ENTERPRISE STATE
COMMUNITY COLLEGE

ACADEMIC CATALOG

COLLEGE CATALOG &
STUDENT HANDBOOK 2018-2019

ESCC.EDU

ANDALUSIA • ENTERPRISE • OZARK

ENTERPRISE STATE COMMUNITY COLLEGE
COLLEGE CATALOG & STUDENT HANDBOOK
2018-2019

Enterprise Campus
P.O. Box 1300 / 600 Plaza Drive
Enterprise, Alabama 36331/36330 (334)
347-2623

Alabama Aviation College at Ozark
3405 U. S. Highway 231 South
Ozark, AL 36360
(334) 774-5113

Alabama Aviation College at Andalusia
21760 Bill Benton Lane
Andalusia, AL 36421
(334) 222-0133

ACCREDITATION

Enterprise State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Enterprise State Community College. Specific questions regarding ESCC's educational programs, admission requirements, financial aid, and other matters related specifically to the College should be forwarded directly to the College.

MEMBER

Southern Association of Colleges and Schools
American Association of Community Colleges
Alabama Community College Association
Alabama Community College System Instructional Officers Association
Alabama Community College System Public Relations Association
Alabama Community College System Training for Existing Business and Industry Network
Southern Association of Collegiate Associate Dean of Students for
Enrollment Managements and Admissions Officers
National Association of College and University Business Officers
Alabama Association of College and University Business Officers
Alabama Community College System Financial Management Association
Association of Alabama College Administrators
National Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
Alabama Association of Student Financial Aid Administrators
Council on Resource Development
Council for Alabama Resource Development

The information and statements set forth in this Catalog and Student Handbook are for informational purposes only. These provisions are subject to change by Enterprise State Community College and Alabama Community College System officials without notice and do not constitute an irrevocable contract between any student and Enterprise State Community College. Considering that academic requirements for graduation can be changed without actual notice to individual students, it is especially important that students keep themselves apprised of current graduation requirements for their particular degree programs. Although the publisher of this Catalog and Student Handbook has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistake. For current information, contact the Office of the Dean of Instruction at the Enterprise Campus at (334) 347-2623, ext. 2241.

FROM THE PRESIDENT

Enterprise State Community College,
Your Investment in Excellence.

Welcome to Enterprise State Community College! Our college's mission is to ensure that you gain the ultimate educational experience while conveniently studying close to where you live and work. Our faculty and staff take pride in our personal approach to serving the "whole student." We strive to meet the needs for the intellectual, social, ethical, professional, cultural and creative facets of students' lives.

At ESCC and our Alabama Aviation College campuses, you have many options that allow you to personalize your learning experience. Whether you are here for an associate degree, to transfer that degree to a four-year institution, or to obtain training for preparation for tomorrow's marketplace, we are dedicated to helping you reach success. You can take one class or a full load. You can learn in our classrooms and laboratories, or you can take courses online.

I am pleased that you have decided to become a part of our community of scholars. Students, faculty and staff working together here generate growth and enthusiasm for learning and life. I hope this publication serves you well and that your association with ESCC will be happy and rewarding. Most important, I hope you are able to achieve your educational and professional goals with us.

MATT RODGERS
President

TABLE OF CONTENTS

COLLEGE CALENDAR **6**
GENERAL INFORMATION **8**
Mission of Alabama Community College System 8
Mission of Enterprise State Community College 8
College Level Competencies 9
Quality Enhancement Plan 9
Administration & Control 10
History 11
The President's Council 14
Other Councils 14
The Physical Plant - Enterprise Campus 15
The Physical Plant - Alabama Aviation College at Ozark 16
The Physical Plant - Alabama Aviation College at Andalusia 17
Equal Opportunity in Education and Employment 17
Americans With Disabilities Act 18
Sexual Discrimination Policy 19
Drug Abuse Prevention Policy 19
Tobacco Usage Policy 20
Contagious Disease Policy 20
Grievance Policies and Procedures for Students 21
Violence Against Women Reauthorization Act 22
Intellectual Property 22
Where to Go for Information 23
ADMISSIONS POLICIES **25**
Required Documentation 25
Admission of First Time College Students 25
Admission of Transfer Students 28
General Principles for Transfer of Credit 29
Admission of Transient Students 30
Placement Testing Policy 30
Accelerated High School Students 34
Dual Enrollment For High School Students 35
Admission of Non-Citizens/International Students 37
Special Students 38
Admission Procedures 38
Admission to Course, Re-admission to Course for Students Reported as No-Shows 39
TUITION & FEES **40**
FINANCIAL AID **42**
General Information 42
Eligibility 42
Financial Aid Programs Available at Enterprise State Community College 42
Financial Aid Application Checklist 43
Verification Requirements 45
Required Standards of Satisfactory Academic Progress 45
Evaluation of Satisfactory Academic Progress 47
Veterans' Benefits 47
Required Standards of Satisfactory Academic Progress for Veterans 50
Certification of Veterans 50
Tuition Assistance 51
Military Spouse Career Advancement Accounts Program 52
Alabama National Guard Educational Assistance Program 52
ESCC Scholarships 52
The ESCC Foundation Scholarships 54
Scholarships in the Process of Being Endowed 61
Memorial/Special Scholarships 61
How to Apply for Scholarships 63
Student Services **64**
Mission and Goals 64
Counseling 64
Student Support Services 65
Testing Program 66
Library/Learning Resources 68

Computer Lab - Ozark Campus....69
College Transfer Day....69
Master Student....70
Orientation....70
ESCC Bookstores....70
ESCC Student Organizations....70
Chaperoned Events....74
Other Student Activities....74
Academic Advising....75
Student Code of Conduct....76
Information Technology (IT) Policy....78
Disciplinary Procedures....86
Organization of the Disciplinary Committee....87
Due Process....88
Disciplinary Sanctions....90
Nonstudent Sanctions....91
Drug Testing of Student Athletes....91
Preventing Sexual Assault/Acquaintance Rape....91
Inspection of the College's Facilities....92
Disclosure of Campus Security Policies and Campus Crime Statistics....92
Traffic and Parking....94
Student Health Services....97
Security and/or Promotion of the College....97
Fundraising....97
Free Speech Zone....97

ACADEMIC POLICIES....98
Grading....98
Grade Appeal Process....98
Quality Points....99
Course Forgiveness....99
Incompletes....100
Auditing....100
Distance Learning Policy....100
Degrees and Certificates....105
Degree Requirements....106
Dual Enrollment....106
Attendance....107
Admission to Course, Re-admission to Course for Students Reported as No-Shows....108
Procedures for Appealing Dismissal From Aviation Maintenance Technology Classes For Missing Excessive Instructional Time....109
Attendance Verification....109
Excused Absences....110
Standards of Academic Progress....110
Standards of Progress Policy....110
Intervention for Student Success....110
Application of Standards of Progress - Academic Standing Status....111
Process for Appeal for Readmission....112
Definition of Terms....112
The Family Educational Rights and Privacy Act....113
Final Examinations....114
Dropping or Adding a Class....115
Withdrawal From a Course/Complete Withdrawal From the College....115
Academic Bankruptcy....116
Maximum And Minimum Course Loads....117
Honors and Recognitions....117
College Level Examination Program....118
Advanced Placement Credit....118
Special Programs for Military Servicemembers....118
Evening Program....119
Continuing Education and Community Service Program....120
Adult Education, Training, And General Education Development (GED) Program....120
Industry Training....121
Academic Competitions....121

DEGREE PLANS AND DEGREE REQUIREMENTS....122
CAREER/TECHNICAL EDUCATION DEGREE PLANS & PLANS OF STUDY....136
COURSE DESCRIPTIONS....204
COLLEGE PERSONNEL....240
INDEX....261

COLLEGE CALENDAR

FALL SEMESTER 2018

August 2, Thursday	Payment Due for Pre-Registration by 4:00 p.m. (Beginning August 2nd, payment is due at the time of registration.)
August 13, Monday	Local Professional Development (College Offices Closed)
August 13, Monday	Faculty Duty Days - (Faculty Returns)
August 16-17, Thursday & Friday	Registration Days
August 20, Monday	First Official Class Day (Full Term and 1st Mini)
August 21, Tuesday	Last Day to Drop/Add (Full Term and 1st Mini)
August 23, Thursday	Attendance Verification Open for Full Term and 1st Mini
August 27, Monday	Attendance Verification Due from ALL faculty by 9:00 a.m.
September 3, Monday	State Holiday, Labor Day
September 28, Friday	Last Day to Withdraw Without Academic Penalty, 1st Mini
October 10, Wednesday	1st Mini Exams (M/W classes)
October 11, Thursday	1st Mini Exams (T/Th classes)
October 12, Friday	Midpoint of Full Term
October 15, Monday	Begin of 2nd Mini Term
October 16, Tuesday	Last Day to Drop/Add 2nd Mini Term
October 18, Thursday	Attendance Verification Opens for 2nd Mini
October 22, Monday	Attendance Verification Due for 2nd Mini by 9:00 a.m.
October 24, Wednesday	60% Title IV Tuition Adjustment Date
November 2, Friday	Last Day to Withdraw Without Academic Penalty, Full Term
November 6-7, Tuesday & Wednesday	Priority Registration begins for Spring Term
November 8, Thursday	Open Registration begins for Spring Term
November 12, Monday	State Holiday, Veteran's Day
November 19-21, Monday - Wednesday	Student Holidays, (State Professional Dev.)
November 22-23, Thursday & Friday	State Holidays, Thanksgiving
November 30, Friday	Last Day to Withdraw Without Academic Penalty, 2nd Mini
December 7, Friday	Last Class Day (Full Term and 2nd Mini)
December 10-14, Monday- Friday	Final Exams (Full Term and 2nd Mini Classes)
December 14, Friday	Grades Due – 12:00 p.m. (NOON)
December 18, Tuesday	Last Faculty Duty Day
December 19-20, Wednesday & Thursday	Duty Non-Instructional Personnel
December 21, Friday	Local Holiday
December 24, Monday	State Holiday, Christmas Eve
December 25, Tuesday	State Holiday, Christmas Day
December 26-28 Wednesday - Friday	Local Holidays
December 31, Monday	Local Holiday
January 1, Tuesday	State Holiday, New Year's Day

SPRING SEMESTER 2019

Last day to pay for pre-registration for Spring 2019 is December 13, 2018. Payment is due by 4:00 p.m for pre-registrations received prior to that time. Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

January 2-4, Wednesday - Friday	Faculty Duty Days – (Faculty Returns)
January 3-4, Thursday & Friday	Registration Days
January 7, Monday	First Official Class Day (Full Term and 1st Mini)
January 8, Tuesday	Last Day to Drop/Add (Full Term and 1st Mini)
January 10, Thursday	Attendance Verification Open for Full Term and 1st Mini
January 15, Tuesday	Attendance Verification Due from ALL faculty by 9:00 a.m.
January 21, Monday	State Holiday, Lee – King Birthday(s)
February 15, Friday	Last Day to Withdraw Without Academic Penalty, 1st Mini
February 27, Wednesday	1st Mini Exams (M/W classes)
February 28, Thursday	1st Mini Exams (T/Th classes)

February 28, Thursday	End of 1st Mini Term
March 1, Friday	Midpoint of Full Term
March 4, Monday	Begin of 2nd Mini Term
March 5, Tuesday	Last Day to Drop/Add 2nd Mini Term
March 7, Thursday	Attendance Verification Opens for 2nd Mini
March 11, Monday	Attendance Verification Due for 2nd Mini by 9:00 a.m.
March 13, Wednesday	60% Title IV Tuition Adjustment Date
March 22, Friday	Last Day to Withdraw Without Academic Penalty, Full Term
March 25-29, Monday-Friday	Duty Non-Instructional Personnel (Spring Break)
April 1, Monday	Classes Resume/Faculty Return
April 2-3, Tuesday & Wednesday	Priority Registration for Summer Term
April 4, Thursday	Open Registration begins for Summer Term
April 5, Friday	Last Day to Withdraw Without Academic Penalty, Full Term
April 5, Friday	Student Holiday, Local Professional Development (College Offices Closed)
April 9, Tuesday	ESCC-Enterprise Campus Honors Day
April 16, Tuesday	AAC- Ozark Campus Honors Day
April 23 -24 Tuesday & Wednesday	Priority Registration begins for Fall Term
April 25, Thursday	Open Registration begins for Fall Term
April 26, Monday	Last Day to Withdraw Without Academic Penalty, 2nd Mini (Extra week due to student holidays - Spring Break)
April 29, Monday	Last Class Day (Full Term and 2nd Mini)
April 30- May 6, Tuesday- Monday	Final Exams (Full Term and 2nd Mini Classes)
May 7, Tuesday	Grades Due – 12:00 p.m. (NOON)
May 9, Thursday	Graduation-Faculty Duty Day (Enterprise Campus)
May 7-10, Tuesday-Friday	Faculty Duty Days

SUMMER TERM 2019

Last day to pay for pre-registration for summer 2019 is May 14, 2019. Payment is due by 4:00 p.m for pre-registrations received prior to that time. Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

May 13, Monday-Thursday	Start 4-day work week
May 13-21, Monday-Tuesday	Duty Non-Instructional Personnel
May 16, Thursday	GED Graduation
May 22-23 Wednesday & Thursday	Faculty Duty Days (Faculty Returns)
May 22-23 Wednesday & Thursday	Registration Days
May 27, Monday	Holiday, Memorial Day
May 28, Tuesday	First Official Class Day (Full Term and 1st Mini)
May 29, Wednesday	Last Day to Drop/Add (Full Term and 1st Mini)
June 3, Monday	Attendance Verification Open for Full Term and 1st Mini
June 4, Tuesday	Attendance Verification Due from ALL faculty by 10:00 a.m.
June 25, Tuesday	Last Day to Withdraw Without Academic Penalty, 1st Mini
July 1, Monday	Upload 2019/2020 Academic Catalog on website
July 1, Monday	1st Mini Exams (M-Th classes)
July 1, Monday	Midpoint for Full Term
July 2, Tuesday	Begin of 2nd Mini Term
July 3, Wednesday	Last Day to Drop/Add 2nd Mini Term
July 4, Thursday	Holiday, Independence Day
July 8, Monday	Attendance Verification Open for 2nd Mini
July 9, Tuesday	Last Day to Withdraw Without Academic Penalty, Full Term
July 9, Tuesday	Attendance Verification Due for 2nd Mini by 9:00 a.m.
July 10, Wednesday	60% Title IV Tuition Adjustment Date
July 30, Tuesday	Last Day to Withdraw Without Academic Penalty, 2nd Mini
August 5, Monday	Last Class Day (Full Term and 2nd Mini)
August 6-7, Tuesday & Wednesday	Final Exams (Full Term and 2nd Mini Classes)
August 8, Thursday	Grades Due – 10:00 a.m.
August 8, Thursday	Last day to pay for pre-registration for Fall 2018
August 8, Thursday	Last day of 4-Day work Week

GENERAL INFORMATION

MISSION OF THE ALABAMA COMMUNITY COLLEGE SYSTEM

The Alabama Community College System's mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

MISSION OF ENTERPRISE STATE COMMUNITY COLLEGE

The mission of Enterprise State Community College, including the Alabama Aviation College, is to serve students and communities by providing affordable educational opportunities that enhance the quality of life and promote economic and workforce development.

INSTITUTIONAL GOALS

- to prepare students for transfer
- to prepare students for immediate employment and career advancement
- to assist students in developing and achieving their educational goals
- to support students in improving learning skills, overcoming educational deficiencies, and adapting to technological changes
- to improve the social, economic, and cultural/ recreational life in our communities

COLLEGE LEVEL COMPETENCIES

ESCC has developed a comprehensive list of skills which graduates and transfer students should achieve while enrolled in general education courses. Students who complete an A.A. or A.S. degree, or who complete general education courses for the A.A.S. degree or for transfer, should be able to demonstrate proficiency in the following areas.

MATHEMATICS COMPETENCY: Students will identify and correctly apply the appropriate principle, formula, or method needed to solve mathematical problems fundamental to the further study of mathematics and to personal/professional success.

WRITING COMPETENCY: Students will demonstrate the ability to develop a stylistically appropriate, grammatically correct, and well-organized essay.

NATURAL SCIENCE COMPETENCY: Students will apply established principles of science and methods of scientific inquiry to solve problems in the natural sciences.

COMMUNICATION COMPETENCY: Students will demonstrate the effective verbal and non-verbal communication skills necessary for successful oral presentations.

HISTORY/SOCIAL SCIENCES COMPETENCY: Students will demonstrate knowledge and understanding of key figures and/or events in history and their impact on the human condition.

FINE ARTS COMPETENCY: Students will demonstrate the understanding of essential concepts necessary to appreciate musical and visual works of art.

COMPUTER SKILLS COMPETENCY: Students will use common computer applications to create professional-quality documents, spreadsheets, and slide presentations.

QUALITY ENHANCEMENT PLAN

As part of the College's commitment to continuous improvement and in accordance with requirements of the Southern Association of Colleges and Schools Commission on Colleges, ESCC has developed a Quality Enhancement Plan (QEP) that focuses on reading and is specifically designed to improve student's academic reading comprehension.

Using broad-based involvement of faculty, staff, students and community members, institutional research, and a thorough review of current literature and best practices, ESCC developed A CASE for Developmental Reading. The ESCC QEP contains three main goals to enhance academic reading comprehension.

1. Increase the percentage of students who acquire the knowledge, skills, and abilities to be successful in each developmental reading course;
2. Increase student success rate (by each developmental reading course); and
3. Increase the percentage of developmental reading students who successfully complete English 101 compared to students who did not test into reading developmental courses.

In order to achieve these objectives, ESCC will restructure developmental reading courses and require students who place into developmental reading to enroll in a one-credit hour co-requisite lab. Housed within the Center for Academic Success and Excellence (CASE) the co-requisite lab will include computer assisted instruction, tutoring and seminars on topics such as reading strategies, note-taking, and learning styles. Additionally, faculty members, will attend professional development seminars and workshops to ensure broad based support for and implementation of reading interventions resulting in improved student academic reading comprehension.

Evidence of enhanced academic reading comprehension will be assessed through multiple

evaluative measures to ensure progression is being made toward accomplishment of QEP initiatives. Measures include quantitative, qualitative, formative, summative, direct, and indirect assessment designed to assess progress and allow for modifications as necessary. To ensure effectiveness of plan, assessment data will be disseminated to the institutional community as well as faculty and staff members with responsibility for ensuring that adequate progress is being made toward achieving QEP goals and strategies.

For additional information please contact Dr. Anna Head at 334-347-2623, Ext. 2232

MODES OF DELIVERY

Enterprise State Community College delivers courses and programs in a variety of formats at a number of locations. Courses may be taught in lecture format, as laboratory performance classes, as hybrid classes, or online classes. Faculty members use the Internet to enhance content and instruction in all courses, making student access to the Internet important to success. With an advisor's assistance, each student may choose any delivery mode or location that fits his or her needs, schedule, and abilities.

ADMINISTRATION & CONTROL

Enterprise State Community 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 Chancellor Jimmy Baker** and the Alabama Community College System Board of Trustees.

ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

PRESIDENT
Governor Kay Ivey

FIRST DISTRICT
Mr. Al Thompson

SECOND DISTRICT
Mr. Ron Fantroy

THIRD DISTRICT
Ms. Susan Foy

FOURTH DISTRICT
Mr. Frank Caldwell

FIFTH DISTRICT
Ms. Crystal Brown

SIXTH DISTRICT
Mr. Milton Davis

SEVENTH DISTRICT
Mr. Chuck Smith

MEMBER AT LARGE
Mr. Blake McAnally

STATE BOE EX-OFFICIO MEMBER
Mr. Jeffrey Newman

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 Community College is noted.

On September 27, 1965, the first freshman class, numbering 256 students, was registered at the College which was originally named Enterprise State Junior College. These students attended classes in rented rooms in downtown Enterprise and in the educational building of the First Methodist Church. Fortunately these makeshift arrangements lasted during the first year, for in the fall of 1966 the present campus was occupied. This campus has grown and now consists of seven modern buildings situated on a beautifully landscaped site. An addition to the Learning Resources Center in Snuggs Hall, an addition to Lolley Hall, and a new building— Talmadge Hall—were occupied spring quarter of 1990. In 1983, the College began offering credit courses and non-credit short courses at the Fort Rucker site. Recently, in 2018, the site was closed.

Upon the retirement in 1981 of the College's first president, B.A. Forrester, Dr. Joseph D. Talmadge was appointed President of the College. Dr. Talmadge had served as Dean of the College since its establishment and provided dynamic leadership for the development of the College's academic program. He retired in September 1994. When Dr. Talmadge retired, Vice Chancellor for the Alabama Department of Postsecondary Education, Dr. Stafford L. Thompson, was appointed Interim President. Dr. Thompson was appointed President of the College on March 28, 1996. He led the College through the reorganization to include the state's aviation maintenance training programs. He obtained funding to build the Aviation Technical Training Center on the Ozark Campus. Dr. Thompson retired July 1, 2008. At that time, Dr. Nancy W. Chandler was appointed Interim President. Dr. Chandler came to ESCC from Faulkner State Community College where she served as Vice President of Instruction, Institutional Advancement and Effectiveness. She was appointed President of the College on May 28, 2009 and worked diligently to expand the availability of Aviation training for students in Alabama. On March 5, 2014 Dr. Chandler resigned and on March 24, 2014 Dr. Cynthia Anthony was selected as interim president. Dr. Anthony moved to Shelton State Community College in September, 2015 and Dr. Vicky Ohlson was appointed interim president on October 1, 2015.

In February 2003, the Alabama State Board of Education approved the reorganization of Enterprise State Junior College with the Alabama Aviation College at Ozark and the Aviation Center at Mobile of George C. Wallace Community College—Dothan. This created a new comprehensive community college that was named Enterprise-Ozark Community College. The Alabama Aviation College in Andalusia opened fall semester of 2006, and the Alabama Aviation College at Albertville opened spring semester 2009. Aviation maintenance courses are taught at both of these sites. In November 2009, the Alabama State Board of Education approved a name change to Enterprise State Community College and approved a marketing name for the aviation programs as the Alabama Aviation College, a unit of Enterprise State Community College.

The Alabama Aviation College at Ozark originated in 1960 as a part of the educational program administered by the Ozark City Board of Education. In 1962, the institution's aviation maintenance program was certified by the Federal Aviation Administration. By act of the State Legislature in 1963, the institution, which was then known as the Alabama Institute of Aviation Technology, was brought under the Alabama

State Board of Education as a state vocational trade school. In 1970, the institution was accredited by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools. In 1973, the Alabama State Board of Education changed the name to Alabama Aviation and Technical College, and in 1976, the Board authorized the establishment of an off- campus center in Mobile, Alabama. In 1991, the College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in applied science degree, and the College's accreditation was reaffirmed in 1997. In 1996, the College and its Mobile center were merged with George C. Wallace Community College, and the names of the locations were changed to the Alabama Aviation College in Ozark and the Aviation Center at Mobile. In 2008, under EOCC, the new Aviation Technical Training Center on the Alabama Aviation College in Ozark opened its doors for classes. Additional sites have been added for aviation programs, including the Alabama Aviation College at Andalusia. For a time Enterprise controlled all aviation sites in the state, however in the Alabama Community College System decided that each site should be governed by an institution in the same geographic region.

The College received state and national recognition for a variety of student activities. For more than 30 years, the Enterprise Campus chapter of Phi Theta Kappa, the national honor society of American two-year colleges, was recognized as one of the top chapters in the nation. In 1984 and 1992, the chapter was named The Most Distinguished Chapter in the Nation. In 1986-87, 2001-02, and again in 2010 the sponsors were named Most Distinguished Sponsor, and the Enterprise Chapter continues to be placed in the top ten percent internationally. The chapter is also active at the Alabama Aviation College at Ozark. The First Impressions Team (FIT), now the Ambassadors. leads the orientation programs for new students, has been recognized by the Southern Regional Orientation Workshop of the National Orientation Directors Association (NODA) for outstanding leadership. Former FIT sponsor, Dr. Betty Cully, was designated as an Outstanding Orientation Director in 1995 and 2003. The College's show choir, the Entertainers, has been consistently rated Superior in competitions and the group continues to receive "Best in Class" awards.

Athletics have been an important part of the ESCC collegiate experience as well. The 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 and were fourth in the state championship tournament in 2003. Also in 2003, the men's basketball team was runner-up in the Alabama Junior College Division I Conference. The men's team won that conference in 2004. Former head coaches David James, Dr. Chelita DuBois, and Jimmy Messer were named 2003 Coaches of the Year by the Alabama Community College Athletic Division, and Coach Messer received this honor again in 2004. At one time the College had a women's tennis team which won second place in state competition for Division II in 1997 and 1998. The College's golf team won second place in state competition for Division II in 1998.

Throughout its history, Enterprise State Community College has been successful in attracting federal and private funds that have enabled the College to develop innovative programs and services. The College received four major five-year development grants and three endowment grants totaling approximately $9 million from the U.S. Department of Education's Title III Strengthening Institutions Program. 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 and other projects focused on student retention. Other federal and

foundation grants enabled the College to establish the Tutorial Assistance Program for Students—now Student Support Services—the Adult Basic Education Program, the Workplace Literacy Program, Student Academic Support Services Laboratory, and the National Science Foundation scholarship program. In 2000 and 2001, National Science Foundation Grants provided scholarships to students majoring in science, engineering, or computer information science. In 2005, a Community-Based Job Training Grant was awarded by the Department of Labor to build the capacity of the College to train technicians for the skills required to succeed in high-growth, high-demand aviation industries. In 2010, a 3-Dimensional Simulation and Modeling short-term certificate program began, funded by a grant from the Alabama Governor's Office of Workforce Development.

The ESCC 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 collection of theatre memorabilia and literature to be displayed at ESCC. The James Hatcher Collection is housed in Forrester Hall.

Dr. Ohlson, the faculty, and staff are continuing the College's legacy of excellence in education at all locations of the College and in the surrounding communities. Dynamic leadership, dedication to the teaching-learning process, and superior support services achieve the College's mission.

On August 9, 2017, Matt Rodgers was named the fifth permanent president of the College. During his first year, the College received approval to offer two new career and technical programs: the Medical Assistant Program and the Commercial Truck Driving License program. The College continues its rich tradition of serving the needs of the community.

THE PRESIDENT'S COUNCIL

The President's Council addresses matters that affect the College as a whole. The Council acts in an advisory capacity to the President and reviews and adopts College policy. Members of the Council are the College Deans and any other person(s) designated by the President of the College as voting members. The Council also includes elected, non-voting members from various employee groups at ESCC. These non-voting members serve yearly terms and act as representatives for their peers.

ASSESSMENT COUNCIL

The Assessment Council advises and makes recommendations to the President's Council on matters related to institutional planning, assessment, and evaluation policies and processes.

INSTRUCTIONAL COUNCIL

The Instructional Council acts on policy and procedure recommendations of committees and recommends to the President's Council actions pertaining to instructional matters of the College.

FACULTY SENATE

The Faculty Senate was established for the purpose of facilitating communication among faculty and between administration and the faculty.

PARTICIPATION IN THE DECISION-MAKING PROCESS

The College encourages student participation in the decision-making process primarily through the Student Government Association and student membership in the Quality Enhancement Leadership Team and the Disciplinary Committees. College employees participate in the decision making process through participation in standing councils and committees. Students also serve on standing College committees.

THE PHYSICAL PLANT-ENTERPRISE CAMPUS

Seven modern, fully equipped and air-conditioned buildings are in use. They include an administrative and general classroom building, a science building, a learning resources center (LRC), an EMS and Health/Fitness building, a fine arts building, an English and social sciences building, a student center, and a maintenance shop. Convenient driveways and paved parking areas are provided for students and faculty.

The buildings are situated on a 160-acre tract approximately one and one-half miles east of downtown Enterprise at the intersection of Plaza Drive and the Boll Weevil Circle. Recreation facilities for softball, baseball, jogging, and volleyball have been developed for both College and community use.

