMINAL INVESTIGATION (5 credits)

Theory and scope of criminal investigation; duties and responsibilities of the investigator; collection, preservation and transportation of physical evidence; scientific aids; interrogations; identification; follow-up and case preparation; modus operandi.

CRJ 230. CRIMINALISTICS (5 credits)

A survey of the different methods of scientific investigation, techniques. Includes fingerprints, photography, cast and molds, ballistics procedures, and criminal evidence. How to utilize crime laboratories.

CRJ 236. ADVANCED CRIMINALISTICS (5 credits)

Techniques of collecting physical evidence from a crime scene, the examination of such evidence in the laboratory and the proper presentation of such in court. Subjects covered include: hairs, fibers, blood and seminal stains, firearms examination, glass, paint, drugs, document examination, restoration of serial numbers and footprints; laboratory examinations and experiments.

CRJ 280-281-282. INTERNSHIP IN CRIMINAL JUSTICE I-II-III
(1-5 credits)

Practical experience with faculty supervision in some area of criminal justice. Students are placed on the job for practical experience in their chosen profession by the program coordinator; students will be supervised jointly by the faculty and by personnel employed by the organization. This course may be repeated with the approval of the department head.

**CRJ 290. SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE
(1-5 credits)**

Directed reading, research, writing and discussion of selected subjects relating to criminal justice including the analysis of various contemporary problems faced by the criminal justice system. This course may be repeated with the approval of the department head.

CHILD DEVELOPMENT**CHD 100. INTRODUCTION TO CHILD CARE (5 credits)**

This course is an introduction to the child care profession. An overview of the six functional areas of the Child Development Association (CDA) credential will be discussed with emphasis on using positive guidance techniques, setting up a classroom and planning a schedule.

**CHD 101. PRINCIPLES OF CHILD GROWTH AND
DEVELOPMENT (5 credits)**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

**CHD 102. CREATIVE EXPERIENCES FOR THE YOUNG CHILD
(5 credits)**

This course emphasizes fostering creativity in preschool children and developing a creative attitude in teachers. Topics covered are selecting and developing creative experiences in language arts, music, art, science, math and movement. Scheduled observations and participation with young children are required.

**CHD 103. CHILDREN'S LITERATURE AND LANGUAGE
DEVELOPMENT (5 credits)**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Scheduled observations and participation with young children are required.

**CHD 104. METHODS AND MATERIALS OF TEACHING YOUNG
CHILDREN (5 credits)**

This course identifies the basic methods and materials used in teaching young children. Students will compile a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Scheduled observations and participation with young children are required.

CHD 106. HEALTH AND SAFETY FOR THE YOUNG CHILD (5 credits)

This course emphasizes setting up and maintaining a safe, healthy environment for young children. Topics covered are nutritional needs, communicable diseases and illnesses, and safety procedures for young children.

CHD 109. INFANT AND TODDLER PROGRAMS (5 credits)

This course is a survey of the development of children from infancy to thirty months of age with emphasis on planning programs using materials developmentally appropriate for this age child.

CHD 110. EARLY EDUCATION AND THE EXCEPTIONAL CHILD (5 credits)

This is a course that explores the many different types of exceptionalities found in young children. Topics covered are speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Techniques for working with the exceptional child will also be examined.

CHD 111. CHILD DEVELOPMENT SEMINAR (1-2 credits)

Workshops in various subjects relating to young children; provides teachers, program directors, food service personnel, and students the opportunity to select activity sessions constructed around a yearly workshop theme. Child Development Center facilities are used. May be taken for credit more than once.

CHD 205. PROGRAM PLANNING FOR YOUNG CHILDREN (5 credits)

PREREQUISITE: CHD 104.

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Examinations of various kinds of programs and curriculums will be studied. Scheduled observation and participation with children will be required.

CHD 208. ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN (5 credits)

This course includes appropriate administrative policies and procedures relevant to child care programs. Included in this course are local, state, and federal regulations; budget planning; record keeping; personnel policies; and parent involvement.

CHD 215. SUPERVISED PRACTICAL EXPERIENCE (1-5 credits)

PREREQUISITE: Permission of the instructor.

This course provides supervised experience in an approved program for young children. The coordinator of the program will place the student who will be supervised jointly by the teacher and the college instructor.

GEOGRAPHY

GEO 100. WORLD REGIONAL GEOGRAPHY (5 credits)

This course surveys various countries and major regions of the world with respect to location and landscape, world importance and political status, population, type of economy, external and internal organization and relations, problems and potentials.

HISTORY

HIS 101. HISTORY OF WESTERN CIVILIZATION I (5 credits)

This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. The course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102. HISTORY OF WESTERN CIVILIZATION II (5 credits)

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 201. UNITED STATES HISTORY I (5 credits)

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202. UNITED STATES HISTORY II (5 credits)

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HONORS

IDS 102. ETHICS (5 credits)

This interdisciplinary course will introduce the basic concepts, types and schools of moral theory, and illustrate how these may be applied to contemporary moral problems and ethical questions in their academic, professional and social endeavors.