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

Snuggs Hall—SN (1966). This building 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 Learning Resources Center (LRC)/Library which includes print and non-print resources, a select government documents collection, faculty photocopier, and office space. Snuggs Hall is situated south of Wallace Hall and is connected to Sessions Hall by a covered walkway and a paved plaza.

Sessions Hall—SE (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—LO (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 Emergency Medical Services program is also located here. Two classrooms and offices were added in 1990.

Lurleen B. Wallace Hall—LW (1969). This large student center contains a bookstore, meeting rooms, the counseling suite, Admissions, Financial Aid, Student Support Services (SSS), Dean of Students office, and Associate Dean of Students for Enrollment Management office. It is named to honor Governor Lurleen B. Wallace.

Forrester Hall—FO (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 3-D projection laboratory are special features of the building. The James Hatcher Collection is also housed here. The building is named for the late Benjamin Abb Forrester, first president of the College.

THE PHYSICAL PLANT-ENTERPRISE CAMPUS CONT'D

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

Maintenance Shop—(1973). Located on Bellwood Road, this facility is used to house all maintenance operations for the Enterprise Campus.

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

THE PHYSICAL PLANT-ALABAMA AVIATION COLLEGE AT OZARK

Sitting on a hill on U. S. Highway 231 in Ozark, the Alabama Aviation College features six classroom and office buildings plus additional buildings with hangars.

Steagall Armory - ARM. Consists of 29 acres located on US Highway 231, Ozark south to the current campus.

Henry B. Steagall, II Hall—STE. This building houses the administrative offices along with Student Services, the Learning Resources Center, a computer lab, and classrooms.

James B. Sasser Building—SAS. Fronted by large trees, this building contains a multipurpose room and classrooms.

James Douglas Brown Building—BRN. Sitting at the back of the campus across South Union Avenue, the Brown Building boasts a clear view of the Ozark Airport's runway. Housing the Aviation Maintenance Technology classes and faculty offices, a computer lab and work bays, it also features a mural, painted by the students in 2003, reflecting the various types of air travel in the past to celebrate 100 Years of Flight.

Rufus Barnett Building—BNT. Connected to the Brown Building, the Barnett Building also houses Aviation Maintenance Technology classes, work bays, and faculty offices.

Henry Higham Building—HIG. Situated just northwest of Henry B. Steagall, II Hall, the Higham Building contains the Avionics Technology laboratories, classrooms, and faculty offices.

Aviation Technical Training Center—ATTC. This building opened for classes in 2008. Sitting on the back of the campus, it dominates the view in size and unique architecture. The building contains a hangar, classrooms, AMT, computer labs, and division and faculty offices.

THE PHYSICAL PLANT-ALABAMA AVIATION COLLEGE AT ANDALUSIA

The Aviation Training Facility at Andalusia is located in the New Business Incubator Building situated at the Andalusia-Opp Airport, Andalusia, Alabama. The facility consists of approximately 8,000 square feet of instructional and administrative space including a faculty administrative office, secure records storage space, two large classrooms, a welding lab, a composites lab, a sheetmetal lab, and a woodworking lab. The sheetmetal/ woodworking lab has space for housing an aircraft suitable for instruction. All spaces are well lit and ventilated in accordance with all local and national codes. Vehicle parking is provided adjacent to the building. Aircraft taxiway and servicing opportunities are available at the airport.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Enterprise State Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Community College will make reasonable accommodations for qualified disabled applicants or employees.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 (ADA), as amended, provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. It is the policy of Enterprise State Community College to provide reasonable accommodations to qualified students with disabilities.

I. Requesting Accommodations

Students with permanent or temporary disabilities that affect their participation in the academic environment are encouraged to request accommodations in a timely manner. Students needing disability services or information should contact the appropriate Disability Support Services staff member as listed below.

Disability Support Services Staff are as follows:

- **Enterprise Campus**—Dr. Felisha Ford (ADA Compliance Officer), 600 Plaza Drive, Enterprise, AL 36330; Lurleen B. Wallace Hall—Student Center, Transfer Suite; (334) 347-2623, ext. 2293; FAX (334) 347-5569; or, e-mail fford@escc.edu;

- **Alabama Aviation College at Ozark**—Dr. Oretha Harper, 3405 U.S. Highway 231 South, Ozark, AL 36360; (334) 774-5113; FAX (334) 774-6399; or, e-mail oharper@escc.edu;

- **Alabama Aviation College at Andalusia**—21760 Bill Benton Lane, Andalusia, AL 36421; (334) 222-0133; FAX (334) 222-0429;

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2546.

II. Documentation of Disabilities

It is necessary to provide ESCC Disability Support Services with recent documentation of disabilities in order to obtain appropriate classroom accommodations. Guidelines for the documentation of disabilities are available with the ESCC Disability Support Services office.

TITLE IX & SEX DISCRIMINATION POLICY

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 which are offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's performance. ESCC does not condone such sexual harassment.

It is the policy of Enterprise State Community College to provide an educational and employment environment free of all forms of discrimination or harassment. Discrimination or harassment based upon one's race, color, religion, national origin, gender identity, sexual identity, age, genetic information, veteran status, or disability as defined in the policy and as otherwise prohibited by state and federal statutes is prohibited at the college.

Sexual harassment, including acts of sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual exploitation/misconduct, is a form of sex discrimination and is prohibited at the college. This policy applies to all College students, faculty, staff, other members of the college community, and non-employee third parties who are doing business or providing services to the college. In its efforts to provide a safe environment and in compliance with Title IX of the Education Amendments of 1972, ESCC will not tolerate retaliation for claims made under the College's Title IX policy.

Any inquiries regarding this policy should be directed to one or more of the Title IX Coordinators identified below. These coordinators will be available to meet with students and employees regarding issues relating to Title IX and this policy.

All allegations on the Alabama Aviation College (ACC) instructional sites regarding such harassment should be directed to the AAC site directors: the Director at the Alabama Aviation College at Ozark, (334) 774-5113, ext. 3601, or the Director of the Alabama Aviation College at Andalusia, (334) 222-0133.

TITLE IX COORDINATOR FOR STUDENTS

Dr. Felisha Ford, Director of Counseling and Student Success
Lurleen B. Wallace Student Center, Transfer Suite
Email: fford@escc.edu
334-347-2623 Ext. 2293

TITLE IX COORDINATOR FOR EMPLOYEES

Ms. Jessica Herbster
George C. Wallace Administration Building, Room 121
Email: jherbster@escc.edu
334-347-2623 Ext. 2222

DRUG ABUSE PREVENTION POLICY

Enterprise State Community 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, lectures, conferences, a Counseling Office, classroom presentations, and Student Government Association activities.

TOBACCO USAGE POLICY

It is the policy of Enterprise State Community College that no student or College official use any tobacco products while engaged in any official College class, game, performance, practice, or activity, whether on or off the campus. Violation of this policy may result in disciplinary action. For the purposes of this policy, a tobacco product is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, any vapor-type smoking device and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, or snus, in any form. *NOTE: There is no smoking or usage of tobacco products allowed within 30 feet of campus buildings. If the campus has a designated smoking area, then students may only use that area.*

Consequences
The first violation will result in a citation, and a fine may be assessed. The second violation will result in a citation, and a fine may be assessed. The third violation, at the discretion of the Dean of Students or his designee, will result in the student being sent to the college disciplinary committee and the procedures for that committee will be followed.

Appeals
Any individual who wishes to appeal a fine for violation of this policy shall submit an appeal form to the Dean of Students within 5 days of the citation. Otherwise, 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 fine is Monday-Thursday 7:30 a.m.- 4:30 p.m. or Friday 7:30 a.m.- 2:00 p.m. All appeals are reviewed by the Dean of Students. All appeal decisions shall be submitted to the individual in writing.

Fines
All fines are $15. All fines are to be paid at the campus site, center, or facility Business Office. Failure to pay fines may result in transcripts being withheld and further enrollment denied.

CONTAGIOUS DISEASE POLICY

Enterprise State Community 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 ESCC according to the standards set by ESCC 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 Students is responsible for administering this policy.

GRIEVANCE POLICIES AND PROCEDURES FOR STUDENTS

The purpose of the grievance procedure is to provide a means for resolving legitimate complaints quickly and at the most immediate level of responsibility. Students with complaints in the academic area should first discuss the problem with the appropriate faculty member to attempt to resolve the problem. If that fails, the student should contact the faculty member's division chairperson. If resolution is not satisfactory at the division chairperson level, the student should contact the appropriate instructional dean. The stated timelines for these contacts are listed below.

I. Complaints within the Academic Area (Excluding Grade Appeals)

A. After discussing the issue with the instructor, if the issue remains unresolved, the student should discuss the issue within five (5) working days with the division chairperson.

B. If a mutually satisfactory agreement is still not reached within five (5) working days from the time the student talks with the division chairperson, the student may submit the grievance in writing to the Dean of Instruction, or designee, with copies to the division chairperson, or designee responsible for the area in which the grievance occurred.

C. The Dean of Instruction, or designee, will give a written response to the student within five (5) working days.

II. Complaints within the Student Services Area

A. Within five (5) working days, students should initially discuss the incident with the Student Services professional staff member responsible for the office/area (Guidance Services, Student Support Services, etc.) in which it occurred.

B. If a mutually satisfactory resolution is not reached within five (5) working days from the time of notification, the student may submit a complaint in writing to the Dean of Students with copies to the Student Services professional staff member responsible for the office/area in which the grievance occurred.

C. The Dean of Students, or designee, will give a written response to the student within five (5) working days.

III. State Student Complaint Process

A. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained in this document and also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AMENDMENTS TO THE JEANNE CLERY ACT.

In 2013 the Higher Education Act of 1965 was amended to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking and to include certain policies, procedures and programs pertaining to these incidents. The statistics are included in the Annual Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Act.

INTELLECTUAL PROPERTY (COPYRIGHT, TRADEMARK, PATENT OWNERSHIP AS RELATED TO STUDENTS)

This policy is in compliance with the Alabama State Board of Education Policy 321.01—Copyright, Trademark, and Patent Ownership. Definition: An Intellectual Property (IP) is a trademark, copyright, or patent resulting from the creation of any instructional resource or technology. (Examples are copyrights from textbooks and literary works, patents from invention of machines and/or software, and trademarked materials such as Xerox, SlimFast, and IBM.)

I. Ownership:

A. If the IP is created by the student on his/her own time and without the use of the College resources, then ownership in trademark, copyright, or patent belongs to the person creating the property.
B. If the IP is created by the student partially on his/her time and partially on the College's time using College resources (i.e., laboratories, library), then ownership in trademark, copyright, or patent belongs to Enterprise State Community College.

II. Royalties: Where a marketable IP is created, the student shall share in royalties.

A. Enterprise State Community College and the student who creates a marketable IP will be treated equally and on a fair basis with regard to any compensation supplemental to the pay of the individual where appropriate.
B. Any financial compensation made to the student shall be made solely from the proceeds derived from the sales of the IP and not from any other state or federal funds.
C. The portion of any royalty received by the student will be in direct relationship to the verifiable amount of personal time, resources, and funds that are reasonable and necessary for the creation of the product
D. Enterprise State Community College and the student must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Community College System prior to payment of any compensation, according to the Alabama State Board of Education Policy.
E. The compensation agreement between the College and the student must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from, the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

WHERE TO GO FOR INFO

Alabama Aviation College at Ozark:
- For assistance in any matter: Steagall Hall, (334) 774-5113

Alabama Aviation College at Andalusia:
- For assistance in any matter: (334) 222-0133

ENTERPRISE CAMPUS BUILDING CODES

- **WA:** *Wallace Hall—Administration Building*
- **TA:** *Talmadge Hall—English, History, and Social Sciences*
- **SE:** *Sessions Hall––Science and Math*
- **SN:** *Snuggs Hall—Learning Resources Center*
- **LW:** *Lurleen Wallace Hall—Student Center*
- **FO:** *Forrester Hall—Fine Arts Building*
- **LO:** *Lolley Gymnasium*

SWITCHBOARD: (334) 347-2623

Absences
- Instructor for course
- Division Chairperson

Academic Help
- Instructor for course
- Counseling Office, LW105, ext. 2293
- Dean of Instruction, WA106, ext. 2241
- Student Support Services, LW111-B, ext. 3626, 2302, or 2356

Add/Drop A Course
- Admissions & Registrar, LW111, ext. 2295, 2272, 2297
- Evening Programs Director, WA 103, ext. 2276

Adult Education
- Director, WA113, ext. 2209 or 2218

Application for Admission
- Admissions, LW102, ext. 2272

Application for Graduation
- Counseling Office, Transfer Suite, ext. 2293

Campus Police
- Chief of Safety and Security, WA 103, ext. 2344 or 406-0504
- Enterprise Campus Police, WA 102, ext. 2277 or 447-7564
- Ozark Campus Police, ATTC Building, 447-2154

Canvas Support
- Distance Learning Office, WA120A, ext. 2282

Career Information
- Counseling Office, Transfer Suite, ext. 2293

Change of Address
- Registrar, LW102, ext. 2297

Change of Schedule
- Registrar, LW102, ext. 2297

Check on a Grade
- Instructor for Course

Community Education Courses
- Dual Enrollment - Instructional Resources and Community Education Director, ext. 2208 or 2340

Complaints and Grievances
- Dean of Instruction, WA106, ext. 2241
- Dean of Students, LW100, ext. 2235

Complete Withdrawal
- Counseling Office , LW102, ext. 2293
- Evening Programs Director, WA, ext. 2276

Distance Learning
- Distance Learning Office, WA, ext. 2282 or 2357

WHERE TO GO FOR INFO CONT'D

Dual Enrollment
- Instructional Resources and Community Education Director, ext. 2208 & 2340

Financial Aid (Grants and Work-study)
- Financial Aid, LW107, ext. 2214

Grades
- Registrar, LW102, ext. 2297

Help Finding a Job
- Counseling Office, LW102, ext. 2293

Help with Academic Problems
- Counseling Office, LW102, ext. 2293

Identification Cards
- Admissions, LW102, ext. 2295

Information Center
- Information Center, WA110, ext. 0/2257

Locate a Student on Campus
- Dean of Students, LW100, ext. 2235

Lost and Found
- Chief of Safety and Security, WA 103, ext. 2344

Make Up a Grade of Incomplete
- Instructor for course

Making a Schedule
- Academic Advisor
- Counseling Office, Counseling, LW102, ext. 2293
- Evening Programs Director, ext. 2276

Night Classes
- Evening Program Director, WA106, ext. 2276

Parking Appeals
- Director of Financial Services, WA114, ext. 2284

Parking Permits
- Information Center, WA110, ext. 0/2257

Pay Tuition/Refunds
- Business Office, WA114, ext. 2250

PIN-Personal Identification Number
- Counseling Office, Transfer Suite, ext. 2293

Research Help with Papers
- LRC, ext. 2271

Services for Students with Disabilities
- 504 Compliance Officer, LW102, ext. 2293

Scholarship Application
- Financial Aid, ext. 2214

Security
- Enterprise Campus Security, WA101, ext. 2277 or 447-6555
- Ozark Campus Security, 447-2138

Student Organizations and Activities
- Students Activities Coordinator, LW105A, ext. 2339

Test Proctoring
- Student Academic Success Lab (SAS), SN100, ext. 2304

Testing Services/Registration
- Counseling Office, Transfer Suite, ext. 2293

Textbooks and Supplies
- Bookstore, SC Weevil Center, ext. 2278

Transcripts
- Registrar, LW102, ext. 2297

Transportation Needs
- Dean of Students, LW100, ext. 2235

Tutorial and Academic Assistance
- LW111B, ext. 3626, 2302, or 2356
- Student Academic Support Lab, SN100, ext. 2304

Veterans Affairs
- Stephen Adcock, Financial Aid, LW107, ext. 2313

Withdrawals
- Registrar, LW102, ext. 2297
- Counseling Office, Transfer Suite, ext. 2293

Workforce Development
- Instructional Resources and Community Education Director, ext. 2340

Work-study
- Financial Aid, LW107, ext. 2214

ADMISSIONS POLICIES

GENERAL ADMISSION POLICIES AND PROCEDURES

I. REQUIRED DOCUMENTATION

All students must complete an admission application, an In-State Residency Form, an Identity Verification Form, submit one primary form of identification, provide a high school transcript or GED, and other appropriate documentation prior to beginning the registration process.

For admission to an Alabama Community College System institution, an applicant must provide one primary form of identification. Examples of primary forms of identification are as follows:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date
- Voter identification card from a state that verifies lawful presence

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a notarized copy by mail or via electronic submission consistent with local institutional policy.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

II. ADMISSION OF FIRST TIME COLLEGE STUDENTS

An applicant who has not previously attended a regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time or a native student

A. Admission to Courses Creditable Toward an Associate Degree

Degree seeking students required Admission Documentation

- Admission application
- Primary form of identification
- Proof of high school graduation
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended, ACT scores
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.
- In-State Residency Form
- Identity Verification Form

B. Admission to Courses Not Creditable Toward an Associate Degree

For admission to an Alabama Community College System institution to Courses Not Credible Toward an Associate Degree/ Non-degree seeking students who have earned a High School Diploma or GED.

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution
- In-State Residency Form
- Identity Verification Form

For admission to an Alabama Community College System institution to Courses Not Credible Toward an Associate Degree/ Non-degree seeking students who have not earned a High School Diploma or GED.

- Admission application
- Primary form of identification
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution
- In-State Residency Form
- Identity Verification Form

If all required admissions records have not been received by the College prior to issuance of first semester 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. Also, ESCC transcripts will be held until all admissions records are received.

C. Conditional and Unconditional Admission of First-time College Students

ESCC has two types of admission status:

- **Unconditional status:** Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

- **Conditional status:** Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and official transcript release. If all required admission records have not been received by the College prior to issuance of first semester 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. Also, ESCC transcripts will be held until all admissions records are received.

D. ADMISSION CLASSIFICATION

- **First Time:** A student who has no prior post-secondary experience, attending any institution for the first time.

- **Transfer:** A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon institutional policy. Transfer students will be required to furnish official transcripts of all work attempted at all said institutions. Applicants who have been suspended from or are otherwise unable to re-enroll in another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.

- **Transient:** A student enrolled at another college or university who is taking classes at ESCC for the express purpose for transferring credit back to the home college or university.

- **International:** A student who is a citizen of another country.

- **Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

- **Dual Enrollment and Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma.

- **Early College Education Program:** A secondary education student who is earning college credit toward a technical or health certificate.

Admission to an ESCC/ACCS institution does not ensure admission to any individual program or course.

III. ADMISSION OF TRANSFER STUDENTS

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student 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 requirements shall be classified as "Non-Degree-Eligible" students.

Applicants who have been suspended from or are otherwise unable to re-enroll in another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.

A. Unconditional Admission of Transfer Students

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

An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

B. Conditional Admission of Transfer Students

A transfer student who does 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 semester unless all required admissions records have been received by the College prior to registration for the second semester.

If all required admissions records have not been received by the College prior to issuance of first-semester 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. Also, ESCC transcripts will be held until all admissions records have been received.

C. Initial Academic Status of Transfer Students

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

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

included in GPA calculation.
A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The student's transcript will read "ADMITTED ON ACADEMIC PROBATION."

A transfer student who is admitted on Academic Probation retains that status until having attempted at least 12 credit hours at the institution. If, at the conclusion of the semester in which the student attempted a total of 12 or more credit hours at the institution, and his cumulative GPA at the institution is below 1.5, he is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

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

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read "ADMITTED UPON APPEAL—ACADEMIC PROBATION."

IV. GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Associate Dean of Students for Enrollment Managements and Admissions Officers, and the National Association of Foreign Student Services.

A course completed at another regionally or Council on Occupational Education accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative GPA of 2.0 or above, the "D" grade will be accepted the same as for native students.

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

V. ADMISSION OF TRANSIENT STUDENTS

A student who wishes to earn credits for transfer to another accredited postsecondary institution in which he or she has good standing may be admitted to Enterprise State Community College as a transient student. The student must submit an application for admission and a Transient Student Permission Form or official letter of good standing from the institution he or she has been attending that certifies that the credits they earned at ESCC will be accepted as part of the student's academic program. The student is not required to file a transcript of previously earned credits at other postsecondary institution.

VI. PLACEMENT TESTING POLICY

All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours will be placed into the appropriate mathematics and english course based on placement criteria developed by the Alabama Community College System. In the 2018-2019 academic year, ESCC will join other community colleges in piloting new methods of student placement. This will result in new students' initial placement being evaluated in t possible ways, depending on the students time of registration. Transfer students must take a placement test prior to registering for English Composition or mathematics courses or have credit in math or English on their transcript. Placement test scores are valid for five years. Students may retake the placement test one time only. A fee of $8.00 per test retake is charged.

Acceptable SAT and ACT scores can be used as part of the placement process at ESCC. These scores are valid for five years following the test.

A. Reading Placement Policy

The Reading Placement Policy is displayed in the table below. Students are required to address reading deficiencies during their first semester of enrollment at ESCC. Students will not be allowed to enroll in certain science, fine arts, humanities, speech, business, or social science courses until they meet the passing criteria for the ENR 094 – Integrated Reading and Writing course.

ACCUPLACER Reading Comprehension	ACCUPLACER Placement Score Chart Placement
ENR 094A	0-34
ENR 094B	35-69
Exempt from Reading	70 or higher

B. English Placement Policy

The English Placement Policy is displayed in the table below. Entering students are required to address writing deficiencies during their first semester of enrollment at ESCC.

ACCUPLACER WritePlacer	ACCUPLACER Placement Score Chart Placement
ENR 094A	0-2
ENR 094B	3-4
ENG 101 English Composition	5 or higher

C. New English Placement Policy

Placement in an initial english course will be determined using a three step screening process dependent on ACT English score, high school GPA, English IV grade received in high school, and or results from the WritePlacer portion of the ACCUPLACER. The ultimate goal of this new placement policy is to place students in the highest course in which they can be successful. The table below illustrates the results needed to qualify for each level of English placement.

English Placement	Criteria Needed
ENG 101	• ACT English subscore of 18 or above, OR • High School GPA of 2.75 or higher AND A or B grade in English IV, OR • WritePlacer (Accuplacer) score of 5
ENG 101 & ENG 099	• ACT English subscore of 17, OR • High School GPA of 2.75 or higher AND C grade in English IV, OR • WritePlacer (Accuplacer) score of 4
ENR 098	• WritePlacer (Accuplacer) score of 3 or below

C. Mathematics Placement Policy

Placement in an initial math course will be determined using a three step screening process dependent on ACT Mathematics score, high school GPA, Algebra II grade received in high school, and or results from the ACCUPLACER Elementary Algebra exam. The ultimate goal of this new placement policy is to place students in the highest course in which they can be successful. Based on placement, a student may be required to register for math courses which are paired with an additional 1 hour support course designed to increase students' likelihood to do well in the course. These support courses are denoted with an LS following the course code. The table below illustrates the results needed to qualify for each level of math placement. In the 2018-2019 academic year, ESCC will join other community colleges in piloting new methods of student math placement. For more information please contact the Student Success and Counseling Center.

Math Placement	Criteria Needed
Higher Math Courses	Students with an ACT Math subscore of 20 or higher may place into higher math courses depending on the highest math course completed in high school. See the chart below for details.
MTH 110 or MTH 112	Elementary Algebra (Accuplacer) score of 80-120
MTH 100 or MTH 110 & MTH 109LS or MTH 112 & MTH 111LS	ACT Math subscore of 18-19, OR High School GPA of 2.75 or higher AND A or B grade in Algebra II
MTH 100	Elementary Algebra (Accuplacer) score of 60-79
MTH 100 & MTH	ACT Math subscore of 17, OR
099LS	High School GPA of 2.75 or higher AND C grade in Algebra II, OR Elementary Algebra (Accuplacer) score of 50-59
MTH 098	Elementary Algebra (Accuplacer) score of 20-49

Math Placement Guidelines for ACT Math Subscores of 20 or higher

Students with an ACT math subscore of 20 or higher will be placed using the chart below. Placement will depend on a review of the student's high school transcript to determine the highest level of math successfully completed ("C" or higher).

Math Placement Guidelines for ACT Math Subscores of 20 or higher

Students with an ACT math subscore of 20 or higher will be placed using the chart below. Placement will depend on a review of the student's high school transcript to determine the highest level of math successfully completed ("C" or higher).

Highest Math Course (any year)	Course Placement
Algebra I	MTH 100 Intermediate College Algebra or MTH 246 Mathematics of Finance
Algebra II	MTH 110 Finite Math or MTH 112 Pre-Calculus Algebra or MTH 113 Pre-Calculus Trigonometry or MTH 115 Pre-Calculus Algebra & Trig or MTH 231 Math for Elem Ed Teacher I or MTH 232 Math for Elem Ed Teacher II or MTH 265 Elementary Statistics
Pre- Calculus	MTH 113 Pre-Calculus Trigonometry or MTH 115 Pre-Calculus Algebra & Trig or MTH 120 Calculus and Its Applications or MTH 125 Calculus I
Calculus	MTH 120 Calculus and Its Applications or MTH 125 Calculus I

Student must consult the current College Catalog and Student Handbook in order to determine the appropriate math level in the A.A.S. degree program. Students who successfully complete the starting math level may progress to the next math course as required by their major. Students who earn a "D" or "F" grade in their math course are required to retake that class before progressing to the next course in the sequence.

D. Exemptions

Any student scoring **510** or higher on the SAT Evidence Based Reading and Writing section or a **25** or higher test score on the SAT Writing and Language or **18** or above on the ACT English within five years of enrollment is exempt from the English assessment requirement.

Any student scoring a **510** or higher on the SAT Evidence Based Reading and Writing section or a **26** or higher test score on the SAT Reading or **20** or above on the ACT Reading within five years of enrollment is exempt from the reading assessment requirement.

Any student scoring a **510** section score or higher on the SAT Math or **25.5** test score or higher on the SAT Math or **20** or above on the ACT Math within five years of enrollment is exempt from the math assessment requirement.

E. Advanced Placement

All Alabama community colleges will accept a score of three (3) or higher on the Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test. Additional Advanced Placement Credit in a single subject area may be awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals. A maximum of twenty (20) semester hours may be awarded for Advanced Placement by the state's community colleges.

VII. ACCELERATED HIGH SCHOOL STUDENTS

Students are eligible for early admission if they desire to take courses for college credit only if they meet all of the following criteria:

a. Successful completion of the 10th grade;

b. Completion of an Application for Accelerated Credit and the Statement of Eligibility for Accelerated High School Students signed by the principal certifying that students have a minimum cumulative B average (3.0) and recommending that they be admitted under this policy;

c. Enrollment only in postsecondary courses for which high school pre-requisites have been completed (for example, students may not take English Composition until all required high school English courses have been completed). High school students must have either the appropriate ACT or ACCUPLACER exam scores to place into eligible courses.

Students may enroll in academic and career and technical courses in accordance with guidelines of The Alabama Community College System.

Exceptions may be granted by the Chancellor of The Alabama College System for students documented as gifted according to standards included in the Alabama Administrative Code 290-8-9.12. Exceptions apply only to requirements A and C.

Accelerated high school students who later enroll as regular students at Enterprise State Community College receive credit for hours earned under this accelerated high school program if the credits are applicable toward their degree program. Students attending other colleges, however, must request in writing or online through My ESCC that official transcripts be mailed to those institutions if they desire to receive credit earned through this program. **College credit earned through this program may not substitute for high school credit.**

VIII. DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

Dual enrollment program allow eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing college courses while in the Dual Enrollment Program will receive both high school and college credit.

Colleges in the Alabama Community College System are authorized to establish dual enrollment/dual credit courses with local boards of education in the colleges' service area. Dual enrollment courses offered by postsecondary institutions shall be of collegiate quality and rigor. Students applying for dual enrollment must take the college placement tests (ACCUPLACER) unless exempt because of ACT or SAT scores. Students may enroll in academic and/or career technical credit courses for dual credit.