IDS 200. SCHOLAR BOWL (2 credits)

This course offers the student preparation, practice, and participation in the College Scholar Bowl program. This course may be repeated for credit each quarter that the student is enrolled at ESJC.

IDS 299. DIRECTED STUDIES IN LEADERSHIP (1-3 credits)

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

ORIENTATION

ORI 100. ORIENTATION TO COLLEGE (1-3 credits)

This course is designed to introduce the beginning student to college life. It provides that student with information regarding what the college expects from the student and what the student should expect from the college. The course also addresses student attitudes and goals.

ORI 103. ORIENTATION (MASTER STUDENT) (3 credits)

This nationally recognized, student success course offers tips on studying, text anxiety, note taking, memory improvement, time management and organizational skills.

PHILOSOPHY

PHL 106. INTRODUCTION TO PHILOSOPHY (5 credits)

The purpose of this course is to familiarize the student with basic concepts of philosophy. Major ideas will be covered in a historical survey from Plato to Sartre. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making and problem-solving.

POLITICAL SCIENCE

POL 211. AMERICAN NATIONAL GOVERNMENT (5 credits)

This course is a study of the origins, constitutional background, development, organization, and operation of our national government.

PSYCHOLOGY

PSY 106. CAREER EXPLORATION (1 credit)

This course is designed for students to explore potential career fields. The course includes an assessment of strengths and weaknesses, general information about careers and job skills, value techniques and decision-making techniques, and a career research.

PSY 200. GENERAL PSYCHOLOGY (5 credits)

This course is a survey of behavior with an emphasis upon psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210. HUMAN GROWTH AND DEVELOPMENT (5 credits)

PREREQUISITE: PSY 200.

This course is a study of the psychological, social and physical factors that affect human behavior from conception to death.

PSY 230. ABNORMAL PSYCHOLOGY (5 credits)

PREREQUISITE: PSY 200.

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

READING

RDG 083. DEVELOPMENTAL READING I (1-5 credits)

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 084. DEVELOPMENTAL READING II (1-5 credits)

PREREQUISITE: RDG 083 or *equivalent placement score.*

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 085. DEVELOPMENTAL READING III (1-5 credits)

PREREQUISITE: RDG 084 or *equivalent placement score.*

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 113. COLLEGE READING I (1-5 credits)

PREREQUISITE: RDG 085 or *appropriate placement score.*

This comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate.

RELIGION

REL 100. HISTORY OF WORLD RELIGIONS (5 credits)

This course is designed to acquaint students with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the orient, and the western world. An historical analysis of the origins of the various religions is included in the course.

SOCIOLOGY

SOC 200. INTRODUCTION TO SOCIOLOGY (5 credits)

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 208. INTRODUCTION TO CRIMINOLOGY (5 credits)

This course delves into the nature and extent of crime in the United States as well as criminal delinquent behavior and theories of causation. It also includes criminal personality, principles of prevention, control and treatment.

SOC 209. JUVENILE DELINQUENCY (5 credits)

This course emphasizes theories of causation in delinquency, policy and juvenile court roles, programs of prevention, and control of juvenile delinquency.

MATHEMATICS DIVISION

MTH 090. BASIC MATHEMATICS (5 credits)

This developmental course constitutes a review of arithmetical principles and computations designed to help the student develop mathematical proficiency for selected curriculum entrance.

MTH 101. MATHEMATICAL INSIGHTS (5 credits)

This is a terminal course in mathematics for students in areas requiring no specialized mathematical skills. An appreciation of mathematics as a tool and a way of thought is emphasized by studying concepts such as sets, logic, numeration systems, elementary number theory, the metric system, probability, consumer mathematics, sequences, and an introduction to computers.

MTH 102. BUSINESS MATH (5 credits)

This general education course includes such topics as fundamentals of arithmetic, fundamentals of algebra, statistical methods, simple and compound interest, credits, trade and bank discounts, annuities, amortization, depreciation, stocks and bonds, and insurance. (Will not count as meeting math requirements in the A.A. or A.S. degree.)

MTH 108. ELEMENTARY ALGEBRA (5 credits)

PREREQUISITE: Appropriate math placement score.

This course is a review of the fundamental operations in arithmetic and algebra. The topics include the numbers of ordinary arithmetic and their properties, integers and rational numbers; solving equations; polynomials; polynomials and factoring; and an introduction to systems

of equations and graphs. *Note: This course will not substitute for Math 112. Credit earned in Math 108 can be used as elective credit in meeting graduation requirements for the Associate in Applied Science degrees only.*

MTH 111. INTERMEDIATE COLLEGE ALGEBRA (5 credits)

PREREQUISITE: *Two units of high school mathematics (one unit of algebra and one unit of geometry or two units of algebra) and an appropriate mathematics placement score or C in MTH 108 (or equivalent).*

This course is designed to help students develop the basic principles and skills needed to solve algebraic problems. Topics include sets, real numbers, polynomials, exponents, logarithms, roots, radicals, linear equations and inequalities, quadratic equations, and graphing.

MTH 112. PRECALCULUS ALGEBRA (5 credits)

PREREQUISITE: *Two years of high school algebra, or appropriate mathematics placement score of C in MTH 111.*

This is a course for a student whose curriculum requires calculus. In this course, emphasis is placed on the algebra of functions and includes polynomial, rational, exponential, and logarithmic functions. Additional topics include systems of equations and inequalities, matrices, Cramer's Rule, mathematical induction, and binomial theorem, linear and quadratic inequalities, the circle, and parabola.

MTH 113. PRECALCULUS WITH TRIGONOMETRY (5 credits)

PREREQUISITE: *MTH 112 or equivalent.*

This course is designed for students whose curriculum requires calculus. Emphasis is placed on algebraic and trigonometric functions, graphic representations, laws of sines and cosines, trigonometric equations, inverse functions, and complex numbers.

MTH 115. ANALYTIC GEOMETRY AND CALCULUS I (5 credits)

PREREQUISITE: *MTH 112 & MTH 113 or equivalent.*

Topics studied in this course include limits, the derivative, applications of the derivative, antiderivatives, definite integral, and fundamental theorem of integral calculus.

MTH 156. MATHEMATICS COMPUTER PROGRAMMING (5 credits)

PREREQUISITE: *MTH 115.*

This course involves digital computer programming with emphasis on solving problems in areas of mathematics, engineering, physics and other related areas. Emphasis is placed on the FORTRAN 90 language.

MTH 215. ANALYTIC GEOMETRY AND CALCULUS II (5 credits)

PREREQUISITE: *MTH 115.*

Topics studied in this course include integrals, applications of the

integral, the calculus of the exponential and logarithmic functions, the calculus of the trigonometric and inverse trigonometric functions, hyperbolic functions, and techniques of integration.

MTH 218. DIFFERENTIAL EQUATIONS (5 credits)

PREREQUISITE: MTH 227.

This course is designed to include solutions of first-order and simple high-order ordinary differential equations with applications.

MTH 219. LINEAR ALGEBRA (5 credits)

PREREQUISITE: MTH 115.

Topics in this course include linear spaces, vector spaces, linear transformations, matrices, and determinants.

MTH 226. ANALYTIC GEOMETRY AND CALCULUS III (5 credits)

PREREQUISITE: MTH 215.

Topics studied in this course include techniques of integration, indeterminate forms, polar coordinates, vectors, solid analytic geometry, centroids, and multiple integrals.

MTH 227. ANALYTIC GEOMETRY AND CALCULUS IV (5 credits)

PREREQUISITE: MTH 226.

Topics studied in this course include infinite series, partial derivatives, and vector calculus.

SCIENCE DIVISION

BIOLOGY

BIO 103. PRINCIPLES OF BIOLOGY (5 credits)

PREREQUISITE: *Regular admission status.*

This is an introductory course for both science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are taught through the study of cell structure, function, reproduction, and classical genetics. The scientific method, a brief overview of the diversity of life, and historical elements are also presented. Laboratory is required.

BIO 104. ANIMAL BIOLOGY (ZOOLOGY) (5 credits)

PREREQUISITE: BIO 103.

This is an introduction to the basic principles of evolution and a survey of animal diversity including classification, morphology, physiology and reproduction. Laboratory is required.

BIO 105. PLANT BIOLOGY (BOTANY) (5 credits)

PREREQUISITE: BIO 103.

This is an introduction to the basic principles of ecology and a survey of plant diversity including classification, morphology, physiology and reproduction. Laboratory is required.

BIO 117. BIOLOGY OF HUMAN CONCERN (5 credits)

PREREQUISITE: *Regular admission status.*

This course is designed to give the nonscience major an understanding of humans as biological organisms and as members of ecosystems. Emphasis is placed on biological implications of man's activities, such as pollution, use of nuclear technology, genetic research, habitat destruction, and overpopulation. Laboratory may be required.

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I (5-6 credits)

PREREQUISITE: BIO 103.

This course and BIO 202 cover structure and function of the human body. Topics in BIO 201 include tissues and the following systems; integumentary, skeletal, muscular, nervous, and sensory. Associated biochemical phenomena are covered under each topic. Dissection, histological studies, and physiology are featured in the required lab.

BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II (5-6 credits)

PREREQUISITE: BIO 201 or prerequisite for BIO 201 and permission of the instructor.

This course and BIO 201 cover the structure and function of the human body. Topics in BIO 202 include the endocrine, circulatory, respiratory, digestive, excretory, and reproductive systems. Associated biochemical phenomena are also presented. Dissection, histological studies, and physiology are featured in the required lab.

BIO 220. GENERAL MICROBIOLOGY (5-6 credits)

PREREQUISITE: *15 hours of biology or permission of instructor.*

This course covers fundamental principles of microbiology, cell structure and function, microbial genetics, infectious disease, and immunity. Emphasized topics are distribution, physiology, culture, identification, classification, role in nature and medicine, and disease control of microorganisms. Required lab includes microtechniques, distribution, culture, identification, and control.

CHEMISTRY**CHM 113. COLLEGE CHEMISTRY I (5 credits)**

PREREQUISITE: CHM 099 or MTH 111.

This is the first course in three-quarter sequence designed primarily for

the science or engineering major who is expected to have a strong background in mathematics. These courses must be taken in sequence. Topics in the first quarter include measurement, stoichiometry, atomic structure, bonding nomenclature, molecular structure, gases, and the kinetic-molecular theory. Laboratory required.

CHM 114. COLLEGE CHEMISTRY II (5 credits)

PREREQUISITE: CHM 113.

This is the second course in a three-quarter sequence designed primarily for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course are liquids, solids, solutions, acids, bases, and salts, oxidation-reduction, thermochemistry, kinetics, and equilibrium. Laboratory required.

CHM 115. COLLEGE CHEMISTRY III (5 credits)

PREREQUISITE: CHM 114.

This is the third course in a three-quarter sequence designed primarily for the science or engineering major who is expected to have a strong background in mathematics. Topics covered in this course are pH, titration, buffers, hydrolysis, solubility product, electrochemistry, thermodynamics, nuclear chemistry, and other selected topics in descriptive chemistry. The required laboratory is devoted primarily to qualitative analysis.

CHM 233-234-235. ORGANIC CHEMISTRY I-II-III (5 credits each)

PREREQUISITE: CHM 114.

These courses cover the fundamentals of organic chemistry including a study of the nomenclature, structure, physical properties, synthesis, and typical reactions for the various series of aliphatic, alicyclic, and aromatic compounds with attention to reaction mechanisms. Emphasis is also placed on spectroscopy, stereochemistry, and biochemistry. Laboratory includes the synthesis of representative carbon compounds with emphasis on basic techniques. These courses must be taken in sequence.

ENGINEERING

EGR 226. ENGINEERING MECHANICS-STATICS (5 credits)

PREREQUISITE: MTH 215, PHY 213.

Forces and couples and resultants of force systems, freebody diagrams, equilibrium, problems involving friction, centroids, center of mass, distributed forces.

PHYSICS AND PHYSICAL SCIENCE

PHS 101. PHYSICAL SCIENCE I (5 credits)

PREREQUISITE: Suitable mathematics placement score.

This course provides the nontechnical student with an introduction to the basic principles of astronomy, geology, and meteorology.

PHS 102. PHYSICAL SCIENCE II (5 credits)

PREREQUISITE: Suitable mathematics placement score.

This course provides the nontechnical student with an introduction to the basic principles of physics and chemistry.

PHS 111. PHYSICAL SCIENCE I (5 credits)

PREREQUISITE: Suitable mathematics placement score.

This course provides the nontechnical student with an introduction to the basic principles of astronomy, geology, and meteorology. Laboratory is required.

PHS 112. PHYSICAL SCIENCE II (5 credits)

PREREQUISITE: Suitable mathematics placement score.

This course provides the nontechnical student with an introduction to the basic principles of physics and chemistry. Laboratory is required.

PHY 203-204-205. GENERAL PHYSICS I-II-III (4 credits each)