A. Tuition and Payment

Students in dual enrollment/dual credit courses must pay normal tuition as required by the institution. Tuition may be provided by alternative resources, including funds provided by state and federal workforce development agencies, tuition assistance for employee dependents as defined in State Board of Education Policy 612.02, and scholarship programs as outlined by the specific system institution. **If alternative resources are used to pay tuition and/or related expenses, there is no implication that the resources will be available beyond the current term of course enrollment.**

B. Student Eligibility for Dual Enrollment/Dual Credit

Students are eligible for Dual Enrollment/Dual Credit if they meet all of the following criteria:

1. Student must meet the entrance requirement established by the Alabama Community College System institution (801.01: Admission: General).
2. Student must have a minimum cumulative 2.5 (unweighted) grade point average (GPA) in completed high school courses (students may enroll in career/technical courses with a minimum 2.0 GPA).
3. Completion of a Dual Enrollment Application Packet.
4. Student must meet applicable pre-requisites before participating in dual enrollment courses.
5. Student must meet placement testing and scores required by the college.
6. Student must be in grades 10, 11, or 12 or an exception may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12. .

C. Course Eligibility

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

D. Students Not Attending Public School

This policy and these guidelines are also intended to apply to students who are not attending public school, but who are enrolled in private school or church school pursuant 16-28-1 of the Code of Alabama, or who are receiving instruction from a private tutor pursuant 16-28-5 of the Code of Alabama. Student eligibility must be certified by the appropriate official at the private school or church school or by the private tutor. A dual enrollment agreement must be developed between the college and participating private schools, church schools, or private tutors according to State Board of Education guidelines.

E. Enrollment Limitations

Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the local School Board.

F. Other Provision

1. Dual Credit/Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach a college course will be designated as an adjunct faculty member of the college, and therefore must meet the credentialing requirements of the State Board of Education and other accrediting agencies. Faculty must be under the ultimate control and supervision of the college. The college must provide for faculty orientation, supervision, and evaluation. Documentation of appropriate instructor credentials which meet or exceed accrediting agencies must be on file at the college. College faculty credentials shall

be provided to the local school board of education as needed to meet credential standards of accrediting agencies.

2. The college shall be responsible for the compensation of faculty, in accordance with State Board of Education and college policy.

3. Three semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject.

4. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcripted with the appropriate statement at the postsecondary level indicating dual enrollment credit.

5. Payment of the current rate of tuition and fees per credit hour, textbooks and materials is the responsibility of the student unless other resources are available. Full payment of tuition must be completed by the first day of class. School boards will be notified of any unpaid tuition and fees prior to the start of classes.

6. Students are responsible for knowing policies relative to dual enrollment of colleges/universities to which they plan to transfer credit. The college reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc).

7. Transportation for any student receiving instruction at any facility other than a school campus of the local school board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the college and the local school board.

IX. ADMISSION OF NON-CITIZENS/INTERNATIONAL STUDENTS

Individuals who are not citizens of the United States and who require an I-20 form must use the following procedure for admission to ESCC. Students must complete the application process at least 30 days prior to the beginning of the semester for which enrollment is sought. The application process includes these requirements:

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

B. A certified original evaluated and translated copy of the high school and/or college transcript (translations must be completed by an organization affiliated with The National Association of Credential Evaluation Services; see www.naces.org for information). Request English translated copy be mailed to: Office of Admissions, Enterprise State Community College, P.O. Box 1300, Enterprise, AL 36331-1300.

C. Request an official transcript showing a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computer version of the test be mailed to the above ESCC address.

D. Provide the Office of Admissions with a signed notarized statement declaring that the student will be fully responsible for their financial obligations while attending Enterprise State Community College.

E. Purchase and verify accident and health insurance policies which include repatriation expenses, which must be maintained during enrollment.

F. Secure private housing as Enterprise State Community College does not provide dormitory facilities.

G. Present a current and valid passport and visa, or other official documentation to verify lawful presence.

H. Present a medical health history with proof of vaccinations.

I. Pay the out-of-state tuition fee if not a military spouse or family member.

J. Pay I-901 Student and Exchange Visitor Information System (SEVIS) fee.

K. Request and receive from Enterprise State Community College the I-20 form when all admission requirements have been completed. Notes:

1. The I-20 form will not be issued to transient or part-time students.

2. Any and all elements of Enterprise State Community College admission requirements are subject to change without prior notice.

X. SPECIAL STUDENTS

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

XI. ADMISSION PROCEDURES

Apply online at www.escc.edu. Paper applications are available from the Admissions Office at any ESCC location if needed. In-state residency forms are required for all students; additionally, all students except those registering for continuing education/ community service courses must comply with the identification documentation requirement and selective service policy when applicable.

A. Students Entering College for the First Time

1. Complete an application for admission.
2. Provide the Admissions Office with either an official high school transcript showing date of graduation or GED (High School Equivalency) Certificate along with other documentation as required by the Admissions Office.

B. Accelerated High School Students

1. Complete an Application for Accelerated and Dual Enrollment and the Statement of Eligibility for Accelerated High School.
2. Furnish appropriate forms signed by principal to the Dual Enrollment Office.
3. Provide Dual Enrollment Office with official high school transcript.

C. Dual Enrollment Students (for students participating in approved dual enrollment courses as provided by contract between the local school system and ESCC)

1. Complete a Dual Enrollment Application Packet.
2. Furnish all appropriate forms signed by high school counselor to the Dual Enrollment Office.
3. Provide Dual Enrollment Office with all required official documentation.

D. **Transfer Students**

1. Complete application for admission.

2. Request official transcripts be mailed directly to the Admissions Office from all colleges and universities previously attended. (Students with a baccalaureate degree will be required to submit only the transcript from the degree awarding institution.)

E. Transient Students

1. Complete application for admission.
2. Request an official Transient Student Permission Form be mailed directly to the Admissions Office from host institution.

F. Re-admission Students

1. With the exception of summer semester, an application for re-admission is required when missing any consecutive semester or attending any other institution.
2. Request an official transcript be mailed directly to the Admissions Office from previously attended institutions.

G. Students Entering Continuing Education, Non-credit Training, and Community Services Courses (Seminars, Workshops, and Short Courses)

Students who plan to register only for these courses need not apply for regular college admission. The Continuing Education Unit (CEU), if applicable, is given based on requirements established by the particular course.

XII. ADMISSION TO COURSE, RE-ADMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS

For a face-to-face class, a no-show student is one who has never physically attended a class session before the attendance verification deadline. For an online course, a "No-Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon of the fifth calendar day of each semester. Logging in to the course or sending an E-mail is not considered active participation.

A. Admission to Course After Final Day of Drop/Add

1. Students who are not in the "registered" status for classes at the end of the drop/add period shall be dropped from enrollment.

2. Students who are not registered for classes (including those in preregistered status) will not be admitted into a course after the drop/add period has ended until they are registered and been approved for admission by the Dean of Instruction. Admission to a course after the drop/add period will not be approved by the Dean of Instruction except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.

3. To facilitate this request the student must obtain a drop/add form from the Registrar's office. For approval, the drop/ add form must be signed by the instructor and the Dean of Instruction and returned to the Registrar's office; a copy shall be submitted to the course instructor. It is the student's responsibility to check the status of his or her admission request with the instructor.

4. This policy does not apply to data entry errors.

B. Readmission to Course for Students Reported as No-Shows

1. If a student reported as a no-show during the attendance verification period seeks readmission into a course, the instructor must indicate his or her support for re-admission on the no-show cancellation form.
2. The student is responsible for obtaining a no-show cancellation form from the Registrar's office and submitting the form to the instructor. The instructor is responsible for submitting the completed no-show cancellation form to the Dean of Instruction no more than ten calendar days after the final day of attendance verification for the semester. Readmission must be approved by the Dean of Instruction. The Dean of Instruction is responsible for returning the no-show cancellation form to the Registrar's Office and submitting a copy of the form to the instructor. It is the student's responsibility to check the status of his or her readmission request with the instructor.
3. Students who are reported as no-shows during the attendance verification period will not be readmitted to the class except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment, incorrectly reported as a no-show). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
4. A no-show student must be in the "registered" status to be re-admitted to classes.
5. This policy does not apply to data entry errors.

TUITION & FEES

Tuition and fees are established by the Alabama Community College System Board of Trustees. SBT reserves the right to make changes to the tuition and fees as deemed necessary. Each student pays the applicable tuition rate, Bond Surety Fee, Special Building Fee, and the Technology Fee. The Facility Renewal Fee is charged for classes on all campuses and sites. Tuition and fees include the following:

I. TUITION: In-State Tuition: $117.00 per credit hour. Out-of-State Tuition: $234.00 per credit hour. Residency status is determined upon admission to the College.

II. FEES: A. Bond Surety Fee: $1 per credit hour. **B**. Special Building Fee: $10 per credit hour. **C.** Technology Fee: $9 per credit hour. **D**. Facility Renewal Fee: $9 per credit hour. **E.** Aviation Fee: $35 per credit hour for Airframe Technology (AMT)/ Powerplant (AMP) classes.

III. OTHER FEES

A. Administrative Withdrawal Fee: An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal with the period beginning the first day through the end of the third week of class. The total amount charged for this service will not exceed $100.

B. Continuing Education and Special Interest Course Fees: The fees vary according to the nature and length of the course.

C. Collection Fee/Express Prior Consent to Contact: Any outstanding charges are subject to be sent to a collection agency if not paid within a specified period of time. Once submitted to the collection agency, the student will be assessed a fee as a legal and lawful debt and agrees to pay said fee, including any and all costs of collections of 33.33%, also any attorney fees and court costs if applicable. The student waives his/her rights now and forever to be exempt under the laws of the State of Alabama and any other State. The student gives ESCC, its employees and/or any agent acting on behalf of the College "expressed prior consent" to contact them at any/all telephone numbers, including cellular telephone numbers (telephone calls or text messages), for the purpose of payment.

D. Distance Learning Fees: Students may incur fees related to test proctoring.

E. Returned Check Fee: A fee of $30 is charged for each worthless check issued to the College. Failure to pay for the returned check and the fee will result in grades and transcripts being held and future enrollment will be denied. A returned check if not recovered in the specified time period will be subject to collection through the Worthless Check Unit of the District Attorney's Office.

F. Parking Fines: A fee of $15 is charged for parking illegally on the campus/site and/or not having the appropriate parking tag Parking tag are available on any campus/site in the Administrative or Student Services area each term. The replacement cost if lost is $5.00 per tag

G. Placement Testing Fee: A fee of $8 is charged to ESCC students to retake any part of the ACCUPLACER/ Placement test. A fee of $16 is charged to non-ESCC students to take any part of the ACCUPLACER/Placement Test.

H. Proctor Testing Fee: A fee of $35 per test is charged for non-ESCC students.

I. Audit Fee: The cost of auditing a course is the regular tuition and fees for the course.

REFUND POLICIES

TUITION, FACILITIES, RENEWAL, AND TECHNOLOGY FEE REFUNDS

Time Limit For Complete Withdrawal. No refunds will be made after the first three weeks of any given semester. 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:

A. A 75% refund* is given with complete withdrawal during the first week of classes.

B. A 50% refund* is given with complete withdrawal during the second week of classes.

C. A 25% refund* is given with complete withdrawal during the third week of classes.

D. No refund is given with complete withdrawal during or after the fourth week of classes.

*An administrative fee not to exceed five percent of tuition and other institutional charges shall be assessed

for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. Enterprise State Community College shall comply with federal and state regulations relative to refund of tuition and fees.

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.

FINANCIAL AID

I. GENERAL INFORMATION

Enterprise State Community 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. ESCC encourages all students to apply for financial aid. Students can visit the ESCC Financial Aid web site at www.escc.edu/admissions/financial-aid-admissions/.

The financial aid programs available at ESCC are funded by the federal government, the State of Alabama, Enterprise State Community College, and individual donors to the College.

The primary document used to determine eligibility for financial aid is the Free Application for Federal Student Aid, or FAFSA. The ESCC Federal School code is 001015 for all locations. The majority of the financial aid funding at ESCC is 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.

II. ELIGIBILITY

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

A. be admitted to ESCC as a regular student in a degree or certificate program;
B. be a citizen of the United States or an eligible noncitizen;
C. be enrolled at ESCC at least as a half-time student for most programs (minimum of six semester hours);
D. be registered with the Selective Service, if required;
E. maintain satisfactory academic progress as defined elsewhere in this section of the College Catalog and Student Handbook;
F. not be in default on a federal student loan or owe a repayment on a federal grant

III. FINANCIAL AID PROGRAMS AVAILABLE AT ENTERPRISE STATE COMMUNITY COLLEGE

A. Federal Pell Grant

This federal student financial aid program is the foundation upon which most financial aid packages are based. Annual award amounts vary according to student enrollment status and payment schedules provided by the U.S. Department of Education. Federal Pell Grants do not have to be repaid except in cases involving a student's complete withdrawal from ESCC before attending at least 60% of a given term. Students are paid only after all required documents are received, reviewed, and approved by the Financial Aid Office staff.

Federal Pell Grant payments are prorated according to the number of hours a student takes each semester.

1. Students receive 50% of award when taking 6-8 semester hours.
2. Students receive 75% of award when taking 9-11 semester hours.
3. Students receive 100% of award when taking 12 or more semester hours.

Students at ESCC are paid according to the number of credit hours in which they are enrolled as of the end of the College's official drop/add period. Students taking fewer than six hours may not be eligible to receive Federal Pell Grant benefits. Students will not receive financial aid for any classes taken outside their program of study.

B. Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is similar to the Federal Pell Grant in that it also does not have to be repaid except in cases involving a student's complete withdrawal from ESCC before attending at least 60% of a given term. FSEOG funds are extremely limited and are distributed to the neediest students based on the student's expected family contribution (EFC). Students are paid once per semester. There is no special application for these funds; completion of the FAFSA is all that is required to apply for FSEOG.

C. Federal Work-Study (FWS)

FWS provides jobs for qualified students who have financial need and who desire to earn part of their educational expenses. FWS awards vary widely. FWS students are allowed to work up to 20 hours per week if they qualify. Currently, student workers are paid $7.79 per hour and are paid once per month, on the last working day of the month. FWS wage rates are subject to change. Students interested in applying for FWS should indicate their interest on the FAFSA.

D. Alabama Student Assistance Program (ASAP)

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

E. The William D. Ford Federal Direct Loan Program (DL)

Federal Direct and Federal Direct PLUS loans (for parents of undergraduate students) are low-interest loans made available by the federal government to help students and parents fund the cost of higher education at approved postsecondary institutions. Entrance interview requirements and much more information on DL is available at http://studentloans.gov.

Students are urged to consider borrowing only as a last resort and to borrow no more than is absolutely necessary. Students interested in DL should contact the Financial Aid Office or go to the Financial Aid Forms link at www.escc.edu for a loan certification form.

IV. FINANCIAL AID APPLICATION CHECKLIST

This is a checklist for students applying for all types of federal financial aid (Pell Grants, Federal Work/Study, and Direct Loans) at ESCC. Failure to follow this process will delay our ability to process your financial aid application!

A. Apply for admission to ESCC by visiting www.escc.edu. You must provide ESCC Admissions with an official transcript from your high school and each college you attended prior to coming to ESCC. "Unofficial" or faxed transcripts will not suffice. Your aid application will not be considered until all official transcripts and supporting documents are received and reviewed by Financial Aid Staff.

B. Obtain a Federal Student Aid ID. Your FSAID will allow you to electronically sign financial aid applications and federal loan promissory notes. Parents of dependent students must secure their own FSAID. Students and parents must apply for an FSAID online at fsaid.ed.gov.

C. Complete the Free Application for Federal Student Aid (FAFSA) online by visiting www.fafsa.ed.gov. When completing the FAFSA, please list the ESCC school code (001015).

D. If possible, use the IRS Data Retrieval Tool within the FAFSA to provide your federal income tax return data. You should also use the Data Retrieval Tool to provide your parents' income tax return data if it is requested.

E. Complete any additional forms requested by ESCC Financial Aid and submit them as soon as possible according to the instructions you receive via email from the Financial Aid staff. If you have questions, please contact the Enterprise Campus Financial Aid Office at (334) 347-2623, extension 2214. If you are asked to fax a document, the Enterprise FAO fax number is 334-347-0191.

F. In some cases, you may be required to submit an IRS tax return transcript. If you receive such a request from our office, there are three ways you can request this document. These methods generally do not require a fee.

1. Online: Go to www.irs.gov. A paper transcript will be mailed to the requestor within five to ten days. Please sign the transcript and submit it to our office by mail or FAX.
2. Telephone: Call (800) 908-9946. A paper transcript will be mailed to the requestor within five to ten days. Please sign the transcript and submit it to our office by mail or FAX.
3. IRS Form 4506-EZ: A paper transcript will be mailed to the requestor within five to ten days. Please sign the transcript and submit it to our office by mail or FAX.

G. If you wish to apply for a student loan, complete an ESCC Direct Loan Certification form, following the directions on the back of the form. Submit the completed form to your FAO.

What Happens Next? We will review your application information, and if necessary, request additional documentation to verify what you have provided. Once we receive and review all of your information, an official award showing your financial aid eligibility will be created, and we will mail you an award letter. This information will also be made available to you online in the Student Information Center at https://grace.escc.edu/cgi-bin/fslogin.mbr/login. Make sure that you continue to check your Student Information Center for additional information and for required items needed that may have been added.

If you have been notified that you are ineligible for financial aid, you may file an appeal of your status. Appeals must be filed at least 30 days before the beginning of the next term. Appeals filed later than 30 days before the start of the next term will not be considered until several weeks into the new term.

V. VERIFICATION REQUIREMENTS

Federal regulations require the verification of adjusted gross income, taxes paid, household size, untaxed income, and other items for selected financial aid recipients at ESCC. If the student's application is selected for verification, ESCC may require the student (and possibly, the parent(s)) provide a copy of their federal income tax transcript(s) from the Internal Revenue Service, as well as other financial documents. These documents must then be provided to the ESCC Financial Aid Office. ESCC must receive all requested documentation before processing the application. All parents and students are urged to retain copies of these records.

VI. REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All ESCC students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan, or Alabama Student Assistance Program are required to make satisfactory academic progress (SAP) toward the goal of completing their chosen degree or certificate program within a specified time frame. All federal financial aid recipients will be subject to the policies listed in this section.

According to 34 CFR 668.16 (e), there are two major components of satisfactory academic progress: the qualitative component (cumulative GPA) and the quantitative component (time frame for completion).

A. Qualitative Requirement (Cumulative GPA)—All students receiving Title IV federal financial aid are required to meet the same Standards of Academic Progress applicable to all ESCC students. Each student is required to meet or exceed the following minimum cumulative GPAs based upon total hours attempted at ESCC:

Semester Credit Hours Attempted	Cumulative GPA
12-21	1.50
22-32	1.75
33 or more	2.00

B. Quantitative Requirement (Time frame for Completion)—Each student receiving aid will be expected to complete his/her program of study within a period of time not to exceed 1.5 times the normal length of his/her program. Students must successfully complete two-thirds of all hours attempted in order to complete a program of study within the time allowed. Students enrolled in the Associate of Arts, the Associate of Science, and the Associate of Applied Science degree programs may receive federal financial aid for a maximum of 96 semester hours attempted. Credits transferred into a program of study will be counted toward the maximum number of hours attempted.

C. Return of Title IV Funds (Complete Withdrawals)—According to 34 CFR 668.22, if a financial aid recipient completely withdraws from classes prior to completing 60% of a given term, he/she is required to repay all unearned federal financial aid funds. The repayment will not exceed more than half of any grant funds received, and each student who owes a repayment will be notified in writing by the ESCC Business Office of the requirement to repay Title IV funds. The student will then have 45 days to repay or to make satisfactory arrangements to repay the funds. The failure of a student to repay unearned Title IV funds or make satisfactory arrangements within the 45 day period will be reported to the National Student Loan Database System (NSLDS). This action will result in the termination of eligibility for federal financial aid at any institution, not just at ESCC. WE STRONGLY ENCOURAGE ALL STUDENTS CONSIDERING A COMPLETE WITHDRAWAL TO DISCUSS THE DECISION WITH A MEMBER OF THE FINANCIAL AID STAFF BEFORE WITHDRAWING FROM ESCC.

If a student completely withdraws after completing 60% of the term, no refund is required as the student is considered to have earned 100% of the financial aid awarded for the term. Withdrawals will reduce the student's ability to complete the required two-thirds of all hours attempted, however. See the requirements in section B above.

D. Remedial Coursework—Students are eligible to receive Title IV federal financial aid for up to 30 semester hours of developmental coursework. Students will not be eligible for financial aid for any remedial courses in excess of the 30 semester hour limit.

E. Appeals Process—A student who loses his/her eligibility for financial aid because he/she failed to meet SAP requirements (see A and B above), may appeal the suspension of aid eligibility by submitting a SAP Appeal form at least 30 days before the start of the semester for which the student is trying to establish eligibility. An appeal received after this deadline will be considered for the next term.

The student must indicate the term for which he/she is seeking reinstatement of aid, and the reason/s the student initially failed to make satisfactory academic progress. Appropriate documentation of the circumstance(s) associated with the appeal is required in most cases.

All appeals are reviewed by a committee made up of Financial Aid staff and other College personnel. If the appeal is approved by the Appeal Committee, the student is placed on a probationary or term-by-term status to give the student an opportunity to reestablish eligibility for aid while continuing to receive assistance. The student is required to pass all courses attempted during the probationary period with a 2.0 GPA or better. Failure to do so will result in the loss of aid for subsequent terms.

Submission of an appeal does not guarantee reinstatement of aid eligibility.

F. Attendance Policy—Students are expected to attend all classes for which they are registered. Students are

not eligible to receive financial aid for classes they never attend or for audited classes. ESCC instructors are responsible for reporting (at the end of the drop/add period) the names of all students who never attend a given class. The Registrar then removes these "no-shows" from those classes they never attended.

G. Refund Policy—The College's Refund Policy may be found in the section of the ESCC Catalog and Student Handbook which deals with tuition and fees.

VII. EVALUATION OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Student academic progress will be evaluated at the beginning of each academic year, prior to aid approval. If a student fails to maintain the required GPA or fails to successfully complete the required two-thirds of the hours attempted in the previous year, he/ she will have failed to make satisfactory academic progress and will not be awarded aid for the succeeding year. These students will be ineligible to receive additional financial aid until such time as their cumulative GPA and/or hours completed comply with the established SAP standards listed above or until they successfully appeal the suspension of their financial aid eligibility.

VIII. VETERANS' BENEFITS

The federal government and the state of Alabama have programs which provide financial assistance to veterans and their dependents. Enterprise State Community 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. Veterans' Administration educational benefits forms are available at all ESCC locations.

A. Alabama G.I. Dependents' Scholarship Program

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 dependents of permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other benefits may be available to eligible dependents of former prisoners of war (POWs), those declared missing in action (MIAs), and those who died in service.

Maximum educational benefits include free tuition and required textbooks, excluding non-credit and/or remedial courses, for five standard academic years, or a prescribed technical course at any state-supported junior or community college, university, or technical school. Only certain fees are covered. Students approved for this benefit after July 31, 2017 are required to have a FAFSA application on file.

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, students should contact the nearest Veterans' Affairs Office located in each county or write the Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 36102-1509.

B. 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 1-888-442-4551 (1-888-GIBILL1).

C. Veterans Educational Assistance Program (Chapter 32)

To apply for benefits through the Veterans Educational Assistance Program, veterans with service beginning on or after January 1, 1977, through June 30, 1985, must provide the following items to apply for these benefits:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, for transfer students, a completed Request for Change of Program (Form 22-1995),
2. DD 214 (Separation Papers), and
3. official transcripts from any colleges or military service schools previously attended (submitted to the Office of Admissions).

D. Montgomery G.I. Bill—Active Duty Educational Assistance Program (Chapter 30)

Certain veterans with an "Honorable" discharge and active duty servicemembers may qualify for the Montgomery G.I. Bill. Veterans applying for this program must provide the following items:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, for transfer students, a completed Request for Change of Program (Form 22-1995),
2. DD 214 (Separation Papers)—not required for active duty servicemembers, and
3. official transcripts from any colleges or military service schools previously attended (submitted to Office of Admissions).

E. Montgomery G.I. Bill—Selected Reserve/National Guard Educational Assistance Program (Chapter 1606)

Members of the Selected Reserve or National Guard who enlist, reenlist, or extend an enlistment in Selected Reserve or National Guard 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 1606. Students under this program must provide the following:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, or for transfer students a completed Request for Change of Program/Place of Training (Form 22-1995)
2. DD 2384 (Notice of Basic Eligibility) completed by National Guard or Reserve unit, and
3. official transcripts from any colleges or military service schools previously attended (submitted to Office of Admissions).

F. Montgomery GI Bill Reserve Educational Assistance Program (REAP) Chapter 1607

A member of a reserve component who serves on active duty on or after September 11, 2001, under Title

10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more is eligible for Chapter 1607. National Guard members are also eligible if their active duty is under section 502(f), Title 32 U.S.C., and is supported by federal funds and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. The Department of Defense will fully identify contingency operations that qualify for benefits under Chapter 1607.

Students under this program must provide the following:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, or for transfer students a completed Request for Change of Program/Place of Training (Form 22-1995),
2. DD2384 (Notice of Basic Eligibility) completed by Guard or Reserve Unit,
3. DD214 (Separation Papers),
4. official transcripts from any colleges or military service schools previously attended (submitted to Office of Admission).

G. Vocational Rehabilitation and Employment (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' Affairs Office or the regional Veterans' Affairs Office at 1-800-827-1000.

H. Post 9/11 G.I. Bill (Chapter 33)

The Post 9/11 GI Bill is an education benefit program for individuals who served on active duty on or after September 11, 2001. Veterans and dependents under this program must provide the following items to the Enterprise State Community College VA Office:

1. Certificate of Eligibility as issued by the Department of Veterans' Affairs, and
2. official transcripts from any colleges or military service schools previously attended (submitted to the Office of Admissions).
3. DD214 (separation papers)

For detailed eligibility and application information, visit the Veterans' Affairs website at www.gibill.va.gov, or call toll free at 1-888-442-4551 (1-888-GIBILL1).

I. Survivors' and Dependents' Educational Assistance Program (Chapter 35)

This program provides benefits for the education of dependent sons, daughters, and spouses of the following individuals:

1. veterans who died or are permanently and totally disabled as the result of a service-connected

disability arising out of active service in the Armed Forces,

2. veterans who died from any cause while such service-connected disability was in existence,
3. service persons missing in action or captured in the line of duty by a hostile force, or
4. service persons forcibly detained or interned in the line of duty by a foreign government or power.

Eligible dependents under this program must provide the following items:

1. completed VA form 22-5490, Application for Survivors' and Dependents' Educational Assistance, or for transfer students a Change of Program/Place of Training (Form 22-5495), and
2. official transcripts from any colleges or military service schools previously attended (submitted to the Admissions Office).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

IX. REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

To retain eligibility for veterans' benefits, all veterans must meet the same standards of student progress applicable to all students at the institution. (See STANDARDS OF PROGRESS POLICY in this Catalog for complete standards).

*Any complaint against the College should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

X. CERTIFICATION OF VETERANS

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

A. Certification will be granted for only those courses which are applicable to the declared program of study. Any deviation from this list of courses must be approved in writing. Veterans must have all military or transfer credits evaluated by the end of their first semester at ESCC and must then furnish the VA Office with a copy of the updated program sheet from the ESCC Counseling Office. 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 Associate Dean of Students.

B. Courses which meet for only a portion of the semester (Friday and Saturday seminars, one- or two-week computer or business courses and mini-sessions 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 if they have any questions regarding these special calendar classes.

C. 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 ACCUPLACER test results; however, online remedial courses cannot be certified by VA.

D. Veterans must be recertified for educational benefits when they re-enter college after an interruption of their educational program. **THIS RECERTIFICATION MUST BE INITIATED BY THE VETERAN.**

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 COMMUNITY COLLEGE.

For additional information about the full range of veterans' programs available through the Veterans' Administration, contact the Veterans' Administration Regional Office, P.O. Box 8888, Muskogee, OK 74402-8888 or the Veterans' Affairs Office at Enterprise State Community College.

XI. TUITION ASSISTANCE (TA)

Tuition Assistance (TA) is a Department of Defense (DOD) program, and can be accessed at www.goarmyed.com. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows soldiers to manage their education records including college classes, testing, on-duty classes, and Army Education Counselor support.

TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

The TA program provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in GoArmyEd and are accredited by accrediting agencies that are recognized by the U.S. Department of Education. All eligible soldiers will request TA through GoArmyEd. Non-Army servicemembers must obtain TA through their branch of service.

Tuition Assistance Procedures

- Soldiers must request TA through www.GoArmyEd.com prior to the course start date or before the school's late registration period. TA is requested on a course-by-course basis.
- GoArmyEd will notify the soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the soldier of the reason and next steps.
- All drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class will be required to pay TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.
- Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander's signature. However, by signing this document they agree to the terms of the TA SOU. Soldiers in the rank of E6 or below must have their commander's signature. GoArmyEd will send a notice to students 90 days before the due date.

XII. MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS PROGRAM

The Military Spouse Career Advancement Accounts (MyCAA) program is an employment assistance program that provides up to $4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or an associate degree in a portable career field and occupation. MyCAA, a component of the Department of Defense's (DOD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications, or associate degrees (excluding associate degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth portable career fields and occupations. Interested students should refer to the following website for more information: https://aiportal.acc. af.mil/mycaa/Default.aspx.

XIII. ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

The State of Alabama offers this assistance to an Alabama National Guard Educational Assistance Program applicant who is (1) a resident of Alabama and (2) designated to be an eligible student enrolled in or accepted for enrollment in an eligible program at an eligible institution. The assistance is awarded to the student to defray direct education-related expenses: tuition, mandatory fees, books, and supplies, not to exceed $500 per term and not more than $1,000 annually. **Certain restrictions apply.**

XIV. ESCC SCHOLARSHIPS

A. Presidential, Academic, Career, and Technical

The College offers a variety of scholarships to students entering the College directly from high school as well as to those returning to college. Criteria for these scholarships vary, but generally include an emphasis on academic performance and/or field of study.

Presidential Scholarships are reserved for valedictorians and salutatorians of high schools in the ESCC service area. Academic Scholarships are awarded to students who plan to receive an A.A. or A.S. degree from ESCC and/or transfer to a four-year institution to pursue a bachelor's degree. High school students must be ranked in the top 25% of their graduating class. Current and past ESCC students must have completed at least 12 semester credit hours at ESCC and have earned at least a cumulative 3.0 GPA.

Career and Technical Scholarships are awarded to students who plan a career in one of the career or technical fields of study offered at ESCC. Students must have at least an 80 average in their high school grades or have passed the GED test. Current and past ESCC students must have completed at least 12 semester credit hours at ESCC and have earned at least a Cumulative 3.0 GPA.

These scholarships may be awarded for up to two academic years, provided the recipient maintains the required

grade point average and completes the minimum required credit hours per semester. Scholarship renewal for the sophomore year is not automatic. Students who wish to renew their scholarships for a second year must reapply each year by March 1.

B. Fine Arts

Students talented in music, visual arts, and theatre are invited to apply and audition for a Fine Arts Scholarship. Enterprise State Community College offers scholarships for participation in the ESCC Concert Band, ESCC Concert Choir, Entertainers Show Choir, Theatre, and Visual Arts. These fine arts activities provide cultural enrichment for the College and surrounding communities.

Students must take a minimum of 12 credit hours and must maintain a cumulative grade point average of 2.5.

C. Leadership

ESCC offers leadership scholarships to a limited number of students who are interested in participating in student leadership organizations. Recipients are required to maintain at least a 2.50 cumulative GPA.

The ESCC Ambassadors are the official college student hosts and hostesses for the Enterprise campus, giving tours and serving in a multitude of capacities both on Enterprise campus and in the community at large.

D. Athletics

These scholarships are available for students attending classes at the Enterprise Campus only. Athletic scholarships in men's and women's basketball, men's baseball, and women's softball are awarded to students who demonstrate ability in these sports.

If awarded, these scholarships are for one year (renewable) and 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 meet eligibility requirements set by the NJCAA.

E. Senior Adults

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only (not fees). This scholarship can be used for transitional and credit courses. Scholarships are limited based on availability of space. Senior adults may receive the waiver only once per course.

F. General Education Diploma (GED)

All students who have successfully completed the GED test are entitled to enroll in one course at any Alabama Community College System institution free of charge up to 3 credit hours. To determine eligibility contact Adult Education on the Enterprise Campus at (334) 347-2623, ext. 2218.

The College also offers a Scholarship to the Adult Education student selected as Student of the Year. Adult Education Instructors may nominate outstanding students to the Director of Adult Education for consideration. This scholarship is awarded in May at the annual ESCC Adult Education Graduation Ceremony.

XV. THE ESCC FOUNDATION SCHOLARSHIPS

The Enterprise State Community 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 ESCC 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 Delano Anderson Scholarship—This scholarship was established by the late Delano Anderson and his wife Joann, their friends, and ESCC colleagues. Mr. Anderson was one of the first faculty members at Enterprise State Community College and served as a counselor and art instructor until his retirement in 1992. The scholarship award is based on the College's academic scholarship criteria.

The Dr. Mary D. Bauer Scholarship—This scholarship is given by Barbara and Terry Everett in honor of Dr. Mary D. Bauer, retired Dean of Community Services and Continuing Education at ESCC. The scholarship is awarded annually with priority given to a re- entry woman desiring to continue her education.

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 Community 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, retired English instructor at ESCC, 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 ESCC's academic scholarships.

The Dr. Emmett Thomas Brunson Scholarship—Two scholarships are awarded in memory of Dr. Emmett Thomas Brunson, a practicing physician in Enterprise until his death in 1982. Presented by Mrs. Jackie Brunson, and her children Emmett, Eric, and Beth, 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 ESCC's academic scholarships.

The Dr. and Mrs. Emmett Treadwell Brunson Scholarship—Two scholarships are awarded in memory of Dr. Emmett Treadwell Brunson and Mrs. Foy T. Brunson. Dr. Brunson practiced medicine in Geneva County for more than 50 years. Presented by 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 ESCC's academic scholarships.

The Jerry Brunson Memorial Scholarship—This scholarship was endowed by Mr. Brunson's wife Sara, his children and his many friends in memory of community leader Jerry Brunson. Mr. Brunson was a native of Coffee County, and his banking career spanned more than 40 years. He was a deacon of the First Baptist Church of Enterprise, a Rotarian, manager of the E.L. Gibson Foundation, and active in many other local civic organizations. He was a director of the ESCC Foundation and also served as secretary/treasurer. The scholarship is awarded annually to a graduate of a Coffee County high school who meets the same criteria as the College's academic scholarships. Furthermore, the recipient must provide evidence of participation in community service activities.

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 Scholarships—These scholarships, presented by Miss Gladys Clark, are awarded annually to graduates of a Coffee County high school. Miss Clark was the Coffee County Circuit Clerk for 36 years. In giving these scholarships, Miss Clark expressed her appreciation to the people of Coffee County for their devoted support during her years in office. The two scholarships are 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 Ross Cotter, Sr. Memorial Scholarship was given by Mr. and Mrs. Robin Earl Morgan in memory of Mrs. Morgan's father. Criteria are the same as for ESCC'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 ESCC student, and established by his family and friends. Charlie was a 1969 graduate of Samson High School, remembered as an outstanding basketball player. He is among the school's athletes who have earned All-American Honors. He also played at ESCC during the 1969-70 season
and later served in the Alabama National Guard as Chief Warrant Officer. The dedicated husband, father, business manager, and exceptional athlete died of cancer in 1985 at the age of 34. Criteria are the same as for ESCC'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 ESCC Foundation. Dr. Dobbs' 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 Chair of the Scholarship Committee along with a minimum of three artistic works for evaluation by the ESCC Scholarship Committee. A letter of recommendation from an instructor, preferably an art instructor, must also accompany the application.

The Fred D. Donaldson Memorial Scholarship—This scholarship was endowed by the Citizens Bank in memory of Fred D. Donaldson, a community leader and businessman. The scholarship is currently awarded to ESCC faculty and staff for professional development.

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 is awarded annually to a deserving student. The scholarship is based upon the same criteria as the College's academic scholarships.

The R. W. Dowling, Jr. and Family Scholarship—This scholarship was established by the Dowling family and is named in memory of R. W. and Elizabeth C. Dowling. This scholarship will be awarded annually to a student from the Coffee County area with a "C" average or above and who plans to major in the field of education with a "C" average or above.

The Edwards-Pridgen Memorial Scholarships—These scholarships are awarded annually to deserving honor students. These awards were the first endowments established at ESCC.

The Onna 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 scholarship is awarded by a committee at Enterprise High School.

The Bart J. Engram Memorial Scholarship—This scholarship was established in memory of Bart J. Engram by his children Bart, Jr., Sara, and Robert Engram. A native of New Brockton and a long time resident of Enterprise, Bart J. Engram had the opportunity to live, work, and study in numerous places, but he was always drawn back to Coffee County. An educator and banker, he played an active role in the civic, cultural, and religious life of the community. He took a special interest in the educational achievements of local students. The scholarship is awarded annually to a graduate of New Brockton High School. Priority is given to a student who meets the criteria for the College's academic scholarships.

The Elizabeth Henderson Engram Memorial Scholarship—This scholarship was established in memory of Elizabeth H. Engram by her husband, Bart J. Engram, and her children Bart, Jr., Sara, and Robert Engram. Elizabeth Henderson Engram was a native and longtime resident of Enterprise. An educator and homemaker, she had a strong interest in the cultural and religious life of the community and a keen sense of the value of education. The scholarship is awarded annually with priority given to a re-entry ESCC student who meets the criteria for the College's academic scholarships.

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 annually to a deserving student from Enterprise High School.

The Enterprise Rotary Club Scholarship—This scholarship was established by 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 Community College. This scholarship was established by her parents, Mr. and Mrs. Tom Fiems, her brother, Thomas, and many friends. Criteria are the same as ESCC's academic scholarships, and application is open to area female students.

The Ned F. Folmar Scholarship—This scholarship was established by friends and colleagues of Mr. Folmar, who was a founding partner in Pea River Timber Company, Inc. The recipient must be a student from Crenshaw, Coffee, or Pike County with preference given to a student majoring in forestry and secondary preference given to an applicant who plays baseball or softball.

The Rex L. and Sara H. Forehand Memorial Scholarships—These scholarships were established in memory of Mr. Rex L. Forehand, a prominent businessman of Enterprise, by his wife, Sara, and their three children, Mary Joe, Rex Lloyd, and James Arthur. The scholarships are based upon the same criteria as the College's academic scholarships.

The Thomas Gregory Fortune and Margaret Barnes Scholarships—The priority for these scholarships, given by Mr. Fortune, is to assist a student with physical disabilities or impairments or financial need and academic promise.

The Mamie Lois Fountain Memorial Scholarship—This scholarship is 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 B.F. and Gwendolyn Garth Scholarship—This scholarship was established by Enterprise community leaders B. F. and Gwendolyn Garth and was endowed by friends and former students of the outstanding educators. Mr. Garth was an educator for 42 years, serving as principal of Coppinville School for 35 years. He helped many young people prepare for postsecondary education and careers. Mrs. Garth was a teacher and counselor in Lee County, Elba, and Enterprise schools for 39 years and was an equally positive influence on the youth of these areas. The scholarship is awarded based on financial need and academic promise.

The Geneva County Retired Teachers and Support Personnel Scholarship—This scholarship was established by the members of the Geneva County Retired Teachers and Support Personnel Association. The scholarship is awarded annually to a deserving student from a Geneva County high school and based upon the same criteria as the College's academic scholarships.

The Geneva High School Class of 1957 Scholarship—This scholarship was established by the Geneva High School graduating class of 1957. The scholarship is awarded 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 Charlie Gibson Memorial Scholarship—This scholarship is named in memory of one of ESCC'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 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 ESCC. The scholarship is based upon the same criteria as the College's academic scholarships.

The Dr. E. L. Gibson Scholarship—This scholarship is awarded in memory of Dr. E. L. Gibson, a pioneer in medicine in Coffee County. Currently, this scholarship is awarded to faculty and staff for professional development.

The Dr. Herbert Gibson Scholarships—One of these scholarships is endowed by the E. L. Gibson Foundation in memory of Dr. Herbert Gibson, an outstanding physician in Coffee County. This scholarship is awarded annually to an academically promising student at Enterprise High School. Another scholarship is endowed by the Citizens Bank and is currently awarded to ESCC faculty and staff for professional development.

The Ronald W. Ginn Memorial Scholarship—This scholarship was established in memory of Ronald W. Ginn by Dr. Robert Verona. The criterion is financial need rather than academic performance.

The S. Mark Jordan Memorial Scholarship—This scholarship was established in memory of S. Mark Jordan, a practicing attorney in the city of Enterprise for twenty-six years. In the face of adversity caused by multiple sclerosis, Mr. Jordan overcame physical disabilities to continue as a productive citizen, attorney, husband, and father. The scholarship is based upon the same criteria as the College's academic scholarships with preference given to a person with physical disabilities or impairments.

The Dr. Faye Loftin Grimmer Scholarship—This scholarship is named in memory of one of ESCC'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 ESCC's academic scholarships.

The Randy and Darlene Halcomb Scholarship—This scholarship was established by alumni Randy and Darlene Halcomb. The scholarship is awarded based upon the same criteria as the College'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. The scholarship is awarded annually and based upon the same criteria as the College's academic scholarships.

The Neva W. Hughes Scholarship—This scholarship is named in memory of Mrs. Neva W. Hughes, mother of Dr. Mackie H. Jordan, former ESCC employee. The scholarship was given by Dick and Mackie Jordan, Mrs. Winnie G. Whaley (Mrs. Hughes' sister), and friends of Dr. 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 Dalbert and Rettie Lou Marsh Family Scholarship—These three scholarships are endowed by their children and friends to promote the education of outstanding students at the Enterprise Campus Site of Enterprise State Community College. These scholarships are to be awarded annually with priority given to a graduate of Enterprise High School who is also a resident of Coffee County, Alabama. The selection committee shall consider combined criteria of academic ability (minimum GPA of 3.0 or B average) and financial need.

The Roy Martin Memorial Scholarship—This scholarship is named in memory of Roy Martin, an Enterprise State Community College alumnus who was active in the ESCC 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 ESCC and was very active in student activities. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually.

The Mr. and Mrs. J. F. "Whitey" McArthur Scholarship—Whitey and Myrt are remembered as business owners and devoted parents from Marks, Mississippi. Their generosity and kindness touched many lives in their community. They were loved dearly by their friends and family until their respective deaths in 1999 and 1989. Dr. Scot McArthur of Enterprise, Alabama, is the youngest of their three children. 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 Military Scholarship—This scholarship was established for dependents of military personnel by the members of the military, the retired military association, and others.

The Dr. William L. Mitchell Nursing Scholarship—This scholarship is endowed by the E. L. Gibson Foundation in memory of Dr. Mitchell, a long-time Enterprise physician and member of the Gibson Foundation Board of Directors. The scholarship is awarded annually to a transfer student leaving Enterprise State Community College (Enterprise Campus) to attend an accredited nursing school in the region. The award is based on scholarship, financial need, character, and demonstrated commitment to the nursing profession.

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.

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 is awarded annually to a graduate of Enterprise High School.

The Regions 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 a student who plans to enter the field of business and finance and meets the criteria for the College's academic scholarships.

The Colonel Jerry Sage Memorial Scholarship—This scholarship was established by the Enterprise Civitian Club and the family of Colonel Sage in his memory. Colonel Sage was an American hero, a teacher, a writer, a lecturer, a devoted Christian, and a loyal Civitian. Criteria are the same as for ESCC's academic scholarships with preference given to a student planning to major in education and demonstrating financial need.

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. Criteria are the same as for ESCC's academic scholarships and is awarded annually.

The Robbie Sessions Memorial Scholarship—Established by Mrs. Robbie Sessions, this scholarship is awarded annually to a student who plans to enter the field of business and meets the criteria for the College'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 G. W. 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 48 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.

The Wayne Farms, Inc. Scholarships—These two scholarships are presented by Wayne Farms, Inc. for their employees and their dependents and contract growers and their dependents. The criteria are the same as ESCC's academic scholarships.

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

XVI. SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED

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

The Michael Jay McDaniel "Mr. Mac" Scholarship is being established by family, friends, and students for a graduate of Wicksburg High School.

The Shirley Merritt Memorial Scholarship is being established by family and friends in memory of this community volunteer and vocalist.

The Lisa Mae Sutterfield Memorial Scholarship is being established by friends of Phi Theta Kappa in memory of a former ESCC student.

XVII. MEMORIAL/SPECIAL SCHOLARSHIPS

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

Edwin L. and Elizabeth L. Skelton Foundation Scholarship
Edwin L. and Elizabeth L. Skelton (Ed and Bettie) were residents of Enterprise, Alabama from 1978 until their deaths in 2005 and 2012. Ed and Bettie moved to Enterprise when Ed was transferred to manage the newly opened JC Penney Store. He managed the store until his retirement. Elizabeth was an executive and legal secretary for E. H. Darby & Co., in Sheffield, Alabama. She worked for the company from her home until her death. Ed and Bettie were accomplished ballroom dancers. They taught Ballroom Dancing at the college for many years as an adult education class. After Ed's death, Bettie became philanthropically inclined and in 2006 she established the Edwin L. and Elizabeth L. Skelton Foundation in memory of their marriage. Bettie established the Foundation to promote the arts, education and environmental conservation.

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—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. The Board meets quarterly to award one-year scholarships. 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 Lurleen B. Wallace Community College, Wallace Community College in Dothan, or an approved pre-nursing academic program at Enterprise State Community 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, Troy University in Troy, or an approved pre-nursing academic program at Enterprise State Community 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 J. Warren Hutton Church Music Scholarship—Several of these scholarships are awarded each year to practicing or aspiring church musicians who wish to further their expertise in the field of church music by the private study of piano or organ. Nontraditional students are encouraged to apply.

The Rainwater-Strickland Memorial Music Scholarship—This scholarship was originally funded by the Society of Organized Sound (ESCC Music Club). Several of these scholarships are awarded each year to striving musicians who wish to take an applied music class. The scholarship covers either a voice or instrumental class. Non-traditional students are welcome to apply.

Other scholarships periodically made available include the following:

- Enterprise Junior Women's Club
- ESCC Education Association
- Fort Rucker Community Spouses Club
- Pilot Club of Enterprise
- Pilot Club of Ozark

XVIII. HOW TO APPLY FOR SCHOLARSHIPS

Enterprise State Community College and the ESCC Foundation offer a rich variety of scholarship opportunities to outstanding students. Scholarships are awarded for academic performance, technical promise, career interests, and for participation in the fine arts, athletics, and leadership activities. The scholarship application process at ESCC is competitive.

Applicants must complete the online scholarship application, available at www.escc.edu, before the March 1st deadline. Applicants are urged to compete their applications one week before the March deadline to avoid last minute processing problems. Incomplete applications will not be considered.

A complete application consists of the following items:

A. ESCC application for admission (complete online at www.escc.edu)

B. The students Expected Family Contribution (EFC) from www.fafsa.gov. ESCC's Federal School Code for the Free Application for Federal Student Aid (FAFSA) is 001015. Contact ESCC Financial Aid at 334-347-2623 Ext. 2214 or financialaid@escc.edu with questions about the FAFSA.

C. ESCC scholarship application (completed online at www.escc.edu) All required items must be completed or the application cannot be considered.

D. High School transcript (if still enrolled in high school) or GED documentation (if a GED recipient). An official college transcript from each college previously attended (for transfer students).

E. High School and/or college transcripts may be mailed to the address below, faxed to 334-347-0191, e-mailed to esccscholarships@escc.edu, or delivered to:

ESCC Financial Aid Office
Attn: Scholarship Committee
PO Box 1300
600 Plaza Drive
Enterprise, AL 36331

STUDENT SERVICES

I. MISSION AND GOALS

The mission of Enterprise State Community College's Student Services Division is to provide a learning environment which complements the curricular mission of the College by offering services and programs that maximize holistic student success.

The goals of Student Services are:

A. to provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution,
B. to assist in creating an environment which is conducive to student development,
C. to provide services which will facilitate the successful movement of the student through the educational process to completion of his/her identified goals,
D. to provide a system of accurately recording and retrieving student records,
E. to provide orientation, advising, career planning, and involvement opportunities for student growth and development,
F. to provide academic support services for students to facilitate academic achievement,
G. to develop and maintain facilities and grounds that are clean, architecturally safe, and comfortable in order to edify the learning experience,
H. 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, and
I. to assist in satisfying community needs for information, for facilities and programs, and for manpower and economic development.

II. COUNSELING

Counseling services help students meet their academic needs. Counseling services are available on the Enterprise Campus at the Student Success and Counseling Services Office inside the Student Center, telephone (334) 347-2623, ext. 2293, or on the Alabama Aviation College at Ozark campus inside Room 107, Stegall Hall, telephone (334) 774-5113, ext. 3640. Students may make individual appointments with a counselor. Evening counseling hours are available upon request.

A. Career Interest Inventories

Career interest inventories information is available to students at the Counseling offices on each campus. Follow-up sessions may be scheduled with an advisor or counselor to discuss the results of the career interest inventories.

The advisor or counselor may provide the student access information to the Focus 2 Career Planning and Major Exploration System which is a comprehensive, interactive career computer program which is updated annually. The program provides interests, abilities, and values inventories; it also provides detailed information for occupations and college majors, plus a two- and four-year colleges search feature with job search tools including resumes, cover letters, interviews, job openings, internships, and apprenticeships. A personal portfolio builder is also included in the program. Users may easily explore all areas unassisted. In addition, this software offers access to online college and financial applications and includes the costs for two-year and four-year colleges. Please visit the Student Success and Counseling Services Office for access information for Focus.

B. Statewide Articulation Reporting System (STARS)

The Alabama Articulation Program (also called STARS—Statewide Articulation Reporting System) is a computerized articulation and transfer planning agreement designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made.

STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another.

Students who are interested in receiving a "STARS Guide and Transfer Agreement" should go to the statewide articulation website at www.stars.troy.edu.

Recruiters from several four-year colleges and universities are scheduled throughout the year at ESCC for students to ask questions concerning transfers. Students are encouraged to make use of these services.

C. Additional Services

Counseling Office staff work with students throughout the year to improve study methods, test-taking skills, explore careers, and make referrals to Student Support Services (Enterprise Campus and Alabama Aviation College at Ozark) and other institutional or community support services. In addition, a counselor is available to explain the student's selected plan of study and to aid students with information concerning transfer requirements. Helpful information about area colleges and careers is available through the Counseling Office at the Enterprise Campus and Alabama Aviation College at Ozark. Students are encouraged to make use of these free, professional services.

III. STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) program is a federally funded grant provided by the U.S. Department of Education and has been part of Enterprise State nearly 40 years. The Student Support Services program works in

conjunction with all departments on campus as well as external agencies to aid students in retaining, graduating and transferring to senior institutions. This program provides opportunities for academic development, assists students with basic college requirements and serves to support and motivate students toward the successful completion of their postsecondary education. The goal of the SSS program is to increase college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

Student Support Services program participants benefit from services such as:

- -Academic advising
- -Tutorial services
- -Career planning
- -Counseling
- -Campus visits to four-year universities
- -Cultural and social enrichment activities
- -Financial aid workshops
- -Financial/economic literacy programs
- -Scholarship opportunities (Grant Aid funds)

To qualify for participation in the SSS program an applicant must meet the following criteria:

- -Be enrolled at Enterprise State Community College
- -Be a citizen of the United States of America
- -Be a first-generation college student (parent(s) did not graduate from a four-year institution and/or,
- -Meet income criteria set forth by the U.S. Department of Education and/or,
- -Have a documented disability

If you are interested and want to determine your eligibility, please call or visit the following Student Support Services offices:
-Enterprise Campus – (334) 347-2623 ext. 3640, located in the L.B.W. Student Center Building
-Ozark Campus – (334) 347-2623 ext. 2265, located in the Stegall Administration Building

IV. TESTING PROGRAM

A. Placement Testing

All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours must take a placement test, unless the student is exempt from the assessment requirement. Transfer students must take a placement test prior to registering for English Composition or mathematics courses or have credit in math or English on their transcript. Placement test scores are valid for five years. Students may retake the placement test one time only. A fee of $8.00 per test retake is charged.

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

The following students are exempt from the placement test:

1. Any student with acceptable ACT or SAT scores as designated in the Placement Score Chart (see below). These scores are valid if the student enrolled at ESCC within five years of high school graduation. Otherwise, a five-year limit is used to determine the acceptability of the test.
2. Any student who wishes to improve their course placement must take the state placement test;
3. Any student who has an associate degree or higher;
4. Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution;
5. Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last five years. Course descriptions from institutions outside of the Alabama Community College System must be reviewed;
6. Any student who is enrolling to audit a course;
7. Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
8. Any transient student with documentation;
9. Any student who is enrolling for personal enrichment purposes only.

	ACT	SAT (prior to 2016)	New SAT (Section Score)	New SAT (Test Scores)
English / Writing	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence Based Reading and Writing)	≥ 25 (Writing and Language)
Reading	≥ 20	≥ 480	≥ 510 (Evidence Based Reading and Writing)	≥ 26
Math	≥ 20	≥ 480	≥ 510	≥ 25.5

B. American College Test (ACT)

The College's Enterprise Campus is an official center for administering the ACT. Students interested in taking this test may contact the Admissions Office at (334) 347-2623 or ACT Test Coordinator at (334) 347-2623, ext. 2290. They may also obtain information from high school counseling offices for test dates.

C. ACT Workkeys Testing

Enterprise State Community College is an ACT Workkeys Test Center. Individuals may schedule Workkeys assessments by contacting the ESCC Office of Distance Learning at (334) 347-2623, ext. 2282.

D. College-Level Examination Program (CLEP)

Enterprise State Community College will accept credits earned on the CLEP tests toward the associate degree for not more than 25 percent of the total credit required for the degree. A minimum score in the 50th percentile in the areas examined is required for award of credit. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the College. For further information, contact the Counseling Office at (334) 347-2623, ext. 2272/2325. Enterprise State Community College is not a CLEP testing center.

E. General Education Development (GED)

A certificate of high school equivalency is awarded by the Alabama Department of Postsecondary Education upon a student's successful completion of the GED test. The College's Enterprise Campus is authorized to administer this test to Alabama residents meeting the required standards. For additional information contact Adult Education at (334) 347-2623, ext. 2218.

F. Advanced Placement Credit (AP)

All Alabama community colleges will accept a score of three (3) or higher on the Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test.

Additional Advanced Placement Credit in a single subject area may be awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals.

A maximum of twenty (20) semester hours may be awarded for Advanced Placement by the state's community colleges.

V. LIBRARY/LEARNING RESOURCES CENTER (LRC)

The Learning Resources Centers located at the Enterprise Campus and the Alabama Aviation College at Ozark provide a variety of resources and services to support the educational, instructional, recreational, and lifelong learning needs of students, faculty, staff, and community. Librarians and other trained personnel are available during operational hours to provide assistance.

Print, non-print, and electronic materials are available including books, e-books, periodicals, and government documents. The collections also contain audiovisual and microform materials. The Enterprise Campus LRC is a Federal Depository Library Program participant and maintains a government publications collection.