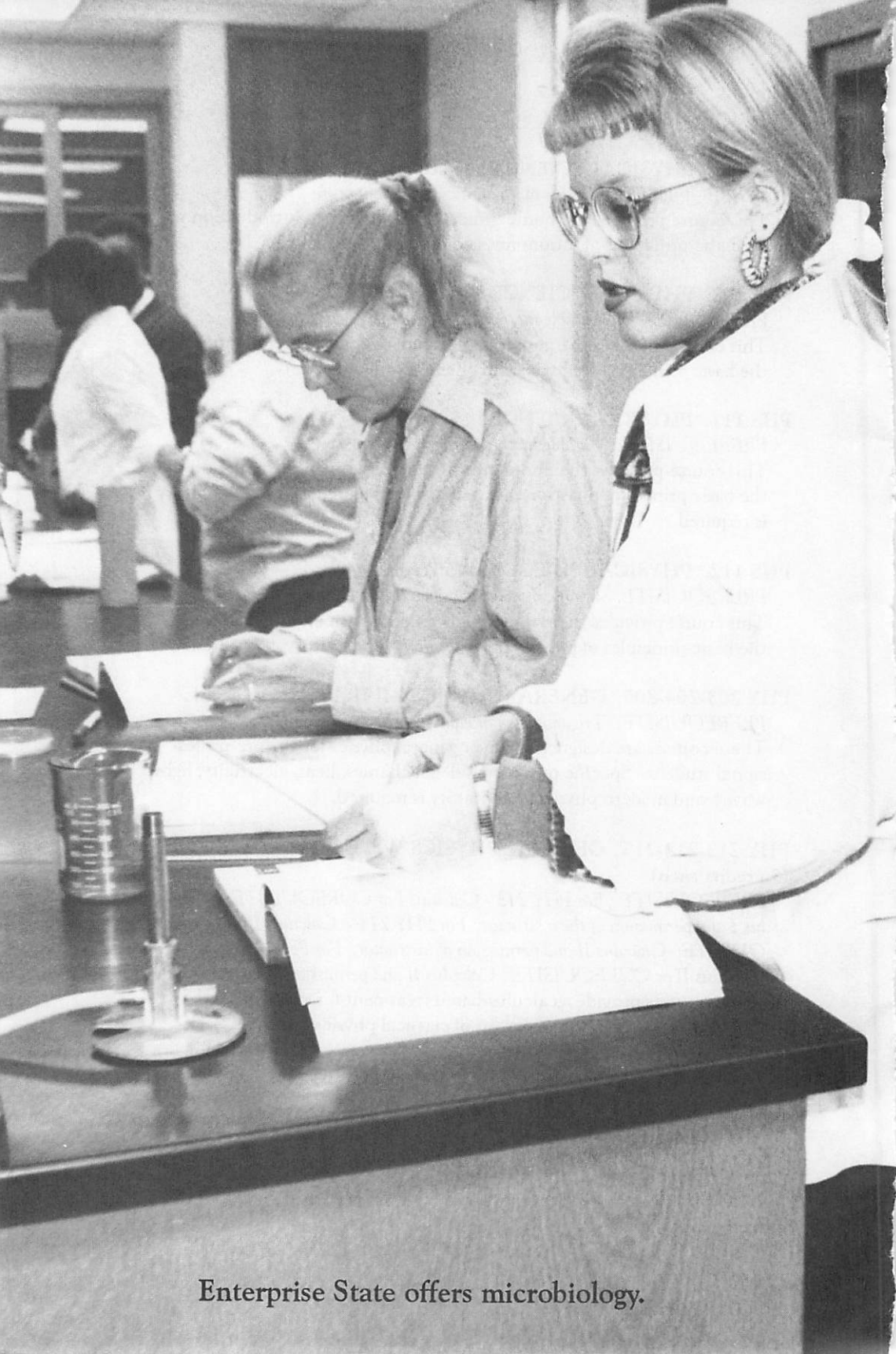
PREREQUISITE: Trigonometry or equivalent math placement score.

These courses are designed to cover general physics for the pre-professional student. Specific topics include mechanics, heat, electricity, light, waves, and modern physics. Laboratory is required.

PHY 213-214-215. GENERAL PHYSICS WITH CALCULUS I-II-III (5 credits each)

PREREQUISITE: For PHY 213 - Calculus I or COREQUISITE: Calculus I and permission of the instructor. For PHY 214 - Calculus II or COREQUISITE: Calculus II and permission of instructor. For PHY 215 - Calculus II or COREQUISITE: Calculus II and permission of instructor.

These courses provide a calculus-based treatment for scientists and engineers of principal subdivisions of classical physics: mechanics, thermodynamics, electricity and magnetism, waves, sound, and light. Laboratory is required.



Enterprise State offers microbiology.



EARLY
CHILDHOOD

COLLEGE PERSONNEL

Each year Enterprise State sponsors a Career Fair featuring representatives from area businesses and industries.

COLLEGE PERSONNEL

ADMINISTRATION

- THOMPSON, STAFFORD L. *Interim President*
B. S. , Lane College
M.Ed., Southeast Missouri State University
Ph.D., Florida State University
- GUTHRIE, TOMMY M. *Dean of the College*
B.S., Louisiana College
M.A., University of Southern Mississippi
Ed.D., Mississippi State University
- CHALKER, C. DAVID *Dean of Student Affairs*
A.A., Enterprise State Junior College *Athletic Director*
B.S., Troy State University
M.S., Troy State University
Ed.D., Auburn University

PROFESSIONAL STAFF

- ALFORD, FREDDIE. *Director, Career Center/Counselor*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study
- AYERS, MARTHA. *Assistant Director,*
B.S., Troy State University at Dothan *Financial Aid*
Additional Graduate Study
- BIERBAUM, BETTY. *Director, Computer Services*
B.S., Kansas State University
M.S., Kansas State University
- CALHOUN, AMY. *Assistant Director,*
B.S., Troy State University *Admissions*
Additional Graduate Study
- CAMPBELL, JENNIFER D. *Counselor, Tutorial Assistance*
A.A., Enterprise State Junior College *Program for Students*
B.S., Troy State University
M.S., Troy State University at Dothan

- CULLY, BETTY R. *Director, Student Academic
Support Services*
B.A., West Virginia University
M.S., Troy State University
Ed.D., University of Alabama
- DEAS, M. GARY..... *Associate Dean of Students/
Registrar*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study
- LAMBERT, R. REID..... *Director, Evening Division*
B.S., Livingston State University
M.A., University of Alabama
Additional Graduate Study
- LUNSFORD, PATSY B. *Chief Accountant*
Enterprise State Junior College
Troy State University
- MCCALL, SHARON D. *Site Coordinator,
Workplace Literacy Project*
A.A., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University at Dothan
Additional Graduate Study
- MILLER, JUDITH G. *Director, Institutional Research
and Planning*
B.S., Radford University
M.S., Troy State University
Ed.S., Troy State University
Ed.D., Vanderbilt University
- MOODY, BILL F. *Director, Physical Plant*
Enterprise State Junior College
Troy State University
- QUISENBERRY, JR., HENRY L. *Director, Student Financial Aid*
B.S., Auburn University
M.Ed., Auburn University
Additional Graduate Study
- SMITH, NANCY B. *Director, Guidance Services/
Testing*
B.S., Mississippi State University
M.A., University of Alabama
Ed.D., Auburn University

SNYDER, JUDY L. *Supervisor, Southeast Alabama
Adult Education Network*
B.S., Troy State University
M.A., University of Alabama
Ed.D., University of Alabama
Additional Graduate Study

STECK, SUSAN D. *Project Director,
Workplace Literacy Project*
B.S., Campbell University
Ed.M., Boston University
Additional Graduate Study

STEVENS, PAMELA L. *Director, Tutorial Assistance
Program for Students*
A.A., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University
M.S., Troy State University
Additional Graduate Study

VICKERS, JR., LEWIE M. *Coordinator, Media
and Computer Technology*
Tallahassee Technical School
Professional Experience & Additional Study

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VICKERS, MONTEZ M. *Director, Public Relations*
B.A., University of Alabama
Additional Graduate Study

WATT, T. HARVEY..... *Associate Dean,
Fort Rucker Campus*
B.S., Livingston State University
M.S., Livingston State University

WILSON, LINDA. *Counselor, Career Training
Program for Women*
A.A., Enterprise State Junior College
B.S., Troy State University *and Business and Industry Coordinator*
M.B.A., Troy State University
Additional Graduation Study

WYATT, ROBIN M. *Director, Admissions/
Special Projects/Continuing Education*
B.A., University of Alabama
M.A., University of Alabama
Additional Graduate Study

DIVISION CHAIRPERSONS

- BAUM, SUE A. *Computer and Information
A.S., Enterprise State Junior College Science Division
B.S., Florida State University Business and Careers Division
M.B.A., Troy State University
Additional Graduate Study*
- BYRD, DAVID L. *Mathematics Division
B.S., Troy State University
M.S., University of South Carolina
Ed.D., Auburn University*
- HOWARD, PHILIP J. *Social Sciences Division
B.A., University of Houston
M.A., Middle Tennessee State University
Ed.D., Auburn University*
- LEWIS, R. C. *Science Division
B.S., Lambuth College
M.S., Memphis State University
Ph.D., Memphis State University*
- NEWMAN, JOAN. *Health, Physical Education
B.S., Judson College and Recreation Division
M.Ed., Auburn University
Ed.D., Auburn University*
- SMITH, SCOTT R. *English, Foreign Languages, and
B.A., Samford University Communication Division
M.A., Auburn University
Ed.D., Auburn University*
- SNYDER, JAMES R. *Fine Arts Division
B.M.Ed., Troy State University
M.A., University of Alabama
Ed.D., University of Alabama*
- SUMBLIN, SUSAN S. *Director, Learning Resources Center
B.S., University of Southern Mississippi
M.L.S., University of Alabama
Additional Graduate Work*

FACULTY

ADKISON, CHARLA S. *Biology*
B.S., University of Montevallo
M.Ed., Auburn University at Montgomery
Additional Graduate Study

ARMSTRONG, REBECCA B. *English*
B.A., University of Alabama
M.A., University of Alabama
Ph.D., University of Alabama

AUTREY, JOSEPH L. *Business Administration*
B.S., Troy State University
M.Ed., Auburn University
Ed.D., Auburn University