Access to the LRC collections is available through the online catalog "WebCat." Links to library resources are provided on the ESCC home page. A LRC/library account must be established to check out ESCC library materials and to obtain materials from other libraries using interlibrary loan services. LRC identification cards are required to check out materials. Materials will be provided via postal services for distance education students who do not attend classes on any ESCC campus. Also, the Alabama Virtual Library (AVL) website provides a wealth

of information for students, faculty, and staff. Remote access to the AVL is provided via the Alabama Virtual Library link on the ESCC Homepage. Community patrons, nineteen years of age and older, may obtain an LRC/ library card upon registration and payment of an annual fee. Interlibrary loan service is offered for students and staff. Reproductive equipment including photocopier, scanner, and microform reader are available.

Group and individual bibliographic instruction (information literacy) is offered by the LRC staff upon request. It is an introduction to the many resources available for research purposes and instruction in efficient research methods and use of information resources.

THE STUDENT ACADEMIC SUCCESS LAB (SAS)

The Student Academic Success (SAS) Lab, located on the Enterprise Campus Wallace Hall, in Room 126. It is the distance learning test site for the Enterprise Campus online courses. All scheduled tests in the SAS Lab are proctored and are given by appointment only.

Test proctoring hours will be posted each semester. Please call (334) 347-2623, ext. 2304 for testing hours or appointment assistance. Students will need to make their appointment by going to www.escc.edu/online-learning and clicking the BOOK NOW button. Follow the prompts to complete a test appointment.

NOTE: ALL EXAMS ARE BY APPOINTMENT ONLY AND MUST BE MADE AT LEAST 24 HOURS IN ADVANCE. Exams must be completed by posted closing time.

VI. COMPUTER LAB—OZARK CAMPUS

The Computer Lab, located in Steagall Hall on the Ozark Campus, is set up to assist students with placement assessment testing and to provide students with test proctoring services for online classes. All testing is conducted by appointment only and appointments must be made at least 24 hours in advance. For more information or to schedule an appointment, call (334) 347-2623 ext. 3640.

VIII. COLLEGE TRANSFER DAY

Each Spring semester, four-year college admissions representatives visit ESCC's Enterprise Campus to provide catalogs, admissions applications, and program information for potential transfer students. For more information contact (334) 347-2623 ext. 2339 or stop by the Admissions Office in Lurleen B. Wallace Hall Student Center.

IX. ORIENTATION AND STUDENT SUCCESS COURSE

This course is required for first-time students enrolled in an Associate of Arts or Associate of Science degree plan and can also be taken by any student who would like to learn and adopt methods to promote their success in college. Topics include time management, reading, memory, note-taking, test-taking, diversity, writing, money management, and career planning. Students will have an opportunity to complete a learning styles inventory and a career interest inventory. This course is taught on the Enterprise campus in a traditional classroom format, as well as online.

X. ORIENTATION

Orientation dates are published online and distributed via mail each semester. Orientation helps first-time and transfer students with their transition to ESCC, exposes students to academic and social opportunities, and integrates new students into college life. Students are personally advised and pre-registered for classes during orientation.

XI. THE ESCC BOOKSTORES

College bookstores are located on the Enterprise campus and the Ozark Aviation College campus. The bookstores have new and used books as well as a variety of instructional related supplies for students. Clothing items are also available at the Enterprise campus and the Alabama Aviation College in Ozark. Students who are approved for Financial Aid (i.e. Pell Grant, loans, WIA, VA, etc.) may charge supplies and books one week before classes begin.

Regular hours of operation: 7:45 a.m.-4:15 p.m., Mondays-Thursdays; 7:45 a.m.-1:30 p.m., Fridays.

The College, along with wholesale textbook companies, purchases clean, used books for resale. Cash is paid to students for books that will be used in upcoming terms. Special hours for the “Buy Back” are scheduled during final exams of each term.

Books on loan to recipients of certain scholarships must be returned by the last day of final exams. Failure to return books will result in grades/transcripts being held, having to pay for the book, and further enrollment denied or delayed.

XII. ESCC STUDENT ORGANIZATIONS

Enterprise State Community College offers students activities and programs that promote leadership, academic support, social opportunities, and cultural experiences through clubs and organizations.

A. ORGANIZATION GUIDELINES

1. The establishment of social sororities and fraternities and/or societies is considered in conflict with the institution philosophy, and hereby prohibited at Enterprise State Community College.

2. Enterprise State Community College must publish and distribute policies regarding student organizations. Institutional policies and procedures will be reviewed annually and updated as required.

3. Individuals who wish to organize or sponsor a new student group must obtain approval for the new group from the Dean of Students. Student groups must have a faculty or staff sponsor.

B. ACTIVE ORGANIZATIONS

The ESCC student organizations are listed below alphabetically and are followed by a code indicating the campus, site, or center where the organization is available: Enterprise Campus (E) and Alabama Aviation College at Ozark (O).

The Ambassadors (E)— The Enterprise State Community College Ambassadors 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 Math Tournaments and Scholars Bowl. In order to be considered for the ESCC Ambassador program students must submit the scholarship application. Qualifications include being in good standing with the college and full time enrollment.

Association for Women in Aviation Maintenance (O)— AWAM champions women's professional growth in aviation maintenance, promotes education, and increases public awareness of women in the industry.

Baptist Campus Ministries (BCM) (E)— Baptist Campus Ministries 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.

Circle K (E)— Circle K is focused on community service, leadership development, and friendship. Circle K is organized and sponsored by the Kiwanis Club, and blends community service and leadership training with the chance to meet other college students.

Community Band (E)— The Community Band is a traditional instrumental ensemble open to students and community members. The repertoire consists of music from many styles and genres. The ESCC Band presents several concerts throughout the year.

Concert Band (E)— 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.

Concert Choir (E)— The Concert Choir is a traditional choral group open to students and community members. The repertoire consists of music from many styles and genres. The Concert Choir presents several concerts throughout the year.

Debate Club (E) - The Debate Club is a group that works towards learning basic debating skills and competes in intramural and regional public forum debate tournaments. Debate members participate in learning techniques and rehearse tournament style debate in order to gain competencies in speech, communication, and argumentation. Debaters greatly enhance their critical and analytical thinking skills and research abilities.

Diamond Dolls (E)— The Diamond Dolls is a group consisting of all females who enjoy baseball and want to help the baseball team. The mission of the organization is to help promote baseball on campus and to encourage team spirit. Activities include selling concessions at home games, providing snacks for away games, and field beautification. Monthly meetings are held and interviews are required to join.

Entertainers (E)— The Entertainers is an auditioned group of singers and instrumentalists whose main purpose is to serve as ambassadors for the College and provide musical entertainment for area schools, civic and state organizations, military functions, and community activities. The group features an upbeat show with a repertoire from many styles and genres including show tunes, ballads, pop, jazz, and patriotic selections. Many selections are complemented with choreography and other staging. The Entertainers present many concerts throughout the year.

ESSSA (E)— The Enterprise State Secular Student Alliance (known as ESSSA) is an affiliate of the national Secular Student Alliance. The SSA and its affiliates are agreed on four standards: groups are naturalistic, economically neutral, civil-rights minded, and non-discriminatory. We are here to organize, unite, educate, and serve students and student communities that promote the ideals of scientific and critical inquiry, democracy, secularism, and human-based ethics.

ESCC Power Performers (E)— The ESCC Power Performers serve as high spirited entertainment for school functions. They performance dance routines and pump up the crowd during athletic performances. The ESCC Power Performers hold tryouts in the spring of each year.

History Club (E)— The ESCC History Club is made up of students who are interested in the study of history. The club conducts a variety of activities to promote knowledge of the past and appreciation for history. Membership is open to any current ESCC student.

Interclub Council (E)— 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.

National Society of Leadership and Success (E)— The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

Phi Beta Lambda (E)— The purpose of Phi Beta Lambda is to familiarize students with the opportunities available in business and office occupations. PBL is an integral part of the instructional program; it promotes a sense of civic and personal responsibility. Members have an opportunity to compete in a number of skills events on the state and national levels. As members of this organization, students have the opportunity to network with business leaders in the community. All students taking business courses are urged to join.

Phi Theta Kappa (E) (O)— Phi Theta Kappa is the national scholastic honorary society for two-year colleges. 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 Community College. The Tau Mu chapter of Phi Theta Kappa was chartered in March 1969.

Players (E)— The ESCC Players is a group of students and community members whose main purpose is to promote the art of theatre production and stage performance with dramatic works ranging from one-act plays to Broadway musicals. The ESCC Players present two or more theatrical productions each year.

Professional Aviation Maintenance Association (PAMA) (O)— The student chapter of the PAMA is a non-profit, non-union professional association that offers members benefits such as tool discounts, job referral, and a bimonthly magazine with the latest news in aviation.

Republican Club (E) - The Enterprise State College Republicans is a group of students who support conservative values. The main purpose of the College Republican Club is to inform ESCC students on city, county, state, and national government.

Rotaract Club (E) - The ESCC Rotaract Club provides an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Scholars' Bowl (E)— Scholars' Bowl is a varsity academic team that travels throughout the state and nation competing with similar teams from other colleges and universities. It is a competition involving fast reflexes, great amounts of collegiate knowledge, and close teamwork. Scholarships are available.

Spirit Club (E)— 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 ESCC students.

Student Government Association (SGA) (E) (O)—The SGA is composed of four officers and up to twenty-six Senators (thirteen freshman and thirteen sophomores). If more than twenty-six members are interested in the senator positions, then elections will be held in fall semester.

World Perspectives – The purpose of this organization is to help the students of Enterprise State Community College to gain a new perspective on the world and all of its cultures.

Write Club (E)— The ESCC Literary Society & Creative Writing Club (known as Write Club, informally) is a group of students who meet regularly to foster and improve creative writing in those interested in pursuing that as a hobby or career as well as to share creative literary works that the members enjoy, including—but not limited

to—novels, poetry, drama, film adaptations, and song lyrics.

Young Democrats of ESCC - The purpose and aim of the Young Democrats of ESCC shall be to offer an organization for individuals who identify as a member of the Democratic party or identify themselves in a central left to far left political opinion, as well as promoting the discussion and understanding of political ideas.

XIII. CHAPERONED EVENTS

It is the College's policy that all games, performances, practices, or activities relating to athletics, 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 ensure that a substitute faculty/staff member is in attendance or the activity is cancelled.

XIV. OTHER STUDENT ACTIVITIES

A. Athletics

Enterprise State Community College encourages athletics as a part of its educational program at the Enterprise Campus. 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 Community College Conference. Participant eligibility is determined by these organizations and Enterprise State Community College.

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The Alabama Community College Systems Board of Trustee wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the Alabama Community College System Board of Trustees that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in athletics practice and/or competition at any of the institutions of The Alabama Community College System; therefore, any of these participating students will be required to submit to such testing.

The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletics environment consistent with the high standards of the colleges and with the overall development and education of their student athletes.

Student athletes will be provided with educational programs, information, and activities to prevent drug abuse and to promote the personal well-being of the athlete.

The Chancellor shall issue guidelines to assist in adherence to, implementation of, and enforcement of this policy.

B. Intramurals

The purpose of the intramural sports program is to provide an opportunity for students at the Enterprise Campus to participate in selected individual, dual, and team sports. It is the desire of the College through the intramural program to promote 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. For more information, contact (334) 347-2623, ext. 2235.

XV. ACADEMIC ADVISING

Academic advisement is a fundamental part of the educational experience at Enterprise State Community College. Academic advisors assist students in such areas as registration, course selection, major and program of study selection, campus office and service referral, college and administrative policies, and regulations explanation. The academic advising relationship requires acceptance of mutual responsibilities by both advisor and advisee. When these responsibilities are effectively assumed, advising makes a vital contribution to the student's educational success. Ultimately, students are responsible for their own academic decisions, but the support of effective advising increases the student's chances to effectively meet all college and degree program requirements.

Academic advising is an ongoing process rather than a single or isolated appointment or meeting. It involves developing a relationship between the student and the advisor. The relationship is meant to help the student achieve his or her educational goals.

A. Advisor Role and Responsibilities

The academic advisor helps the student select courses and learning experiences that support the student's educational goals. The academic advisor's responsibilities include the following:

1. inform students of the nature of the advisor/student relationship,
2. designate and post hours available for advising,
3. advising students in selecting work consistent with their educational goals,
4. assist students in selecting a realistic program consistent with their abilities and interests,
5. discuss linkages and relationships between institutional programs and occupational careers,
6. assist students in monitoring and evaluating their educational progress, and when completing the Change of Major Form,
    a. Complete form with student. Student and Advisor must sign the form.
    b. Verify VA Financial Aid status. You may call the Financial Aid office to verify status.
    c. If student is receiving VA benefits forward the Change of Major form to the Financial Aid office; the Financial Aid office is then responsible for forwarding the form to the Registrar.
    d. If the student is not receiving VA benefits, inform the Financial Aid Office of the major change

and then forward the Change of Major form to the Registrar or Director of Counseling
7. approve all designated educational transactions,
8. interpret instructional policies, procedures, and requirements,
9. refer students to appropriate campus resources,
10. encourage students to accept responsibility for their own actions and decisions, and
11. evaluate the advising system, when requested, in order to strengthen the advising process.

B. Advisee Role and Responsibilities

Academic advising is a joint responsibility of advisors and students. Students carry a large portion of the responsibility in the advising process and should take the initiative to seek advisement and develop the advisor/advisee relationship. All first-term freshmen will be unable to register for their second academic term until they have met with their faculty advisor during the official academic advisement period. In order to contribute to an effective advising relationship, students are expected to:

1. make contact early in the term with the academic advisor prior to any need for pre-registration assistance,
2. schedule an appointment and meet with the advisor during the official academic advisement period prior to registration,
3. prepare for advising sessions and bring appropriate resources or materials,
4. communicate personal values, abilities, interests, and goals to the advisor,
5. be willing to seek out the academic advisor for advice at times other than registration,
6. follow through on actions identified during each advising session,
7. become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, deadlines, and requirements,
8. become familiar with campus resources,
9. evaluate the advising system, when requested, in order to strengthen the process,
10. accept final responsibility for all decisions.

XVI. STUDENT CODE OF CONDUCT

This Code of Student Conduct documents the standard of conduct by which students and organizations are expected to abide.

Students and organizations shall be held accountable for compliance with the Code's provisions. By affiliation with the College, a student or organization does not escape the responsibility of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission as well as to the safety, health, and well-being of all students and other persons at all ESCC locations.

Common courtesy and cooperation are expected of all students. Interference, injury, and the intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor,

faculty, or staff member— or of the College itself, are strictly prohibited.
Students are expected to possess all text(s), tools, safety items, and personal items necessary to fully and effectively participate in a given class.

An instructor has the obligation to maintain order in the classroom in order to preserve the integrity of the learning environment. If the behavior of a student disturbs or otherwise interferes with instruction, then the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member from the division, the division chairperson, or the Dean of Instruction. The instructor may have a consultation with the department chairperson and the Dean of Students (see XVIII. Disciplinary Procedures) to determine if the student should appear before the College Disciplinary Committee.

A. Application

The Student Code of Conduct applies to individual students as well as formal and informal student groups while on campus, as well as those involved in College-related activities or who are functioning as official representatives of the institution while both on and off campus.

B. Prohibited Conduct

Any student found to have committed one or more of the following acts of prohibited conduct will be subject to sanctions:

1. forgery, alteration, or misuse of College documents, records, or identification,
2. issuance of worthless checks made payable to the College,
3. failure to comply with the authority of the College's officials acting within the capacity and performance of their positions,
4. violation of the College's written rules, policies, and regulations,
5. obstruction or disruption of teaching, research, administration, disciplinary procedures, other ESCC activities, or other activities on the College's premises by ESCC students, employees, organizations, or clubs,
6. destruction, damage, or misuse of College public or private property (the student organization is responsible for any damage to college property),
7. conduct in violation of federal or state statutes or local ordinances which threaten the health and/or safety of the College's community or adversely affects the educational environment of the College,
8. conviction of any misdemeanor or felony which adversely affects the educational environment of the College (subject to Disciplinary Committee hearing),
9. obtaining the College's services by false pretenses, including but not limited to misappropriation or conversion of the College's funds, supplies, equipment, labor, material, space, facilities, or services,
10. hazing (any mental or physical requirement or obligation placed upon a person by a member of any organization or by an individual or by a group which could cause discomfort, embarrassment, pain, or injury or which violates any legal statute of the College's rules, regulations, or policies) which creates a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors,"
11. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another,
12. lewd, obscene, licentious, indecent, or inappropriate dress,

13. lewd, obscene, licentious, or indecent language,
14. harassment, intimidation, bribery, physical assault, or any other means implied or explicit to influence a member of a judicial body named in the Code, including witnesses, faculty members, staff members, and students— before, during, or after a hearing—(organizations shall be responsible for the actions of their members, alumni, advisors, etc.),
15. possession, while on ESCC owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities; exception—law enforcement officers legally authorized to carry such weapons and officially enrolled in classes or are acting in the performance of duties or an instructional program requiring firearms equipment,
16. possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC sponsored function,
17. being under the influence of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC sponsored function,
18. unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law,
19. theft, accessory to theft, and/or possession of stolen property,
20. filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Code,
21. physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment,
22. trespassing or unauthorized entry,
23. entering false alarms or tampering with fire extinguishers, alarms, or other equipment,
24. publishing, aiding in publishing, circulating, or aiding in circulating anonymous or unauthorized publications or petitions,
25. any form of gambling,
26. any disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities or activities.
27. unauthorized distribution of copyrighted material, including, but not limited to, unauthorized peer-to-peer (P2P) file sharing (through such software as LimeWire, bearshare, KaZaA, etc.) may subject students to civil and criminal liabilities. A summary of the penalties for violating Federal copyright laws may be obtained from the Dean of Students. Disciplinary actions for violation of copyright laws will be governed by the Disciplinary Procedures outlined in the College Catalog and Student Handbook and Procedure 5-11: Reporting and Responding to Copyright Infringement Allegations for ESCC Policy 518: The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policy.
28. implied or explicit assault, harassment, intimidation, bribery, or other threatening actions toward any individual, and
29. misuse of the College's name and/or logo spoken directly or represented visually or audibly in the form of any printed material or electronic media including any and all venues on the Internet.

This list is not all-inclusive. Violations of the above will render a student subject to disciplinary action under the procedure which provides for notice and a fair hearing.

C. Academic Dishonesty

Enterprise State Community College regards academic dishonesty as a serious offense against the integrity of the educational process. In particular, the College recognizes two forms of academic dishonesty as matter for disciplinary action: cheating and plagiarism.

1. **Cheating:** In any act of cheating, a student attempts to use dishonest measures to gain an academic advantage over other students and/or be awarded a grade on some basis other than his/her own effort, knowledge, or skill in the subject being evaluated. Common examples of cheating include, but are not limited to, the unauthorized prior possession and/or use of an examination or answer key, use of notes or "crib sheets" during a quiz or examination, the copying of answers from another student, and the copying of computer files. In cases in which a student knowingly allows another student to copy from his/her work, both the student who copies such work and the student who allows the copying to occur are guilty of cheating.

Cheating will be punished by a zero for the assignment on which the cheating occurred and referral of the offending student(s) to the Dean of Instruction. The Dean of Instruction may impose more serious penalties.

2. **Plagiarism:** The College distinguishes between two types of plagiarism—blatant and inadvertent.
Blatant plagiarism is the act of using the words and/or work of another author and attempting to pass it as one's own work. Examples of blatant plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment which has been written in part or in whole by another person. Blatant plagiarism also occurs when there is a pattern of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge which the student has included in an assignment.

Blatant plagiarism will result in a zero on the assignment, failure in the course, and referral of the case to the Dean of Instruction.

Inadvertent plagiarism involves the unintentional and occasional use of key phrases from a source and the failure to punctuate those key phrases as quotations and/or cite, in the prescribed style, the source of the phrases. It may also involve the occasional absence of documentation for a specific bit of paraphrased and/or summarized information that is not common knowledge. Inadvertent plagiarism may involve an occasional miscitation of a source or page reference for a specific bit of information. Inadvertent plagiarism does not indicate a pattern of deception or carelessness in the documentation of the paper as a whole.

Inadvertent plagiarism will be punished by grade penalties on the assignment. The instructor will publish to his/her students the grade penalties to be imposed in such cases.

3. **Rights of Appeal and Further Due Process:** Students who believe they are not guilty of cheating or of plagiarism as defined above may seek remedy by following the grievance procedures as indicated in this publication.

XVII. INFORMATION TECHNOLOGY (IT) POLICY

A. Institutional Purposes

This College-wide policy is intended to allow for the proper use of all Enterprise State Community College

information technology to include computing and network resources, effective protection of individual users, equitable access, and proper management of resources.

B. Use and Access

The use of all IT resources and access to the Internet is a PRIVILEGE, not a RIGHT. All ESCC students and employees are responsible for using these resources in an effective, ethical, and lawful manner. The College's IT resources (software and hardware) are to be used to advance the College's mission. The College provides an atmosphere that encourages access to knowledge and sharing of information.

ESCC employees and currently enrolled students may use campus technological resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other ESCC sanctioned activities. The use of the College's IT resources for commercial purposes is permitted only by special arrangement with the appropriate officials.

This policy is adopted in order to assure that the technology provided for general College student and employee use is always available for everyone and that no single individual will prevent, interrupt, or deter another individual from equal opportunity, nor violate another individual's rights.

Throughout this policy, an "individual" refers to the College's students and employees. Also, the "network" refers to the physical wiring, the logical data network and its protocols, the Internet access provided by Enterprise State Community College, stand-alone computers, and any other computer systems attached to the data network. Students and ESCC employees are not allowed to connect their personal computers and/or laptops to the wired network.

Technology resources may be used for legal purposes in accordance with ethical standards of the College.

1. **Illegal Use includes but is not limited to the following:**
    a. harassment of other users,
    b. libeling or slandering other users,
    c. destruction of or damage to equipment, software, or data belonging to the College or other users,
    d. disruption or unauthorized monitoring of electronic communications,
    e. unauthorized copying of copyright-protected material,
    f. the viewing of installation of pornographic material, and
    g. concealing or misrepresenting your name or affiliation in e-mail messages.
2. **Unethical Use includes but is not limited to the following:**
    a. violation of computer network security,
    b. setting up servers and machines that are against the College's policies or which invite an exceptional amount of network access traffic,
    c. unauthorized use of computer accounts, access codes, or network identification numbers assigned to others,
    d. use of computer communications facilities in ways that unnecessarily impede the computing activities of others such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth,

e. use of any peer-to-peer (P2P) software or torrents (limewire, bearshare, BitTorrent, etc).
f. use of computing facilities for private business purposes unrelated to the mission of the College or to life at the College,
g. academic dishonesty (plagiarism, cheating, etc.),
h. violation of software license agreements,
i. violation of network usage policies and regulations,
j. violation of another user's privacy,
k. display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist on any campus location where it may be deemed offensive to other individuals,
l. use of profanity, obscenity, or other language which may be offensive to other individuals.

3. **Cooperative Use includes but is not limited to the following:**
   a. regular deletion of unneeded files from one's accounts on shared computing resources,
   b. refraining from overuse of connect time, information storage space, printing facilities, or processing capacity,
   c. refraining from overuse of social networking sites,
   d. refraining from use of sounds and visuals which might be disruptive to others,
   e. refraining from use of any computing resource in an irresponsible manner,
   f. refraining from unauthorized use of departmental or individual computing resources such as a personal or departmental laser printer, laptop, and
   g. refraining from initiating or forwarding e-mail "chain letters" or "broadcast" messages.

C. Privacy and Confidentiality

The right to privacy of all individuals is also to be upheld. Enterprise State Community College will do its best to protect the confidentiality of the network and its users; however, individuals must do their best to aid in this process.

IMPORTANT NOTE:

Electronic data of any type on the network, including e-mail, is NOT confidential. While the College staff do everything in their power to keep data confidential, the College cannot make guarantees. Individuals should abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Enterprise State Community College, but due to the nature of the Internet no guarantees can be made.

D. Classroom Information Technology Use

The following standards are intended to preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

Telecommunication devices may not be displayed, activated, or used during instructional activities unless otherwise specified by the instructor. Instructors may require that cellular telephones and other wireless and electronic devices be left on students' desks during examinations. Telecommunication devices are defined as but not limited to cellular telephones with or without cameras, pagers, walkie-talkies, handheld computing devices, portable electronic or wireless devices capable of storing and transmitting or receiving images, such as

cameras or laptops, as well as any new technology developed for similar purposes.

E. Computer Lab Use

Enterprise State Community College's computer labs are available to currently enrolled students and employees of ESCC. These labs include, at the Enterprise Campus, the Student Academic Success Lab in Snuggs Hall, and the computers provided for general use in the Libraries/LRCs at the Enterprise and Ozark campuses.

No lab use is permitted except during scheduled hours; however, those hours may change at the discretion of instructors. Lab hours will be posted on the lab doors.

All of the College's IT policies pertain to use of the equipment and the behavior of the individuals within the general-use labs on all of the College's locations. No food, drinks, or tobacco products of any nature, to include e-cigarettes and vapor cigarettes, are allowed within the labs at any time. No children are permitted in labs. No groups are permitted at computers. A quiet learning environment must be maintained in all labs. Enterprise State Community College staff, student lab monitors, and campus security personnel reserve the right to ask disruptive and non-authorized individuals to leave.

Within the labs, strict policies are followed pertaining to copying files and applications and the installation of any software not licensed to Enterprise State Community College. It is prohibited to copy any application software not already licensed to the College without the consent of the Director of Information Technology.

It is also prohibited to turn off any copy-protection software, anti-virus software, or otherwise change the configuration of any machine within the labs, including the removal of any disk/file locking software, without the consent of the Information Technology Department. Making changes to the system hardware and the software configurations that interfere with others' use of the same machine or any portion of the data network and printing may result in the restriction of the individual's rights to use all general access labs. Individuals should be aware of computer viruses and other destructive computer programs and take steps to avoid being victims or unwitting distributors of these programs.

F. Student Academic Success (SAS) Lab

Usage is limited to currently enrolled ESCC students and priority for usage is as follows:

1. students being tested have priority for usage during designated testing hours,
2. individual students using computers or Internet for course-related work (research, study guides, tutorials, word- processing, computer assignments, etc.), and
3. individual students doing transfer searches, financial aid applications, or career searches.

G. Library/LRC Computers

Computers in the Library/LRC are available primarily for sessions in curriculum-related functions. Usage priorities are as follows:

1. scheduled classes,
2. individual library users accessing Webcat (the online catalog) or online databases on the Internet,
3. ESCC students using the computers or Internet for course-related work,

4. ESCC students and employees using the computers or Internet for non-course related purposes, including online communities (i.e. Facebook) or e-mail usage—one hour session limit per day, and
5. approved community residents using computers or Internet, including online communities, for non-course related purposes—one hour session limit per day during designated hours.

H. Harassing and/or Obscene Material

At no time shall any sexually or racially discriminating material be displayed within the labs, except as it pertains to class assignments. If requested to remove the display of information or graphics of such a nature, the individual shall do so immediately. E-mail may not be used to send abusive, threatening, or harassing materials.

I. Social Media and Online Communities (Facebook, Twitter, YouTube, Instagram, Snapchat, etc.)

Students and employees should be certain that they know the pages they are accessing in online communities are safe and non-malicious. This is mandatory to maintain the security of the College's computers and network.

Anyone posting to social media sites can be held legally responsible for the comments posted.

Posts by page administrators, or others, to social media sites do not necessarily reflect the opinions of the college.

ESCC monitors all sites & reserves the right to edit, change or modify any post not in compliance with college guidelines

A. GUIDELINES FOR USING SOCIAL MEDIA

1. Obscenities, personal attacks, harassment, threats, hateful, slanderous, unlawful or defamatory comments will not be tolerated. These types of items will be removed and any person making such post will be reported to the Dean of Students office for violation of student code of conduct or to the appropriate authorities.
2. Remember your target audience and do not post text, video, pictures or other items that could alienate, harm, or provoke other students, colleagues, instructors, or peers.
3. Be accurate and review posts for grammatical or factual errors. The college reserves the right to make related corrections as necessary or to remove post that violate ESCC guidelines.
4. No Spamming - All posts must be relevant to ESCC. The college's social media sites can not be used to promote businesses, personal causes, or political candidates.
5. Copyrights - Do not post any item that infringes on the rights of any third party. These include intellectual property, privacy or public rights
6. No Soliciting

B. PERMISSIONS

1. By posting text, pictures, or video to any ESCC social media site, the user acknowledges that Enterprise

State Community College, including the Alabama Aviation College, has the irrevocable right to the material posted. These items, including photographs and/or text may be reproduced, copied, distributed, published, displayed, edited, or modified, or used in other way as deemed necessary and/or beneficial to the college.

2. Any college department, club, or organization planning to establish, create, or maintain a social media site, must first obtain written permission from the Public Relations Director.

   A. Any student organization affiliated with Enterprise State Community College shall adhere to the same IT policies as an individual student. All content (including text, photos, & video, posted on a student organization social network site (i.e., Facebook, Twitter etc.) shall be consistent with the mission of Enterprise State Community College. Any person or organization in violation of this policy shall be subject to sanctions under the Student Code of Conduct.

ESCC is not responsible for the content of any other website outside of the escc.edu domain.

J. Wasteful Use of Resources

Acts that impair the operation of the labs, such as installing computer viruses, sending excessively large e-mailings, large print jobs, batch programs, "junk mail" (including chain letters), etc., are prohibited. No downloading of programs is allowed, unless first authorized by the Director of Information Technology.

Violation of any of the above rules may result in the suspension of the person's rights to use any of the general access labs at Enterprise State Community College.

K. Disclaimer

The College reserves the right to charge for materials related to computing expenses such as printer paper and cartridges.

L. Purposes and Uses of E-mail at the College

The College provides many computing and network resources for use by students, faculty, staff, and other persons affiliated with the College. Members of the College's community are encouraged to use e-mail for College-related activities and to facilitate the efficient exchange of useful information. Access to e-mail is a privilege and certain responsibilities accompany that privilege. Users of e-mail are expected to be ethical and responsible in their use.

M. Prohibited E-mail Uses

1. sending copies of documents in violation of copyright laws,
2. inclusion of the work of others into electronic mail communications in violation of copyright laws,
3. "spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else,
4. "snooping," i.e., obtaining access to the files or electronic mail of others for the purposes of satisfying idle curiosity with no substantial College business purpose,
5. capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems,
6. attempting unauthorized access to electronic mail or attempting to breach any security measures on

any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization,
7. use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct College business,
8. "spamming," i.e., the mass distribution of unsolicited electronic mail or news promoting commercial or non-commercial websites,
9. use of the College's electronic mail resources for personal monetary gain or for commercial purposes that are not directly related to College business, and
10. use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.

N. Wireless Internet Access

Enterprise State Community College provides wireless data network access in select locations for the campus community. Wireless networking is a supplement to the College's wired LAN network and is not considered a replacement for wired access.53

Use of the wireless network on campus is subject to the following rules.

1. Wireless access on campus is subject to the College's Technology Policy found in the ESCC College Catalog and Student Handbook.
2. Any action that is judged detrimental to campus network operation by the IT staff may be terminated.
3. The wireless connection is a direct connection to the Internet with a basic firewall. The College does not provide virus or spyware scanning software for this connection; therefore, the risk of infections to computers increases. Connection users, not ESCC, are responsible for infections originating from the wireless internet connection.

O. Consequences

Violators of the IT Policy will be subject to the normal disciplinary procedures of the College and, in addition, the loss of computing privileges to the College network may result. Violations of the policies described above for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving computing resources may also be subject to prosecution by local, state, or federal authorities.

XVIII. DISCIPLINARY PROCEDURES

Purpose

The purpose of the ESCC Disciplinary Procedures section is to provide a process to address formal complaints concerning students at the College, discuss them in an orderly and amicable fashion, and resolve them equitably and fairly.

Filing a Complaint

In an effort to resolve student complaints at the initial administrative level, the College seeks to promote simple, honest and straightforward communication between the complainant, the student (s), and the College.

An individual who has a grievance should complete the Official Complaint Form – Form A found in the Dean of Students office - and submit it to the Dean of Students immediately after the alleged discrepancy is recognized. Official complaints should include, but are not limited to, one or more of the prohibited behaviors listed within the College's Code of Student Conduct in the Catalog and Student Handbook which documents the standard of conduct by which students and organizations are expected to abide.

Processing of Complaint

A. The Dean of Students shall be responsible for preparing and forwarding cases to the College Disciplinary Committee. When an alleged violation of the Student Code of Conduct comes to the attention of the Dean of Students, he/she shall receive any information concerning the alleged violation, including pertinent facts, evidence, testimony, and witnesses' names. Any individual may bring charges against a student. Should the Dean of Students consider the offense serious enough that the student poses a threat to other persons or ESCC facilities, the individual may be suspended immediately.

B. The Dean of Students or designee shall schedule a meeting with the complainant and the student for an interview at the earliest possible time to discuss an alleged violation of the Student Code of Conduct. If the student fails to appear for the interview, the Dean of Students may, on the basis of available evidence, forward the case to the Disciplinary Committee. When the student appears for the interview and before the interview begins, the student shall again be informed that the interview is for the purpose of discussing a possible violation of the Student Code of Conduct. The student shall be presented a printed copy of his/her rights of procedural due process.

C. If the Dean of Students determines, as a result of the interview and other evidence, that there is sufficient reason to present the case to the Disciplinary Committee, the student shall be asked to enter a plea of guilty, not guilty, or no plea. A date shall be set for the hearing and the student shall be notified of that date. The notice to the student shall be in writing and shall include the alleged violation, a statement of the incident leading to the violation, the nature of the evidence (if available), the names of any witnesses, and the student's right to a closed hearing. There shall be a minimum of five (5) business days between the interview and the date of the hearing unless there is mutual agreement between the student and the Dean of Students for an earlier hearing. In the event of extenuating circumstances, the student may request to defer the hearing based on approval by the Dean of Students within 24 hours of the scheduled hearing date. The student may request to defer the hearing date up to three (3) business days. The written hearing notification may be sent to the student's residence and may also be communicated to the student via the

student's ESCC student email address.

D. If the student fails to attend the College Disciplinary Committee hearing after notification of the hearing date by the Dean of Students, the hearing shall continue.

E. Once the Dean of Students determines the need for a hearing, a hold shall be placed on the student's record until the disciplinary process is completed.

F. The decision reached by the Disciplinary Committee will be from a simple majority vote. The decision of the Disciplinary Committee becomes official when put into writing by the Dean of Students. A copy of the decision letter shall be sent to the student, the complainant, the Disciplinary Committee, and the President within three (3) business days after the hearing.

G. The student has ten (10) business days from the date of the decision letter from the Dean of Students to complete the Complaint Appeal Form – Form B with the Dean of Students office to appeal the decision of the Disciplinary Committee to the Disciplinary Appeals Committee. The student may request the Complaint Appeal Form from the Dean of Students office.

H. The Disciplinary Appeals Committee is composed of a member of the Student Services Division appointed by the Dean of Students, the President of the Student Government Association, and the Dean of Instruction, who serves as chairperson. By a majority vote the Disciplinary Appeals Committee may decide that:
    1. the decision rendered by the Disciplinary Committee be affirmed,
    2. the decision be amended, or
    3. a new hearing be held before the Disciplinary Committee. A written copy of the decision reached by the Disciplinary Appeals Committee shall be sent to the student by the Dean of Students.

I. All decisions of the Disciplinary Appeals Committee shall be final.

J. All disciplinary proceedings/records are confidential.

K. These disciplinary procedures may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

XIX. ORGANIZATION OF THE DISCIPLINARY COMMITTEE

The Dean of Students or designee has the responsibility for administration of student discipline at all locations. The Enterprise and Ozark campuses will have a separate Disciplinary Committee appointed by that location's Dean or Director. The Ozark Campus College Disciplinary Committee will serve any aviation sites. Each Disciplinary Committee will consist of three faculty, two Student Services staff, one professional staff, and one student member.

The Disciplinary Committee shall objectively consider charges and grievances brought against any student by the Dean of Students. The Committee shall refer all judgments and decisions in accordance with due process, as guaranteed to each student, and shall afford a fair and impartial hearing to all persons who come before the committee. In making these decisions the committee shall consider the welfare of the individual(s) concerned, of other Enterprise State Community College students, and the College.

XX. DUE PROCESS

Students will be entitled to procedural due process in all cases brought before the Disciplinary Committee.

A. The Hearing

1. Notice: The student will be notified in writing by the Dean of Students of the charges against him/her. This notification will also contain the date, time, and the location of the Disciplinary Committee hearing.
2. Legal Counsel: At the hearing the student may be advised by legal counsel of his/her choice. Legal counsel may not address the Disciplinary Committee or any witness.
3. Testimony: The student may call witnesses on his/her behalf. The student may cross-examine witnesses. Refusal by the student to answer questions shall not be construed as an admission of guilt.
4. Nature of Hearing: All disciplinary hearings are closed to everyone except those authorized by the Dean of Students.

B. Waiving the Hearing

1. Within twenty-four (24) hours of notification of the hearing, a student may waive the right to a hearing before the Disciplinary Committee. Should a student waive the right to a hearing before the Committee, the Dean of Students may accept jurisdiction.
2. Once a student has knowingly and voluntarily accepted in writing the authority of the Dean of Students jurisdiction and has been informed of his/her rights, the student is deemed to have waived the right to request a hearing before the Disciplinary Committee.
3. Once the Dean of Students has been granted jurisdiction, the Dean of Students may make a determination of guilt by examination of evidence or testimony or by admission of guilt by the student. If the Dean of Students determines that a violation has occurred, then disciplinary sanctions may be imposed.

C. Hearing Procedures

The hearing before the Disciplinary Committee is not a court proceeding and therefore adherence to Federal or State Rules of Court is not required. The Hearing shall proceed as follows:

1. All disciplinary hearings are closed to everyone except those authorized by the Dean of Students.
2. All proceedings of the hearing shall be recorded. The record of the hearing shall be maintained in the office of the Dean of Students.
3. The proceeding shall open with the Chairperson of the Disciplinary Committee reading the charge against the student and the advisement of the student's right to remain silent.
4. The plaintiff or a representative of the plaintiff shall present the evidence against the accused student in the presence of the student and the Committee shall be afforded the opportunity for reasonable cross-examination.
5. The defendant (accused student) may then present the evidence on his/her behalf and the Disciplinary Committee shall be afforded the opportunity for reasonable cross-examination.
6. Legal Counsel may not speak or conduct cross-examination; however, counsel may advise his/her client.
7. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.
8. While the Disciplinary Committee deliberates and makes its decision, only committee members are to be

present.

9. The Disciplinary Committee can determine (by simple majority) that the student in fact did commit the act as charged only if it finds the evidence to be clear and convincing.

D. Rules of Evidence used in the Hearing

The Federal and/or applicable State Rules of Evidence shall not be required or enforced.

1. The Disciplinary Committee does not have the power to subpoena or require sworn testimony of students appearing before the Committee or of witnesses for or against the student. Refusal of a student to make a statement or to answer any or all questions shall be no basis for a determination of guilt or innocence.
2. Written statements from absent witnesses shall be admissible only when a witness is unable to attend for good cause shown. If the student challenges any significant part of a written statement, the Disciplinary Committee may disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may discontinue the hearing until the witness may appear and be questioned by the Committee and the student.
3. A student's prior record (legal or disciplinary) shall be inadmissible as evidence to prove guilt or innocence; however, a prior record may be considered by the Committee in determining the appropriate disciplinary action.
4. Although formal Federal and State Rules of Evidence shall not be observed in proceedings before the Disciplinary Committee, the decisions of the Committee on the issue of violation of the Student Code of Conduct will be based solely upon the evidence introduced at the hearing.

XXI. DISCIPLINARY SANCTIONS

The following sanctions will be imposed upon any student or group of students found to have violated the code.

A. **WARNING** is used for minor infractions of the College's regulations and consists of restatement (should this be reinstatement) of the regulation violated with an official warning concerning future behavior. The restriction notifies the student(s) that:

1. any further violation of the College's regulations will subject the student(s) to further disciplinary sanctions,
2. the student(s) must maintain exemplary conduct during the period of restriction,
3. the restriction is generally for an indefinite period of time but not less than one academic semester and may be terminated by the Dean of Students on a discretionary basis, and termination is generally based upon the students' cooperative attitude, academic progress, and positive service contributions to the College.

B. **PROBATION** is a restriction for a stated period of time designed to encourage and require student(s) to cease and desist from violating the College's regulations. Any student(s) on probation shall report as required to the Dean of Students and may be subject to one or more of the following:

1. loss of privilege of representing the College in any intercollegiate event or contest,
2. loss of privilege of holding any elected or appointed student office or appointment to an ESCC committee, and
3. loss of privilege performing reasonable civic and noncredit academic assignments.

Any student(s) who fails to abide by the condition of sanctions may face additional disciplinary actions and shall be required to appear again before the Disciplinary Committee or Dean of Students. Disciplinary probation generally is not less than one academic semester and does not extend longer than two semesters.

C. **SUSPENSION** excludes the student(s) from academic and extracurricular activites at the College for a stated period of time. The student(s) may be barred from any campus, site, center, facility, or activity of the College. As a result, any student found guilty of an infraction that is serious enough to merit suspension from the College will also be withdrawn from the College and will not receive academic credit for the term. To qualify for readmission, student(s) must receive the Dean of Students' approval.

D. **EXPULSION** is the permanent dismissal of a student(s) from the College, resulting in the termination of student status. As a result, any student found guilty of an infraction that is serious enough to merit expulsion from the College will also be withdrawn from the College and will not receive academic credit for the term.

E. **RESTITUTION** is compensation for damage to a property right limited to the actual cost of repair or replacement.

F. **WORK REPARATION** is the option of working off part of a disciplinary action by doing work for the College without pay.

G. **VOLUNTARY WITHDRAWAL** is the option given to any student(s) who voluntarily withdraws from the College. The Disciplinary Committee or the location dean/director may specify a period of time before the student(s) may apply for readmission, and the student(s) must receive approval of the respective authority to qualify for readmission to the College.

XXII. NONSTUDENT SANCTION

A nonstudent or group of nonstudents may be barred from any campus facility or activity if found guilty of offenses under this Code. The length of this disbarment is at the discretion of the Dean of Students.

XXVIII. DRUG TESTING OF STUDENT ATHLETES

Enterprise State Community College complies with all directives from The National Junior College Athletic Association concerning drug testing and substance abuse.

A. **Publication of Policy:** The College shall include the Drug Testing of Student Athletes policy in appropriate College publications to ensure adequate notice and distribution.

XXIX. PREVENTING SEXUAL ASSAULT/ACQUAINTANCE RAPE

Rape is defined as an act of sexual violence and is an intolerable crime. While this crime can be committed by anyone, it is important to note that in the majority of cases, rape or sexual assault is committed by someone the victim knows and trusts. Therefore, it is important to be assertive, direct, and clear in your communications and aware of verbal and nonverbal communication. The risk of acquaintance rape is increased when riding in a car with someone you have just met (perhaps at a party). Be cautious in social situations when alcohol or other drugs are involved.

Anyone who believes that they have been the victim of rape or sexual assault should report the crime immediately to Campus Police or to another official of the College. Reporting such a crime does not mean that the alleged victim must take additional legal action. A decision to take legal action may be made at a later time. Deciding to report the crime, however, may help to stop future crimes by the same offender.

Anyone who believes that they have been the victim of rape or sexual assault should make an effort to preserve physical evidence which may be used by law enforcement authorities to apprehend the offender; therefore, victims should not bathe, change clothes, or use the toilet. Victims should seek medical care immediately, whether or not the crime is reported, to receive treatment for obvious injuries and/or sexually transmitted diseases and to be counseled on the possibility of pregnancy. Victims should also seek counseling in order to cope with their feelings about the crime.

In social situations, both women and men must use good judgement in their dealings with one another.

Decisions made without forethought and a respect for others can negatively impact the future of all those involved. The law provides strict punishment for persons convicted of rape or sexual assault and does not allow excuses for these crimes based on previous knowledge of the victim. Do not assume that previous relationships with an individual are still valid without the express permission of that individual. Do not assume that you can communicate effectively about these issues while under the influence of alcohol or drugs. Stay in control of your actions and environment.

XXX. INSPECTION OF THE COLLEGE'S FACILITIES

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

XXXI. DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS

The information contained in this disclosure section is provided by Enterprise State Community 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 the Chief of Safety and Security, WA 103, Enterprise Campus, Enterprise State Community College, P.O. Box 1300, Enterprise, AL 36331.

A. Reporting Criminal Actions or Other Emergencies

It is the policy of Enterprise State Community College that any criminal act, threat of violence, violent act, injury, destruction of any College or personal property, traffic accident, or other situation which occurs on the campuses, sites, centers, or facilities operated by Enterprise State Community 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 following:

1. **Enterprise Campus:** Campus Police (334) 347-2623 Ext. 2277, (334) 447-7564 or dial 911. If a police officer is not on duty, the situation should be reported to the Chief of Safety and Security, WA 103, 334-347-2623 Ext. 2344 or 406-0504.
2. **Alabama Aviation College at Ozark:** Campus Police, 447-2154 or dial 911. If a police officer is not on duty, the situation should be reported to the Chief of Safety and Security, 334-347-2323 Ext. 2344 or 406-0504.
3. **Alabama Aviation College at Andalusia:** Director's Office, (334) 222-0133

All witnesses to any situation fitting into any of the previously 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 and/or criminal charges for any Enterprise State Community College employee or student to file a false report, knowingly make a false statement, or interfere with the investigation of or about any situation of the nature described in the preceding paragraph.

It shall be the duty of the designated ESCC official being made aware of any situation of a nature described in the previous paragraph, 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 Community College. Furthermore, it shall be the duty of said official 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 to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

B. Crime Prevention Programs for Students and Employees

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

1. 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,
2. instructions on the prevention of assault (including acquaintance rape) are to be included in orientation programs for entering students,
3. instructions on the prevention of assaults (including acquaintance rape) are to be published in the student newspaper when active
4. policies about crime awareness and safety are to be included in the College's publications such as this College Catalog and Student Handbook.

C. Campus Crime Statistics

Campus crime statistics relate to incidents occurring on any location operated by Enterprise State Community College. Crime statistics shall be reported annually.

D. 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 and during off-campus student organizations' activities shall mean reporting criminal incidents which occur to the College's property or personnel when an ESCC-sanctioned activity occurs away from the campus, site, center, or facility.

It shall be the responsibility of a student or an ESCC sponsor, if they are a victim of or a witness to a crime committed against the College's 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 or the College sponsor's responsibility to report the crime to campus, site, center, or facility police upon returning to that location.

E. Arrest Statistics Relating to Alcohol, Drugs, and Weapons

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

1. **Arrest** is the lawful detention by a person with arrest powers of a person for which there is probable cause to believe he/she violated one of the offenses covered in this section.
2. 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.
3. 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.
4. **Weapons Possession** shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

F. Crime Report

ESCC reports that for the calendar year 2017 there were no major crimes committed at any ESCC location. This report is available on the college website. Crime report is available on website under security tab: Clery Report.

XXXII. TRAFFIC AND PARKING

Enterprise State Community College and Alabama Aviation College security teams strive 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's community.

A. 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:

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

   A. Visitors
   B. Faculty/Staff (Permit Required)
   C. Handicapped (Permit Required)
   D. Students (Permit Required)
   E. No Parking Zones

Parking areas in front of the Enterprise Campus' Wallace Hall are reserved for employees, visitors, and handicap-permitted vehicles.

*If a registered vehicle becomes disabled and a rental vehicle is used, a temporary parking permit is issued for a period of twenty-one (21) days. A new vehicle purchase is also eligible to receive a temporary parking permit for twenty-one (21) days to allow for state license plate issuance.

2. FACULTY AND STAFF may not, without authority, excuse citations or give students permission to use faculty/staff areas.
3. PARKING IN LOADING OR NO-PARKING ZONE is prohibited.
4. TRAFFIC SIGNS must be obeyed.
5. 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.
6. ALL PARKING lots are "one way" traffic.
7. ALL PARKING will conform to marked-off areas. All parallel parking will be within 12 inches of the curb.
8. DRIVING OR PARKING on the grass (except dirt parking lots, baseball or softball fields), sidewalks or crosswalks or parking on yellow curbing is prohibited. Yellow curbs are either "RESERVED" or "NO PARKING" zones.
9. DOUBLE PARKING is prohibited at all times.
10. PARKING ON OR OVER a line or curb is prohibited.
11. MOTORISTS MUST YIELD to pedestrians.
12. VEHICLES ARE NOT to be left on location after school hours without first notifying Campus Police.
13. 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 safekeeping. All valuables left in the vehicle are the responsibility of the owner and the College is not responsible for loss or damage.

Each violation will result in a citation, and a fine may be assessed. Any individual who wishes to appeal a parking ticket shall submit an appeal form to the Chief of Safety and Security within five (5) school days of the citation; otherwise, 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–Thursday, 7:30 a.m.-4:00 p.m. or Friday, 7:30 a.m.-1:30 p.m. All appeals are reviewed by the Chief of Safety and Security. All appeal decisions shall be submitted to the individual in writing.

B. Traffic and Parking Fines

Traffic and parking fines are $15.00 per citation. Costs of fines are subject to increase. All traffic and parking fines are to be paid to the cashier at each campus, site, center, or facility Business Office between 7:30 a.m.–4:00 p.m., Monday–Thursday, 7:30 a.m.–1:30 p.m., Friday. All fines are payable within five (5) school days from the date of citation. Failure to pay fines may result in transcripts being withheld and further enrollment delayed or denied. The following violations may receive a fine:

1. failing to obey officer/signal,
2. disregarding stop sign,

3. unauthorized parking in handicapped area,
4. unauthorized parking in faculty/staff area,
5. parking over line,
6. parking in no parking zone/yellow curb,
7. traveling wrong way in one-way traffic,
8. exceeding speed limit,
9. failing to yield right of way, and
10. other violations.

C. Campus Police

Campus Police can be contacted on the Enterprise campus by dialing (334) 447-7564 Ext. 2277. Security will not unlock doors.

Campus Police on the Ozark Campus can be contacted by dialing (334) 447-2154. Security on the Andalusia location may be reached through the director.

For general security questions, contact the Chief of Security and Safety at (334) 347-2623, ext. 2344.

D. Lost and Found

Lost and Found property is maintained by the Chief of Safety and Security. Found property is inventoried and held in the Campus Police vault for 90 days*.

All reasonable attempts are made to locate the owners of property turned into Lost and Found. Property not claimed within 90 days will be disposed of or donated to charitable causes.

*Perishable items, items of no apparent value, or low-value personal items that would present hygiene issues if used by someone other than the owner (such as lip balm, hair clips, etc.) will be discarded.

Lost and found articles may be claimed or turned in to:
Enterprise Campus - Campus Police in Wallace Hall
Ozark Campus - Campus Police, ATTC, Administrative Office
All Aviation Facilities – Director's office

XXXIII. STUDENT HEALTH SERVICES

ESCC provides a first-aid kit in each building. For medical assistance or location of the first aid kit, a division chairperson, staff member, or instructor should be contacted.

XXXIV. SECURITY AND/OR PROMOTION OF THE COLLEGE

All persons attending any event, class, service, or other function of Enterprise State Community College should be aware that videotaping, audio taping, photography, or other means of capturing their images or voices may take place at any time and may be used for security and/or promotion of the College.

XXXV. FUND RAISING

The President of Enterprise State Community College controls the College's fund raising activities. All fund raising activities for the College must be approved by the President prior to the fund raising event.

XXXVI. FREE SPEECH ZONE

The Free Speech Zone is a designated area that may be reserved through the Dean of Students' office. All information and content of the "Free Speech Zone" is for informational and educational purposes only. All information expressed by the individual or organization using Enterprise State Community College's "Free Speech Zone" is particular to the individual/ organization, and does not in any way, in whole or part, express a belief of Enterprise State Community College.

ACADEMIC POLICIES

I. GRADING

In general, letter grades will be assigned as follows for all courses for which students have registered. Note that some programs, such as Aviation Maintenance Technology, may have more stringent standards. SSee program handbooks and/or the course syllabus for grading policies for specific courses.

A - Excellent 90 - 100	W - Withdrawal
B - Good 80 - 89	WP - Withdraw Passing (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 grades of “D”.

II. GRADE APPEAL PROCESS

Students who wish to challenge a final course grade must notify the course instructor within 30 calendar days of the final day of the instructional term in which the grade was awarded. If after meeting with the instructor there is no resolution to the grade appeal, the student may then appeal to the division chairperson. If after meeting with the division chairperson the matter remains unresolved to the student’s satisfaction, the student may file a written appeal to the Dean of Instruction, who forwards the appeal to the Grade Appeal Committee, which is comprised of the College division chairs and the Dean of Instruction. A hearing by the Grade Appeal Committee will be conducted with the student and instructor within 30 college business days of the Committee receiving the appeal. The chair of the division housing the course in which the grade is in question will recuse himself or herself from the committee hearing but may provide testimony during the hearing. The decision of the Grade Appeal Committee is final.

III. QUALITY POINTS

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

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

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

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

IV. 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 replaces the first grade in the computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected. Regardless of the grade, the second grade awarded will be counted in the computation of the cumulative grade point average.

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. [This policy may not apply to aviation programs which must follow Federal Aviation Administration (FAA) guidelines.]

Implementation of course forgiveness at the College does not guarantee that other institutions will approve such action. This determination is made by the respective transfer institution.

V. INCOMPLETES

An instructor may assign a student the grade of incomplete (I) when a student has been prevented from completing the final portions of a course (such as the final exam) because of extenuating circumstances (illness, death in the family, accident, etc.) Within the first five days of the next semester, the student must make arrangements to complete the missed work according to a time schedule set by the instructor. If no arrangements are made within the five-day time limit or if the missed work is not completed according to schedule by the end of the semester, the "I" will be changed to "F" by the Associate Dean of Students. (This policy may not apply to aviation programs which must follow FAA guidelines.)

VI. AUDITING

Audit students must meet the same entrance requirements as regularly enrolled students. Course prerequisites must be met. Students who audit a course must signify their intentions of doing so by completing an Intent to Audit Form available at any ESCC location. This must be done during the drop/add period at the beginning of each semester. After the change period is over, it is not possible to change a grade to "Audit." Regular fees are charged for auditing classes. (This policy may not apply to aviation programs which must follow FAA guidelines.)

VII. DISTANCE LEARNING POLICY

A. Distance learning is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when student and instructor are not in the same place. Distance learning focuses on utilizing technology and teaching methods to provide instruction to students outside the regular classroom and thereby increase flexibility and scheduling options. There are two types of distance learning courses at Enterprise State; hybrid and online.

1. A hybrid course is one in which a majority of instruction is delivered in a structured alternative delivery format including, but not limited to, the internet and/or other off-campus formats. Enterprise State identifies hybrid courses in the course schedule.

2. An online course is one in which instruction is delivered entirely online through Canvas, a learning management system. Although the course content is delivered entirely online, students may be required to take one or more exams in the Testing Center on campus, or at an approved testing location.

Both hybrid and online courses require a reliable and current computer and internet access, preferably high-speed. Additionally, distance learning courses require computer literacy and reading comprehension skills, as well as self-discipline and motivation. Students register for distance learning courses in the same way they register for traditional courses. For additional information, please visit our website at escc.edu.

B. Most research indicates that taking online courses is similar to taking independent study courses. Students

must be self- starters, be capable of working independently, and be willing to take full responsibility for their own learning.

Our goal in offering distance learning courses is to allow students (learners) to receive quality instruction regardless of the time or location.

If the student can answer "yes" to all of the questions below, then online courses might be a good choice. Any "no"answers should be remedied before taking any online courses.