AUTREY, PEGGY. *Information Processing/
Business Administration*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

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BEASLEY, MICHAEL H. *English*
B.S., Troy State University
M.A., Florida State University
D.A., Middle Tennessee State University

BRYAN-ELLIOTT, PANSY. *Physical Education*
A.A., Enterprise State Junior College
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

CARPENTER, COMER L. *Criminal Justice*
B.S., Florida State University
M.S., Troy State University
Additional Graduate Study

CARPENTER, NINA H. *Information Processing*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

- CHALKER, PATSY T. *Computer Science*
 A.A., Enterprise State Junior College
 B.S., Troy State University
 M.B.A., Troy State University
 Additional Graduate Study
- EARNEST, FAYE. *Art*
 B.A., University of Alabama
 M.A., University of Alabama
 Ed.S., University of South Alabama
 Additional Graduate Study
- EMANUEL, RICHARD C. *Communication*
 B.S., University of Montevallo
 M.S.C., Auburn University
 Ph.D., Florida State University
- EVERAGE, REX. *English*
 A.B., Huntingdon College
 M.A., University of Alabama
 Additional Graduate Study
- FLOWERS, WANDA J. *Computer Science*
 A.S., Enterprise State Junior College *Curriculum Specialist,*
 B.S., Troy State University *Workplace Literacy Project*
 M.B.A., Troy State University
 Additional Graduate Study
- GORDON, LINDA K. *English*
 A.A., Enterprise State Junior College
 B.S., Austin Peay State University
 M.A., Austin Peay State University
 Additional Graduate Study
- HATTEN, HARRY JAMES. *Biology*
 B.S., William Carey College
 M.S., Northeast Louisiana State College
 Additional Graduate Study
- HAYNES, ALLEN DEAN. *History*
 B.S., Western Carolina College
 M.A., Appalachian State Teachers College
 Additional Graduate Study

HAYNES, KATHY S. *Mathematics*
B.S., Auburn University
M.S., Troy State University
Additional Graduate Study

HULSEY, WILLIAM T. *Physical Education*
B.S., Auburn University
M.Ed., University of South Alabama
Additional Graduate Study

KILLOUGH, GAYLE *Biology*
B.S., Troy State University
M.S., Troy State University
Additional Graduate Study

LAMMON, ROBERTA G. *Mathematics*
B.S., Auburn University
M.S., Troy State University
Additional Graduate Study

LOGAN, JOHN B. *Mathematics*
B.S., Auburn University
M.S., Auburn University
Additional Graduate Study

LOGAN, JOSEPH C. *Business Administration*
B.S., Auburn University
M.A.C.T., Auburn University
Additional Graduate Study

LOGAN, KAREN W. *Office Management/Typewriting*
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Graduate Study

LUNCEFORD, SANDRA M. *English*
B.A., Mississippi College
M.Ed., Auburn University
Additional Graduate Study

MATTHEWS, PAUL R. *Physics/Physical Science*
B.A., David Lipscomb College
M.C.S., University of Mississippi

- MOTES, WANDA. *Mathematics*
 B.S., Troy State University
 M.Ed., Troy State University
- ODEN, JACK P. *History*
 B.S., University of Southern Mississippi
 M.A., Northeast Louisiana State College
 Ph.D., Mississippi State University
- RICHTER, REBECCA S. *Child Development/Reading*
 B.S., Troy State University
 M.A., Tennessee Technological University
 Additional Graduate Study
- ROWE, BOBBY L. *History*
 B.S., Troy State University
 M.A., Appalachian State Teachers College
 Ph.D., Walden University
- SMITH, CINDY D. *Foreign Languages/English*
 B.A., University of Southern Mississippi
 M.A., Mississippi State University
- SMITH, CHARLES EUGENE *Music*
 B.M., Baylor University
 M.M., Baylor University
 Additional Graduate Study
- SOUTHWELL, JEAN. *Librarian*
 B.S., Auburn University
 M.Ed., Auburn University
 M.L.S., University of Alabama
- SPRADLEY, JAMES MICHAEL. *Business Administration*
 B.S., Auburn University
 M.A.C.T., Auburn University
- STEPHENS, LINDA J. *Librarian*
 A.A., Selma University
 B.S., Alabama State University
 M.L.S., University of Alabama
 Additional Graduate Study



Charla Adkison teaches a variety of biology courses at Enterprise State.



I N D E X

ESJC's Environmental Club periodically sponsors a paper drive to benefit Vivian B. Adams School in Ozark, Alabama.