1. Are you independent, self-motivated, and self-disciplined?
2. Can you set and follow a schedule without supervision?
3. Do you have above average oral and written communication skills?
4. Can you read and follow complex written directions well?
5. Can you independently solve complex problems well?
6. Can you use computers and the Internet with ease?
7. Do you have easy access to a computer with Internet access?

C. To achieve the greatest level of success, students need easy access to the internet other than through ESCC's campus computers. Student computers should meet the following minimum specifications:

1. Google Chrome or Mozilla Firefox
2. 56.9Kb modem or better
3. Windows or MAC Operating System
4. Microsoft Office Suite 2016 (Office 365)

D. All online courses require at least one proctored exam. Depending on the proctoring method students select, students may incur a proctoring fee. See the ESCC Proctoring Policy.

E. Enterprise State Community College is committed to protecting the privacy of all students using our Learning Management System, Canvas, for our online courses.

F. Attendance: **"No Show" Definition for Distance Education Courses:** For a distance education course, a "No Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon on the 5th calendar day of each semester. Logging in to the course of sending an e-mail is not considered active participation.

G. Proctor Policy

Students are required to take at least one proctored exam in each online course each semester. Some courses may require more than one proctored exam. Students may choose to use an on-campus proctor, a proctor approved by the Office of Online Learning, or an online proctor provided by ProctorU for an additional fee.

Students are not allowed to use electronic devices, or any other materials, during proctored tests or proctored assignments unless approved by the instructor. Instructors are to give prior notification to proctors regarding

which, if any, electronic devices or other materials may be used during the proctored exam or assignment. Permitted devices or materials are to be noted in the course syllabi.

Non-Enterprise State Community College Students

Individuals who are not enrolled in a credited Enterprise State Community College (ESCC) course may use the College's proctoring service for a fee. The proctoring service fee is $35.00 per course for one person for one semester.

ESCC's Proctoring Service is provided by a designee at ESCC Campus Site. To take a proctored an exam:

1. individuals are to contact one of the official College proctors;
2. individuals will coordinate testing arrangements with the testing institution and proctor;
3. the proctoring service fees are paid to the Business Office by the individuals requesting the service. The Business Office will issue receipts to the individuals;
4. individuals must present receipts to the proctor before exams/tests will be administered;
5. individuals are required to present a photo ID to the proctor at the time of the exam; and,
6. proctors will follow test administration guidelines established by the testing institution for the particular exam. Active duty military personnel are exempted from the proctor service fee.

Enterprise State Community College Employees

The proctor service fee is waived for ESCC employees provided they present a current employee identification card.

Distance Learning Students

All Enterprise State Community College Distance Learning Students enrolled in distance learning courses are required to take a minimum of one proctored exam per course (actual number of proctored exams is determined by each instructor).

1. Students living **within** the service area of Enterprise State Community College are to make testing arrangements with the Laboratory Aide for the Student Academic Support (SAS) Lab or one of the official College proctors (or their designee).
   a. Official College proctors are the Learning Resources Center Director at the Enterprise Campus, the Dean of Instruction at the Alabama Aviation College at Ozark, and the Instructional Coordinator at the Alabama Aviation College at Andalusia.
   b. A proctor service fee is not charged by ESCC to students enrolled in the College's distance learning courses using the SAS Lab Testing Service or one of the official proctors.
   c. College proctors are to publish testing schedules and testing requirements one week before the start of each semester.
2. Students living **outside** the College's service area must secure a proctor.
   a. The selected proctor must be secured in a timely manner to allow for approval by the Office of Distance Learning. Proctors must be approved in advance by the ESCC Office of Distance Learning. Testing Centers or educators from partner institutions are preferred as proctors.
   b. Proctor Approval Forms are available in the Office of Distance Learning or on the Enterprise State

Community College website (www.escc.edu).

3. Any fees charged by the secured proctor are the responsibility of the student.
    a. Students are to make testing arrangements at least one week before the required exam.
        i. Students are required to present a photo ID to the proctor at the time of the exam.
        ii. Proctors will follow test administration guidelines established by the instructor for the particular exam.
        iii. An instructor may choose to proctor an exam for his/her distance learning course(s). The instructor may not charge a proctor service fee.

H. PRIVACY STATEMENT—DISTANCE EDUCATION COURSES

Enterprise State Community College (ESCC) is committed to protecting the privacy of all students using our Learning Management System, Canvas by Instructure, Inc. This Privacy Statement describes what information is collected on the Canvas server, how the information is protected, who has access to the information, and how the information might be used. The Statement is in accordance with the U. S. Family Education Rights and Privacy Act of 1974 (FERPA).

1. Collection of Student Information

When students enroll in an Enterprise State Community College online course, a username, login identification, and password are generated by the College's administrative software. Students are encouraged to change their passwords after the initial login. Student login information is linked to his/her ESCC email address. The student's first and last names are visible to the instructor and students in many areas of Canvas, such as the discussion board, chat room, groups, and course mail (message) list. The username is only visible to the instructor, division chairpersons, and Canvas system managers which include system administrators and technical support personnel.

After a student logs into Canvas and accesses his/her course, much of his/her activity will be tracked. For example, instructors can see how many times students entered the course, how many times students clicked within the course, and how many times students clicked in specific areas of the course.

Tracking is accomplished with a cookie, a small data file that many websites write to hard drives when the website is accessed. The cookie stores a unique, random user ID that links users to their Canvas accounts, giving the cookie the ability to track.

Cookies will not help track discussion board posts and chat room archives, but cookies will track how often students clicked within those areas. Information posted in the discussion board or chat room becomes available to the instructor and to all students. Therefore, students should exercise caution when posting personal information. Instructors have the ability to delete posts as they see fit.

Typically, Canvas courses include links to external websites. Aside from links to ESCC affiliated sites, ESCC is not responsible for the privacy practices of those sites.

2. Protection of Student Information

Since Canvas is password-protected, the only students who have access to online courses are those students who are officially enrolled in an online course. The work that students submit through Canvas will remain in the course until the course is deleted from the server. The server is located in Sandy, Utah and is hosted and maintained by Instructure, Inc. Instructure performs daily data backups with weekly off-site tape rotation. Additionally, Canvas regularly monitors the system's unauthorized activity. No unauthorized individuals of Instructure or of Enterprise State Community College have access to the server or its data.

3. **Integrity of Student Privacy**

Students should not post private information, such as telephone numbers, into discussion boards or chat rooms. Additionally, to ensure student privacy, students are to follow the policies below:

a. Students are to never allow anyone to login using their user names and passwords. After logging in, students are not to give anyone access to their courses. ESCC authenticates each student as an enrolled student in a Canvas course through a secure log in process. Each password is encrypted by Canvas, and the log in page is secured by SSL technology. However, in order to maintain the integrity of students' privacy and academic integrity, students must ensure that all work completed in their courses are completed by themselves. Please view ESCC's Academic Dishonesty Policy located in this College Catalog and Student Handbook.
b. Each time students finish using Canvas, they are to click the "Log Out" button and exit the web browser. Closing the web browser is especially important if students share a computer or are using a computer in a lab.

4. **Access of Student Information**

Only authorized individuals of Instructure Inc. and Enterprise State Community College have complete access to students' usernames and work posted on Canvas. Authorized individuals are system managers, the division chair, and the instructor(s) of the course. Students have the ability to change their passwords whenever they choose in Canvas. Students have access to past courses until the courses are either deleted from the server or the instructor or system administrator makes the courses unavailable to students, which is standard practice at the end of each semester.

5. **Modification to this Statement**

Depending upon changes in technology and institutional policies, ESCC reserves the right to update and revise this Canvas Privacy Statement.

6. **Contact Information**

Please direct questions and/or concerns to the Office of Distance Learning at 334-347-2623, ext. 2282.

VIII. DEGREES AND CERTIFICATES

A student may be granted an award other than a degree upon satisfactory completion of the program's requirements as specified by the College. A student must complete current program requirements for a degree/certificate if College enrollment has been interrupted for one year.

A student must:

A. satisfactorily complete an approved program of study;
B. 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 transfer credit courses. A course may be counted only once for purposes of meeting graduation requirements.), unless the course has been approved by the Alabama Community College System as being repeatable for credit;
C. complete at least twenty-five percent (25%) of the semester credit hours required in the program through course work from ESCC;
D. transfer into Enterprise State Community College only credit hours that represent coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the undergraduate degree programs of the College. In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Association of Collegiate Registrars and Admissions Officers, the American Council of Education, and the National Association of Foreign Student Affairs;
E. submit a formal online application for graduation in accordance with institutional policy;
F. fulfill all financial obligations to the College; and,
G. meet graduation requirements for the appropriate catalog. Students are guided by the Enterprise State Community College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students being guided by the catalog in effect the term they re-enroll. Students who change majors will be guided by the catalog in effect at the time the new major is declared.

Enterprise State Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, the Certificate, and the Short-term Certificate. The Associate in Arts and Associate in Science Degrees are awarded to students completing a university parallel course of study and the general education program.

The Associate in Applied Science degree, the certificate, or the short-term certificate is awarded to students who satisfy the requirements of a specific career program outlined in this Catalog and Student Handbook and is awarded in the particular program of study.

IX. DEGREE REQUIREMENTS

A student shall be awarded the Associate in Arts, Associate in Science, or Associate in Applied Science degree upon satisfactory completion of the requirements of the specific program as specified by the College to grant the degree and according to the Alabama Community College System policies. A student must complete current program requirements for a degree if college enrollment has been interrupted for one year.

A student must:

A. satisfactorily complete a minimum of 60-64 semester hours of credit as appropriate in an approved program of study, including prescribed general education courses;
B. 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 transfer credit courses. A course may be counted only once for purposes of meeting graduation requirements. A student must have a "C" average in both English 101 and 102 for Associate in Arts and Associate in Science;
C. complete at least 25% of semester credit hours required of the degree through courses from Enterprise State Community College in Applied Science degrees that require English 101 and English 102. A grade of "D" will be accepted for English 101 in Associate in Applied Science degrees that do not require English 102;
D. submit a formal application for graduation with a counselor in accordance with institutional policy;
E. fulfill all financial obligations to the College; and,
F. meet graduation requirements for the appropriate catalog. Students are guided by the Enterprise State Community College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students being guided by the catalog in effect the term they re-enroll. Students who change majors will be guided by the catalog in effect at the time the new major is declared.

X. DUAL ENROLLMENT

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

1. Student must meet the entrance requirement established by the Alabama Community College System institution (801.01: Admission: General).
2. Student must have a minimum cumulative 2.5 (unweighted) grade point average (GPA) in completed high school courses (students may enroll in career/technical courses with a minimum 2.0 GPA).
3. Completion of a Dual Enrollment Application Packet.
4. Student must meet applicable pre-requisites before participating in dual enrollment courses.
5. Student must meet placement testing and scores required by the college.
6. Student must be in grades 10, 11, or 12 or an exception may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12.

B. Students may enroll in career and technical courses in accordance with guidelines of the Alabama Department of Postsecondary Education.

C. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principal, superintendent, and the participating institution's president.

1. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
2. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

XI. ATTENDANCE

Students are expected to attend all classes for which they are registered. Each faculty member distributes to students written attendance requirements, if any, for the program of study. Attendance policies specific to a course shall be included in course syllabi, which shall be distributed to students enrolled in applicable course(s). It is the STUDENT'S RESPONSIBILITY to keep up with the exact number of absences and also to check with his/her instructors regarding permission to make up the work missed.

Any class session missed, regardless of cause, reduces the academic opportunities of the student and could adversely affect the grade which the student achieves in a course. Regulations pertinent to attendance are listed below.

A. Students are expected to attend, on time, all sessions of their registered classes; therefore any absence from class should be due to UNAVOIDABLE CIRCUMSTANCES.

B. The number of allowable absences in a course is adequate to provide the student the opportunity to take care of emergencies and/or personal business that may occur during the respective academic calendar.

C. A student officially representing the College off campus, such as on a field trip, will not be counted absent unless required by an external accrediting or certifying body, such as the Federal Aviation Administration (FAA), provided prior notice is given to the instructor by the Dean of Instruction, proper approval is granted, and any work missed is made up. Likewise, a student with documented jury duty or documented military service, will not be counted absent unless required by an external accrediting or certifying body, such as the Federal Aviation Administration (FAA), provided that prior notice is given to the instructor by the Dean of Instruction, proper approval is granted, and any work missed is made up.

D. Instructors' class policies determine whether students will be allowed to make up class work, assignments, or tests missed during any absence.

E. Instructors may implement a class tardiness policy which will be clearly stated in the class syllabus and will be applied to all students in the respective class.

F. No absence exempts a student from meeting established class policy academic requirements. Students are responsible for all class assignments, tests, or other materials missed during any absence.

Students receiving financial aid should be familiar with the "Required Standards of Satisfactory Academic Progress" portion of the College Catalog & Student Handbook in the Financial Aid section. Students enrolled in aviation programs must meet attendance requirements as dictated by the FAA.

On the last day to withdraw without academic penalty, students with a failing grade and excessive absences will be removed from the relevant courses as an administrative withdrawal and will be assigned a grade of W. The details of this policy are explained below.

A. For Face to Face courses, on the last day to withdraw without academic penalty, faculty members will identify students who 1) have a FAILING GRADE, 2) have EIGHT or more absences in a full term class that meets twice a week, EIGHT or more absences in a mini-term class that meets four times a week, FOUR or more absences in a full term class that meets once a week, FOUR or more absences in a mini-term class that meets twice a week, or TWELVE or more absences in a full term class that meets three times a week, and 3) have NOT completed the withdrawal process. These students will be removed from the course as an administrative withdrawal and will be assigned a grade of W. Such students may petition the Dean of Instruction for re-admission into the course and will be officially re-admitted to the course only with the approval of the Dean of Instruction AND the relevant faculty member. Any such requests for re-admission must be made within one calendar week of the administrative withdrawal.

B. For Distance Learning courses, on the last day to withdraw without academic penalty, faculty members will identify students who 1) have a FAILING GRADE, 2) have FOUR or more weeks in a full term course or TWO or more weeks in a mini term course when they have failed to take the weekly attendance verification quiz*** and have, thus, been "absent", and 3) have NOT completed the withdrawal process. These students will be removed from the course as an administrative withdrawal and will be assigned a grade of W. Such students may petition the Dean of Instruction for re-admission into the course and will be officially re-admitted to the course only with the approval of the Dean of Instruction AND the relevant faculty member. Any such requests for re-admission must be made within one calendar week of the administrative withdrawal. **Note: The exact nature of the weekly attendance verification quiz is at the sole discretion of the individual instructor and may consist of a quiz, a test, a student email response, a student discussion board post, etc.**

Students receiving financial aid should be familiar with the "Required Standards of Satisfactory Academic Progress" portion of the College Catalog and Student Handbook in the Financial Aid section. **STUDENTS ENROLLED IN AN AVIATION COURSE ARE NOT GOVERNED BY THE PROVISIONS IN ITEM II OF THIS ATTENDANCE POLICY AND MUST, INSTEAD, MEET ATTENDANCE REQUIREMENTS AS DICTATED BY THE FAA.**

XII. ADMISSION TO COURSE, READMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS

For a face-to-face class, a "No-Show" student is one who has never physically attended a class session before the attendance verification deadline. For an online course, a "No-Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon of the fifth calendar day of each semester. Logging in to the course or sending an e-mail is not considered active participation.

A. Admission to Course After Final Day of Drop/Add

1. Students who are not in the "registered" status for classes at the end of the drop/add period shall be dropped from enrollment.
2. Students who are not registered for classes (including those in preregistered status) will not be admitted into a course after the drop/add period has ended until they are registered and been approved for admission by the Dean of Instruction. Admission to a course after the drop/add period will not be approved by the Dean of Instruction except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
3. To facilitate this request the student must obtain a drop/add form from the Registrar's office. For approval, the drop/ add form must be signed by the Dean of Instruction and returned to the Registrar's office by the Dean of Instruction; a copy shall be submitted to the course instructor. It is the student's responsibility to check the status of his or her admission request with the instructor.
4. This policy does not apply to data entry errors.

B. Readmission to Course for Students Reported as No-Shows

1. If a student reported as a no-show during the attendance verification period seeks readmission into a course, the instructor must indicate his or her support for re-admission on the no-show cancellation form.
2. The student is responsible for obtaining a no-show cancellation form from the Registrar's office and submitting the form to the instructor. The instructor is responsible for submitting the completed no-show cancellation form to the Dean of Instruction no more than ten calendar days after the final day of attendance verification for the semester. Readmission must be approved by the Dean of Instruction. The Dean of Instruction is responsible for returning the no-show cancellation form to the Registrar's Office and submitting a copy of the form to the instructor. It is the student's responsibility to check the status of his or her readmission request with the instructor.
3. Students who are reported as no-shows during the attendance verification period will not be readmitted to the class except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment, incorrectly reported as a no-show). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
4. A no-show student must be in the "registered" status to be re-admitted to classes.

* This policy does not apply to data entry errors.

XIII. PROCEDURES FOR APPEALING DISMISSAL FROM AVIATION MAINTENANCE TECHNOLOGY CLASSES FOR MISSING EXCESSIVE INSTRUCTIONAL TIME

Students who miss more than ten percent or more of the scheduled appointment time of an aviation maintenance technology class (14 hours of the 140-hour total for class/lab) are dismissed from the class and receive a grade of F in the class. Missing more than ten percent of the instructional time in an aviation maintenance technology class is commonly known as “timing out”. Students nearing the minimum limit of attendance are advised to withdraw from the class and will receive the grade of, “W”, “WP”, or “WF”, depending on the prevailing policy at the time of withdrawal, if the absences are not due to “extreme and unavoidable circumstances”.

Students may appeal to the Aviation Maintenance Technology Attendance Board to overturn dismissal for timing out. The Board is comprised of: 1) the Aviation Maintenance Technology program head (e.g., Mobile Campus Director, Andalusia Instructional Coordinator) or division chair at the application instructional site, 2) the Dean of Students, and the 3) Dean of Instruction. The student may return to class during the time his or her appeal is being considered by the Board. The student may no longer attend the class should the Board reject the appeal.

All appeals must be submitted in writing to the aviation maintenance technology program head. The program head will gather background information that may be helpful to other Board members as they consider the appeal. This background information may include circumstances pertaining to the student’s absence from the class, attendance in other classes, past history of attendance and punctuality, and input from the applicable instructor regarding the student’s overall performance in the class. The program head presents this information to the other Board members who vote to either uphold or overturn the dismissal. Students who are successful in their appeal must make up missed class work and instructional time, outside normal class hours, to ensure that no fewer than 126 instructional contact hours, and missed materials, are completed.

The Dean of Instruction notifies the student in writing of the outcome of his or her appeal. The decision of the Board is final.

XIV. ATTENDANCE VERIFICATION

All instructors are required to verify attendance for all students who are enrolled in their classes. Students who have never attended (no-show) the classes for which they are enrolled will be reported to the Dean of Instruction and administratively withdrawn by the Associate Dean of Students. Attendance verification is completed at the end of the drop/add period each term. Attendance verification is required before the disbursement of Pell Grant funds and student loans.

XV. EXCUSED ABSENCES

Absences incurred due to College-sponsored events or activities or caused by appropriate circumstances (example jury duty) may be excused by memorandum or e-mail from the Dean of Instruction and are not counted in the total number of student absences. The student is responsible for all class assignments, tests, or other materials missed. Instructors will make provisions to allow students to make up regularly scheduled class assignments without penalty. There are no excused absences in the aviation program in accordance with FAA requirements.

XVI. STANDARDS OF ACADEMIC PROGRESS

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

A. programs within the institution the re subject to external licensure, certification, and/or accreditation or that are fewer than six semesters in length may have higher standards of progress other than the institutional standards of progress,
B. transfer students may be placed on academic probation upon admission and must transition to these standards of academic progress, and
C. 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. See “Standards of Academic Progress Policies” for financial aid recipients in this *College Catalog and Student Handbook.*

XVII. STANDARDS OF PROGRESS POLICY

Required GPA levels for students according to number of hours attempted at the institution are:

A. students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average,
B. students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average, and
C. students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

XVIII. INTERVENTION FOR STUDENT SUCCESS

When a student is placed on Academic Probation, One Term 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 measures.

XIX. APPLICATION OF STANDARDS OF PROGRESS—ACADEMIC STANDING STATUS

CLEAR: 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.

Academic Probation: 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 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, but the semester GPA is 2.0 or above, the student remains on academic probation.

Suspended – one semester: 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 semester GPA is below 2.0, the student is suspended for one semester. The transcript will read "SUSPENDED—ONE SEMESTER". A students who is placed on "suspension – one semester" will have their schedule dropped.

The student who is suspended for one semester may appeal. If, after appeal, the student is re-admitted without serving the one semester suspension, the transcript will read "SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL".

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

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

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

Suspended – one year: A student returning from a one term or a one year suspension while on academic probation and fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0 will be placed on a one year suspension. The transcript will read "SUSPENDED—ONE YEAR". A student who is placed on "suspension – one year" will have their schedule dropped.

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".

All applicable academic designations except CLEAR will appear on the placed student's transcript.

*Any student on suspension will automatically lose their schedule for the following term.

XX. 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 re-admission" 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 re-admission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate re-admission. 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 are the standards by which such decisions are measured.

XXI. DEFINITION OF TERMS

Grade Point Average (GPA)—the grade point average based upon all hours attempted during any one term 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 is at or above the level required by this policy for the number of credit hours attempted at the institution

Academic Probation—the status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the College or the status of a student who was on Academic Probation the previous term and whose cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the College but whose semester GPA for that term was 2.0 or above

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

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

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

XXII. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

A. Student Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, which include the following:

1. Students have the right to inspect and review their educational records within 45 days of the day the College receives a request for access. Students should submit to the Associate Dean of Students a written request that identifies the record(s) they wish to inspect. The Associate Dean of Students will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Associate Dean of Students, he or she shall advise the student of the correct official to whom the request should be addressed.
2. Students have the right to request amendments of their educational records that they believe are inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why the record is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify him or her of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Students have the right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if a review of an education record fulfills his or her professional responsibility.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

B. Access to Student Records

Under the provisions of FERPA, all students and former students have the right to inspect their educational records in the Office of the Associate Dean of Students for Enrollment Management. 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 dependent student 18 years of age or older may gain access to a student record under certain provisions as specified by law; otherwise, parents or guardians of a dependent 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.

C. Directory Information

Under the Federal Family Educational and Privacy Rights Act, 10 U.S.C. 1232g, Enterprise State Community College may disclose certain information as “directory information.” Directory information includes:

1. name,
2. address,
3. telephone number,
4. dates of attendance,
5. major fields of study,
6. degrees and awards earned,
7. participation in officially recognized activities and sports,
8. weight and height of members of the athletic teams,
9. most recent educational institution attended,
10. photographs,
11. enrollment status, and
12. email addresses.

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should provide written notification to the Dean of Students or the Associate Dean of Students during the first three weeks of the respective semester or academic year.

D. Transcripts

Enterprise State Community College will release transcripts of a student's work only upon written request from the student. All admissions requirements must be completed before transcripts will be issued. The following are exceptions to this policy:

1. college officials with a legitimate educational interest in this information
2. subpoena/court orders for student records

E. Questions About Student Records

Students who have questions regarding their official records should address them to the Associate Dean of Students, located at the Enterprise Campus, Lurleen B. Wallace Hall, Room 102, telephone (334) 347-2623, ext. 2272.

XXIII. FINAL EXAMINATIONS

Examinations are required in all courses of study, and each individual course requires a final examination. Attendance at final exams is mandatory, and no student is allowed to exempt this requirement with the exception of deployed military personnel. Students who must miss a final exam have the responsibility of notifying the instructor prior to the exam and providing acceptable evidence regarding the cause of the absence when returning to the College.

Final exam schedules are issued by the Dean of Instruction office, and other important information is provided in each course syllabus disseminated to students by faculty members at the beginning of each term. Any student who desires to schedule an exam at a time other than that published on the final exam schedule must receive approval from the faculty member administering the exam and the Dean of Instruction.

Students absent from final examinations except for personal illness must secure permission from the Dean of Instruction to be allowed to take a make-up exam. Make-up examinations must be taken during the first five (5) days of the next semester. Students in the Aviation Maintenance Technology program must follow FAA requirements.

XXIV. DROPPING OR ADDING A CLASS

Students may drop or add a course or courses during the Drop and Add period. All schedule changes must be completed in the appropriate records office at the location attending. The student's transcript will not reflect courses dropped during the Drop and Add period. After the Drop and Add period is over, students cannot add classes to their term schedules and can drop classes only by following withdrawal procedures.

XXV. WITHDRAWAL FROM A COURSE/COMPLETE WITHDRAWAL FROM THE COLLEGE

A. Withdrawal from a Course

A student who wishes to withdraw from a course after the College's official drop and add period and prior to the official start of final exams may do so by completing a course withdrawal form, which may be obtained from the Admissions Office or the Registrar's Office. Students who withdraw before the beginning of the twelfth week of the fall or spring semesters or seventh week of the summer term will receive a grade of "W" for any course withdrawn. Students who withdraw from class by the end of the sixth week of fall or spring mini-terms or the fourth week of summer mini-terms will receive a grade of "W" for any course withdrawn. After these times, the faculty member will assign a grade of "WP" if the student is doing satisfactory work at the time of withdrawal or "WF" for unsatisfactory work at the time of withdrawal.
Students must complete withdrawals in person.

B. Complete Withdrawal from the College

A student may withdraw from all courses at ESCC. This is referred to as a Complete Withdrawal. A student may completely withdraw from all courses after the drop and add period and no later than the official start of final exams. Complete withdrawals must be initiated by the student with a counselor or in the Evening Program Director's office at the Enterprise Campus, the Alabama Aviation College at Ozark office, or the director's office at the Alabama Aviation Colleges at Andalusia. A complete withdrawal will not become final until the student has been cleared through the Learning Resources Center, Business Office, and Financial Aid Office. The withdrawal form will then be submitted to the Admissions Office or Registrar's Office to complete the process.

Students must complete withdrawals in person.

A grade of "W" will be given for any course withdrawn before the beginning of the 12th week of the fall and spring semesters or the seventh week of the summer term. A grade of "W" will be given for any course withdrawn by the end of the sixth week of fall or spring mini-terms, or the fourth week of summer mini-terms. After these

times, the course instructor will assign a grade of "WP" for satisfactory work at the time of withdrawal or "WF" for unsatisfactory work at the time of withdrawal.

The student's transcript will indicate "complete withdrawal" in addition to the withdrawal passing (WP) or withdrawal failing (WF) as appropriate for all courses. Students who discontinue attendance in courses without officially withdrawing will receive the grade they earned in the course. Students receiving financial assistance may be required to reimburse the College and the U.S. Government if they completely withdraw prior to the completion of 60% of the academic term. Consult the Satisfactory Academic Progress standards for financial aid recipients section in this Catalog and Student Handbook for additional information.

XXVI. ACADEMIC BANKRUPTCY

A student may a request in writing to the Admissions Office or Registrar's Office to declare academic bankruptcy under the following conditions:

A. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

B. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during one to three semesters provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy occurred. All coursework taken, even hours completed satisfactorily, during semester(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 semester affected. A student may declare academic bankruptcy only once.

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

NOTE: Students in the Aviation Maintenance Technology program must follow Federal Aviation Administration (FAA) requirements. 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.

XXVII. MAXIMUM AND MINIMUM COURSE LOADS

The course load for a full-time student is 12 to 19 credit hours per semester. Credit hours above 19 hours constitute a student overload. A student course overload must be approved by the President or the Dean of Instruction.

XXVIII. HONORS AND RECOGNITIONS

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

1. Graduation with Honors (or Cum Laude)—3.50 to 3.69 GPA
2. Graduation with High Honors (or Magna Cum Laude) —3.70 to 3.89 GPA
3. Graduation with Highest Honors (or Summa Cum Laude)—3.90 to 4.00 GPA

B. Graduation Honors for Certificates: 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 24 semester credit hours at the College conferring the degree or other formal award.

C. **Dean's List.** A Dean's List shall be compiled at the end of each semester. A Dean's List certificate will be sent to the student via mail. Requirements for the Dean's List are a semester grade point average of 3.5 or above but below 4.0 and completion of a minimum semester course load of 12 semester hours of college-level work.

Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA; however, developmental courses will not count toward the minimum course load requirement.

D. **President's List.** A President's List shall be compiled at the end of each semester. A President's List certificate will be sent to the student via mail. Requirements for the President's List shall be a semester grade point average of 4.0 and completion of a minimum semester course load of 12 semester credit hours of college-level work.

Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA; however, developmental courses will not count toward the minimum course load requirement.

E. **Who's Who Among Students in American Junior Colleges.** A College 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 College committee will appear in the national publication Who's Who Among Students in American Junior Colleges.

F. **Recognition at the Honors Day Assembly.** The Honors Day Assembly is an annual event designed to recognize the academic accomplishments of outstanding Enterprise State Community College students. During the assembly, four-

year colleges and interested individuals or businesses are given the opportunity to present scholarships. The assembly is held during spring semester each year.

Recognized at the assembly will be students who have completed 36 or more hours at ESCC while maintaining a grade point average of 3.5 or higher and have been enrolled as a full-time student at least one term during the current academic year. Additional students may be recognized as outstanding students by the academic divisions and the President of the College.

XXIX. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Enterprise State Community College will accept credits earned on the CLEP tests toward the associate degree for not more than 25 percent of the total credit required for the degree. A minimum score in the 50th percentile in the areas examined is required for award of credit. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed through courses from the College. For further information, contact Counseling on the Enterprise Campus. Enterprise State Community College is not a CLEP testing center.

Enterprise State Community College accepts CLEP credit awarded by other institutions only if College requirements regarding scores and other restrictions are met. The College cannot guarantee that other institutions of higher education will accept CLEP credit awarded by Enterprise State Community College. Students should consult their institution's policy prior to taking a CLEP examination.

XXX. ADVANCED PLACEMENT CREDIT (AP)

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 Community College will review AP scores of "3," "4," and "5." For further information, the student should contact the location where he or she plans to attend classes.

With a score of **3** or higher students receive credit for a minimum of one course in the subject area corresponding to the test. Credit is awarded based on students' majors. Additional AP credit in a single subject area may be awarded based on an evaluation of students' high school records and career goals. To apply for additional credit, students should contact the Associate Dean of Students.

XXXI. SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS

A. Army Tuition Assistance, as well as other financial aid programs offered by the College, is available to service members.

B. Servicemembers Opportunity College Associate Degree (SOCAD)

Enterprise State Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

1. Servicemembers Opportunity Colleges Consortium
   The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at www.soc.aascu.org.

2. SOC Degree Network System Membership
   Enterprise State Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military services to deliver specific associate degree programs to servicemembers and their families. As a member of the DNS, ESCC has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion.

   These policies include:
   a. a limit of institutional residency requirements for graduation to 25 percent or less of the total degree requirements, or in the case of degrees that are offered 100 percent online to 30 percent,
   b. permission for military students to complete institutional residency at any time and avoid any "final year" or "final semester" residency requirement,
   c. awarding credit appropriate to the degree for service training school courses and military occupational experience based on the recommendations in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide),
   d. awarding credit appropriate to the degree from at least one nationally-recognized standardized testing program such as College Level Examination Program (CLEP), DSSTs, or Excelsior College Examination program (ECE), based on credit recommendations in the ACE Guide,
   e. permitting the student to complete his or her selected degree program under the terms of the Student Agreement even after separation from active military service or if ESCC should no longer participate in the SOC Degree Network System.

C. 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."

XXXII. EVENING PROGRAM

Enterprise State Community College began its evening program in the summer of 1966. Both regular college credit courses and non-credit short courses are offered. Students may take evening classes at any of the College's campuses or Aviation Center sites. The same quality education will be offered during evening hours as traditional class times. All courses offered for credit at night may be found in the course descriptions in this *Catalog and Student Handbook*.

XXXIII. CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM

From the time Enterprise State Community 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. Courses in continuing education are 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. For additional information call (334) 347-2623, ext 2340.

New courses and programs are added each semester. Many of these programs are the suggestions of individuals and groups in the community who take an active part in the planning process. The College invites the continued suggestions and recommendations from interested citizens throughout the Wiregrass area.

A. Continuing Education Units

Continuing Education Units (CEUs) are given for completion of selected courses. One CEU represents ten 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.

B. 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 by the Office of Continuing Education on the Enterprise Campus. 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.

XXXIV. ADULT EDUCATION, TRAINING, AND GENERAL EDUCATION DEVELOPMENT (GED) PROGRAM

Enterprise State Community College offers adult education and skills training services in Coffee, Dale, Geneva, and Pike County. Adult Education classes provide opportunities for learners who are 17 years of age or older and not enrolled in a public school, to improve skills in reading, writing, mathematics, and communication. Students may:

- earn a high school diploma
- prepare for the GED®
- get certified and tested through WorkKeys for the National Career Readiness Certificate
- learn English as a Second Language (ESL)
- acquire essential skills for job placement
- prepare for the Accuplacer college entrance exam to bypass remedial college courses

Classes are offered *free of charge* on the Enterprise and Ozark campuses, at the Pike Area Career Center in Troy, and at twelve other locations throughout our four-county service area. Day, evening, and weekend classes are available. For additional information, call (334) 347-2623, ext. 2218.

GED TESTING

ESCC's Enterprise Campus is a GED® Testing Center. The GED® computer-based exam includes four sections: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. The cost of the exam is $30 per section or $120 for the complete battery. There is no fee for the test for students enrolled in GED classes through the ESCC Adult Education program. Each section may be taken individually or combined with other sections as desired by the examinee. Exams may be scheduled online at www.GED.com or by phone at 1-877-EXAM-GED (392-6433). A credit or debit card is required. For additional information, call (334) 347-2623, ext. 2273.

XXXV. INDUSTRY TRAINING

ESCC partners with the Alabama Technology Network (ATN) to offer a Training for Existing Business and Industry (TEBI) program. The TEBI program offers customized training, seminars, and workshops to assist employers in training and development of current and prospective employees. College personnel can assist in assessing company training needs, providing the training, securing the trainer, and designing job-specific training modules to enhance employee performance. Program costs vary with the length of the course and intensity of training. Training may be offered on the campus as well as at the job site. For detailed course information and program costs contact the ATN/TEBI office, (334) 347-2623.

XXXVI. ACADEMIC COMPETITIONS

A. **Math Tournament**
The Mathematics Division sponsors an annual Math Tournament for junior and senior high school students in the College's service area. The Division awards scholarships, first, second, and third place trophies, and honorable mention ribbons in individual and team competitions in the categories of Algebra I and II, geometry, and advanced math.

B. **Scholars' Bowl**
The ESCC Scholars' Bowl team sponsors an annual Scholars' Bowl for high school teams in the College's service area. Trophies are awarded to high-performing teams and individuals, and scholarships are also offered to the best players. This competition is open to all high schools and typically occurs in December.

C. **English Tournament**
The ESCC English Division hosts an English Tournament for high school students in the College's service area. The event is usually held in the spring each year. The tournament includes exams in British Literature, American Literature, Language and Vocabulary, as well as a speech competition.

DEGREE PLANS

Enterprise State Community College offers Associate in Arts (AA) and Associate in Science (AS) degrees for students who plan to transfer into baccalaureate degree programs. Students should select specific courses based on the requirements of the program into which they plan to transfer. Students should consult with the Statewide Transfer and Articulation Reporting System (STARS) to ensure transferability of courses to in-state institutions as well as the catalog of the intended transfer institution. Go to http://stars.troy.edu.

Below is a list of institutions in Alabama that offer baccalaureate degree programs in the designated major. (Note that this list was current as of summer 2017; students should visit the STARS website for updates.) Students can complete the first two years of the degrees at ESCC and earn an AA or AS degree by following the prescribed courses in the STARS transfer guide. Students wishing to obtain an official transfer guide should use the STARS transfer guide request page. Students planning to transfer to an out-of-state college or university should follow the courses prescribed for the first two years as listed in this catalogs. Students can also transfer courses among the public two year colleges in Alabama.

Advertising
• University of Alabama
Agricultural Business and Economics
• Auburn University
Agriscience Education
• Auburn University
Agronomy and Soils
• Auburn University
Animal Sciences
• Auburn University
Anthropology
• Auburn University
• Troy University
• University of Alabama
• University of Alabama at
• Birmingham
• University of South Alabama
Apparel and Textiles
• Auburn University
• University of Alabama
Applied Mathematics
• Auburn University
Architecture
• Auburn University
Art Education
• Alabama A&M University
• Alabama State University
• Auburn University at Montgomery
• Troy University
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
Art History B.A.
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of South Alabama
Art Studio B.A.
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
Art Studio B.F.A.
• Alabama A&M University
• Alabama State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Montevallo
• University of North Alabama
• University of South Alabama
Athletic Training
• Troy University
University of Alabama

• University of West Alabama
Behavioral Science
• Athens State University
Biology
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Biology Education (Middle/ High School)
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Biomedical Sciences
• University of South Alabama
• University of Alabama at Birmingham
Building Science
• Auburn University
Business (All Business Majors)
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Business Education: (Middle/ High School)
• Alabama A&M University
• Alabama State University
• Auburn University
• University of North Alabama
Career Technical Education
• Athens State University
Chemistry
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Chemistry Education (Middle/ High School)
• Alabama A&M University
• Alabama State University
Athens State University
• Auburn University
• Auburn University at Montgomery
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Clinical Lab Sciences/Medical Tech
• University of Alabama at Birmingham
• University of South Alabama
Communication Studies or Speech
• Alabama State University
• Auburn University
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
Computer Science
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Motgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham

• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
Consumer Sciences
• University of Alabama
Criminal Justice
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of North Alabama
• University of South Alabama
Cyber Assurance
• University of South Alabama
Dance
• Troy University
• University of Alabama
Economics B.A.
• Jacksonville State University
• Troy University
• University of Alabama
Elementary or Early Childhood Education
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Emergency Management
• Jacksonville State University
Emergency Medical Services
• University of South Alabama
Engineering - Aerospace
• Auburn University
• University of Alabama
Engineering - Biomedical
• University of Alabama at Birmingham
Engineering - Biosystems
• Auburn University
Engineering - Chemical
• Auburn University
• University of Alabama
• University of Alabama in Huntsville
• University of South Alabama
Engineering - Civil
• Alabama A&M University
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of South Alabama
Engineering - Computer Engineering
• Auburn University
• University of Alabama in Huntsville
• University of South Alabama
Engineering - Computer Science
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of South Alabama
Engineering - Electrical
• Alabama A&M University
• Auburn University
•University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of South Alabama
Engineering - Industrial
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
Engineering - Materials
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
Engineering - Mechanical
• Alabama A&M University
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of South Alabama
English (BA or BS)
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
English/Language Arts Education (Middle/High School)

• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama

Environmental Science
• Alabama A&M University
• Auburn University
• Troy University
• University of Alabama
• University of West Alabama

Exercise Science and Wellness
• Jacksonville State University

Family & Consumer Sciences / Human Environmental Sciences
• Alabama A&M University
• Jacksonville State University
• University of Alabama
• University of Montevallo
• University of North Alabama

Fisheries and Allied Aquacultures
• Auburn University

Food Science
• Alabama A&M University

Foreign Language
• Alabama A&M University
• Alabama State University
• Auburn University
• Auburn University at Montgomery
Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama

General Studies in Human Environmental Sciences
• University of Alabama

Geography
• Auburn University
• Jacksonville State University
• University of Alabama
• University of North Alabama
• University of South Alabama

Geography Education (Middle/High School)
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of North Alabama
• University of South Alabama

Geology
• Auburn University
• University of Alabama
• University of North Alabama
• University of South Alabama

German Education (Middle/High School)
• Auburn University
• Jacksonville State University
• University of Alabama
• University of Alabama at Birmingham
• University of North Alabama
• University of South Alabama

Global Studies in Human Sciences
• Auburn University

Graphic Design
• Auburn University
• Troy University

Health Education (Middle/High School)
• Alabama A&M University
• Alabama State University
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Montevallo
• University of South Alabama

Health Informatics
• University of South Alabama
Health Science
• Athens State University
Health Services Administration
• Auburn University
Health, P E & Recreation
• University of North Alabama
History
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
History Education (Middle/High School)
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Horticulture
Auburn University
Hospitality, Sport, and Tourism Management
• Troy University
Hotel, Restaurant, and Hospitality Management
• Auburn University
• University of Alabama
• University of South Alabama
Human Development & Family Studies
• Auburn University
• University of Alabama
Human Services
• Troy University
Industrial Design
• Auburn University
Industrial Hygiene
• University of North Alabama
Information Systems
• University of South Alabama
Information Technology
• University of South Alabama
Instructional Design & Performance Improvement
• University of South Alabama
Integrated Marketing Communications
• University of West Alabama
Interdisciplinary Arts
• University of West Alabama
Interior Architecture
• Auburn University
Interior Design
• Auburn University
• University of Alabama
International Studies
• Auburn University at Montgomery
• University of Alabama
• University of Alabama at Birmingham
• University of South Alabama
Interpreter Training
• Troy University
Journalism
• Alabama State University
• Auburn University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of North Alabama
Kinesiology
• University of Alabama at Birmingham
• University of Montevallo
Laboratory Technology
• Auburn University
Liberal Arts/Studies
• Alabama A&M University
• Athens State University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama at Birmingham
Math Education (Middle/High School)
Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Mathematics
• Alabama A&M University

• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama
Meteorology
• University of South Alabama
Music
• Alabama A&M University
• Alabama State University
• Auburn University
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
Music Education (Middle/High School)
• Alabama State University
• Auburn University
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
Natural Resources Management
• Auburn University
Nursing
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
• University of West Alabama
Nutrition
• Auburn University
• University of Alabama
Philosophy
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of South Alabama
Physical Education
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of North Alabama
• University of South Alabama
• University of West Alabama
Physics
• Alabama A&M University
• Alabama State University
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
Physics Education (Middle/High School)
• Alabama A&M University
• Auburn University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
Political Science
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
Polymer and Fiber Engineering
• Auburn University
Poultry Science
• Auburn University
Professional Health Sciences
• University of South Alabama
Psychology BA or BS
• Alabama A&M University

• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama

Public Administration
• Auburn University

Public Health
• University of Alabama at Birmingham

Public Relations
• Alabama State University
• Auburn University
• University of Alabama
• University of South Alabama

Public Safety & Health Administration
• Athens State University

Radiologic Sciences
• University of South alabama

Recreation Leadership
• Jacksonville State University

Rehabilitation and Disability Studies
• Auburn University

Rehabilitation (NonCertifcation)
• Alabama State University
• Troy University

Religious Studies
• Athens State University
• Auburn University
• University of Alabama

Resources and Technology Management
• Troy University

Respiratory Therapy / Cardio Science
• University of South Alabama

Social Science
• Troy University
• University of Montevallo

Social Studies Education (Middle/ High School)
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama

Social Work
• Alabama A&M University
• Alabama State University
• Auburn University
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Montevallo
• University of North Alabama
• University of South Alabama

Sociology
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama
• University of West Alabama

Spanish Education (Middle/ High School)
• Alabama State University
• Auburn University
• Jacksonville State University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of Montevallo
• University of North Alabama
• University of South Alabama

Special Education
• Alabama A&M University
• Alabama State University
• Athens State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Alabama in Huntsville
• University of North Alabama
• University of South Alabama
• University of West Alabama

Speech Pathology
• Alabama A&M University
• Auburn University
• Auburn University at Montgomery
• University of Alabama

• University of Montevallo
• University of South Alabama

Surveying and Geomatics Science

Troy University

Technology, Industrial Technology or Engineering Technology

• Alabama A&M University
• Jacksonville State University
• University of West Alabama

Telecommunication and Film or Broadcasting

• Alabama A&M University
• Auburn University
• Troy University
• University of Alabama
• University of North Alabama

Textile Management and Technology

• Auburn University

Theatre

• Alabama State University
• Auburn University
• Auburn University at Montgomery
• Jacksonville State University
• Troy University
• University of Alabama
• University of Alabama at Birmingham
• University of Montevallo
• University of North Alabama
• University of South Alabama

Wildlife Ecology and Management

• Auburn University

NOTES

DEGREE PLANS

The Associate in Arts (AA) and the Associate in Science (AS) degrees are designed for students planning to transfer to a baccalaureate degree program. Following are the AA and AS degree requirements found in Alabama State Board of Education policy 712.01. Students should select specific courses based on the requirements of the program into which they plan to transfer. Students should also consult with the Statewide Transfer and Articulation Reporting System (STARS) to ensure transferability of courses to other State institutions. Alabama Community College System institutions are authorized to provide up to 50% of the total credit hours; therefore, degree plans range from 60 to 64 credit hours. Students should consider the maximum number of credit hours that can be transferred when scheduling courses.

Area I: **Written Composition I and II ..... 6 credit hours**

Area II: **Humanities and Fine Arts ..... 12 credit hours**
*Must complete three semester credit hours in literature and three semester credit hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Humanities and arts disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theater and dance.

Area III. **Natural Science and Behavioral Sciences ..... 11 credit hours**
Must complete three semester credit hours in mathematics at the precalculus algebra or finite math level. Must complete eight semester credit hours in the natural sciences, which must include laboratory experiences. Disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science. Note: ESCC requires MTH 112 or above for an AS degree.

Area IV. **History, Social, and Behavioral Sciences ..... 12 credit hours**
*Must complete three semester credit hours in history and at least six semester credit hours from among disciplines in the social and behavioral sciences. Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.

Area I-IV: **Minimum General Education Requirements ..... 41 credit hours**

Area V: **Pre-professional, Pre-major, and Elective Courses ..... ** 19-23 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major. Students completing courses that have been approved for the general studies curriculum and are appropriate to the major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Semester Credit Hour Range of AS and AA Degrees ..... **60-64 credit hours

**Must complete a six semester credit hour sequence either in literature or history. The sequence selected in Area II or IV should follow the requirements of the student's major at the planned transfer institution.*

***Baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Institutions in the Alabama Community College System are authorized to provide 50 percent of that total (60-64 credit hours).*

ASSOCIATE IN ARTS DEGREE PLAN

This degree plan is for students who intend to earn a bachelor of arts degree. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the intended transfer institution when selecting courses at ESCC. This plan meets the Associate in Arts degree requirements.

AREA I: WRITTEN COMPOSITION I AND II		6 Credit Hours
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252	American Literature I, American Literature II	
or	or	
ENG 261, ENG 262	English Literature I, English Literature II	3-6
or	or	
ENG 271, ENG 272	World Literature I, World Literature II	
Select three to nine credit hours from:		
ART100	Art Appreciation	3
MUS101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero to six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		11 Credit Hours
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		12 Credit Hours
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**	21 Credit Hours
Select 21 credit hours from Area I-IV courses.	21

TOTAL CREDIT HOURS: 62

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ASSOCIATE IN SCIENCE DEGREE PLAN

This degree plan is for students who intend to earn a bachelor of science degree. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the intended transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II		6 Credit Hours
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS*		12 Credit Hours
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252	American Literature I, American Literature II	
or	or	
ENG 261, ENG 262	English Literature I, English Literature II	3-6
or	or	
ENG 271, ENG 272	World Literature I, World Literature II	
Select three to nine credit hours from:		
ART100	Art Appreciation	3
MUS101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero to six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		11 Credit Hours
Select three to four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

Select eight credit hours from:

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES* — 12 Credit Hours

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six to nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES** — 19-23 Credit Hours

Select 21 credit hours from Area I-IV courses. **19-23**

TOTAL CREDIT HOURS: 62

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

DEGREE PLAN NOTES

CAREER TECHNICAL EDUCATION DEGREE PLANS & PLANS OF STUDY

CAREER PROGRAMS

Enterprise State Community College is meeting the needs of a growing and diversified job market by offering career technical programs to prepare students for careers that require study beyond high school but not a four-year degree. Completion of a career technical program prepares students to enter a variety of occupations with specific job skills. Students may earn an associate degree, certificate, or short-term certificate depending on the program. While the following programs are not designed for transfer, many institutions may accept some of the credits earned in a career program.

Short-term certificates are typically composed of a two to five course sequence which are required for a certificate or associate degree. The purpose of short-term certificates is to break longer programs into shorter blocks, and to recognize students for their completion of foundational concepts as they progress toward completion of a program. As such, students are not able to select short-term certificates as their primary program of study. Instead, students will enroll in either a certificate or associate degree and will be awarded short-term certificates as they complete the respective courses required for the short-term certificate.

Aviation Maintenance Technology
- *Options:*
- Airframe
- Powerplant

Avionics Technology

Business Administration & Management
- *Options:*
- Accounting
- Management & Supervision

Computer & Information Science
- *Options:*
- Computer Programming
- Computer Systems Technology
- IT Auditing & Assurance

Child Development

Emergency Medical Services

Legal Assistant/Paralegal

Medical Assisting Technology

Office Administration
- *Concentrations:*
- Administrative Assistant
- Health Information Technology

Certificates:
- Advanced Emergency Medical Technician
- Airframe Structures
- Aviation Composite Materials
- Business Administration & Management - Accounting
- Business Administration & Management - Management & Supervision
- Certified Office Specialist
- Child Development
- Computer Graphics
- Computer Programming
- Computer Systems Technology
- Emergency Medical Technician
- General Aviation Technology
- Health Information Technology
- IT Professional
- IT Support Technician
- Legal Assistant/Paralegal
- Linux Operating Systems Specialist
- Network Communications Specialist
- Network Security Professional
- Paramedic
- Reciprocating Engines
- Turbine Engines
- 3-D Simulation & Modeling

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE REQUIREMENTS

Certain courses in the Associate in Applied Science (AAS) degree are accepted in baccalaureate programs, but the AAS degree is primarily designed for students seeking to enter an occupational field upon completion. Following are the AAS degree minimum requirements per Alabama State Board of Education policy 712.01.

Area I: **Written Composition ..... 3-6 credit hours**

Area II: **Humanities and Fine Arts ..... 3-6 credit hours**
In addition to literature, disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theatre and dance.

Students must take a minimum of nine hours in Area I and Area II, which could include six hours in Written Composition I and II and three hours in Area II, or three hours in Written Composition I and three hours in technical writing and three hours in Area II, or three hours in Area I and six hours in Area II, or three hours in Area I with three hours in speech in Area II plus three additional hours in Area I or II.

NOTE: Individual colleges may establish specific course requirements within program of study parameters as set forth in the general education core for the Associate in Applied Science degree.

Area III. **Natural Science and Mathematics ..... 6-11 credit hours**
Disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.

Students must take a minimum of three hours in mathematics.

Area IV. **History, Social, and Behavioral Sciences ..... 3-6 credit hours**
The social and behavioral sciences include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology. Students in programs for which the AAS represents the terminal award are not required to complete the six semester hour sequence in Area IV.

Area V: **General Education Core, Technical Concentration, and Electives ..... 31-61 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major.

Semester Credit Hour Range of AAS Degree ..... 60-76 credit hours
Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, are encouraged to integrate general studies transfer courses whenever possible.

CERTIFICATE REQUIREMENTS

Certain courses in the certificate award may be accepted in associate degree or baccalaureate programs, but the certificate is primarily designed for students seeking to enter an occupational field upon completion. Following are the certificate requirements per Alabama State Board of Education Policy 712.01.

Area I: **Written Composition ..... 3-6 credit hours**
A minimum of one written composition course which may have a discipline-specific prefix other than COM or ENG or the integration of written communication prificiencies within a required discipline-specific course(s).

Area II: **Humanities and Fine Arts ..... 0-6 credit hours**

Area III. **Natural Science and Mathematics ..... 6 credit hours**
A minimum of one mathematics course which may have a discipline-specific prefix other than MAH or MTH or the integration of the mathematics proficiencies within a required discipline-specific course(s).

Area IV. **History, Social, and Behavioral Sciences ..... 0 credit hours**

Area V: **General Education Core, Technical Concentration, and Electives ..... 20-50 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major.

Semester Credit Hour Range of Certificate ..... 30-60 credit hours

SHORT-TERM CERTIFICATE REQUIREMENTS

The short-term certificate is designed for students seeking to obtain a specific skill set and enter an occupational field upon completion. Following are the short-term certificate requirements per Alabama State Board of Education Policy 712.01.

Area I: **Written Composition ..... 0-3 credit hours**
One technical writing course is recommended.

Area II: **Humanities and Fine Arts ..... 0 credit hours**

Area III. **Natural Science and Mathematics ..... 0-3 credit hours**

Area IV. **History, Social, and Behavioral Sciences ..... 0 credit hours**

Area V: **Technical Core, Technical Concentration, and Electives ..... 9-29 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major.

Semester Credit Hour Range of Short-term Certificate ..... 9-29 credit hours

AVIATION COMPOSITE MATERIALS SHORT-TERM CERTIFICATE

The Aviation Composite Materials short-term certificate program prepares students to inspect, fabricate, and repair aircraft and other components made of composite materials. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

Area I: Written Composition ..... 0 credit hours

Area II: Humanities and Fine Arts ..... 0 credit hours

Area III. Natural Science and Mathematics ..... 0 credit hours

Area IV. History, Social, and Behavioral Sciences ..... 0 credit hours

Area V: General Education Core, Technical Concentration, and Electives ..... 9 credit hours

AMT 130	Fundamentals of Advanced Composite Materials	3
AMT 131	Introduction to Non-destructive Testing of Composite Materials	1
AMT 230	Advanced Composites Fabrication and Repair	5

TOTAL MINIMUM CREDIT HOURS: 9

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		
AMT 130	Fundamentals of Advanced Composite Materials	3 CH
AMT 131	Introduction to Non-destructive Testing of Composite Materials	3 CH
AMT 230	Advanced Composites Fabrication and Repair	3 CH
TOTAL		**9 CH**

CERTIFIED OFFICE SPECIALIST SHORT-TERM CERTIFICATE

The Certified Office Specialist Short Term Certificate helps students prove expertise in Microsoft Office Programs; such as Microsoft Word, Access, Excel, and PowerPoint, facilitating the pursuit of top academic opportunities and prime job prospects. Microsoft Certification is the perfect complement to a high school diploma or college degree. This short term certificate proves students have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. For many businesses, Microsoft Office skills are no longer a luxury but an absolute necessity. Students seeking academic success and entry into the business world can meet this demand with Certified Application Specialist Short Term Certificate. **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

Area I: Written Composition ..... 0 credit hours

Area II: Humanities and Fine Arts..... 0 credit hours

Area III. Natural Science and Mathematics.....0 credit hours

Area IV. History, Social, and Behavioral Sciences .....0 credit hours

Area V: General Education Core, Technical Concentration, and Electives ..... 15 credit hours

CIS 115 Presentation Graphics Software Applications	3
OAD 125 Word Processing	3
OAD 134 Career and Professional Development	3
OAD 243 Spreadsheet Applications	3
OAD 244 Database Concepts	3

TOTAL MINIMUM CREDIT HOURS: 15

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1	
CIS 115 Presentation Graphics Software Applications	3 CH
OAD 125 Word Processing	3 CH
OAD 134 Career and Professional Development	3 CH
OAD 243 Spreadsheet Applications	3 CH
OAD 244 Database Concepts	3 CH
TOTAL	**15 CH**

GENERAL AVIATION SHORT-TERM CERTIFICATE

The General Aviation Short-Term Certificate program is designed to impart knowledge, skills, and ability in the following areas; math, physics, aircraft weight and balance, and a working knowledge of federal regulations, basic electrical, tool usage, precision measurement, safety, SDS, and use of technical publications. **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

Area I: Written Composition ..... 0 credit hours

Area II: Humanities and Fine Arts ..... 0 credit hours

Area III. Natural Science and Mathematics ..