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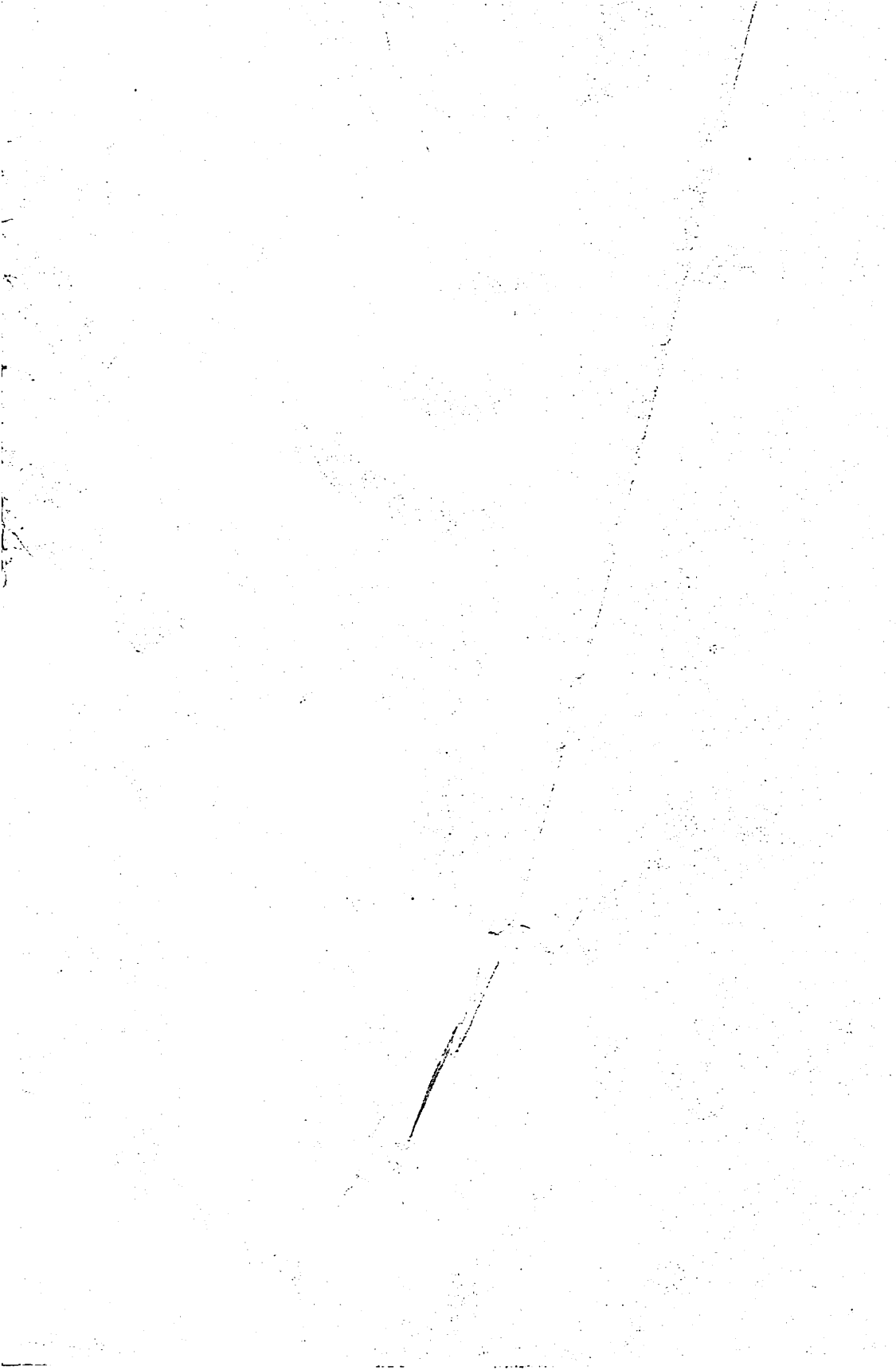
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Enterprise State hosts a special Youth College each summer. These students are enjoying a special science course entitled, "Mom, I Blew Up The Science Lab!"







Please check one of the items below.

I am interested in attending Enterprise State Junior College. Please send me the necessary Admission Forms.

- ☐ Application for Admission
- ☐ Application for Financial Aid
- ☐ Have a Counselor Call Me
- ☐ Other

Name _____

Address _____

Telephone _____

Please check one of the items below.

I am interested in attending Enterprise State Junior College. Please send me the necessary Admission Forms.

- ☐ Application for Admission
- ☐ Application for Financial Aid
- ☐ Have a Counselor Call Me
- ☐ Other

Name _____

Address _____

Telephone _____

From --

Place
Stamp
Here

TO -- REGISTRAR
Enterprise State Junior College
P. O. Box 1300
Enterprise, Alabama 36331

From --

Place
Stamp
Here

TO -- REGISTRAR
Enterprise State Junior College
P. O. Box 1300
Enterprise, Alabama 36331

Enterprise State Junior College
P. O. Box 1300
Enterprise, AL 36331

TO:
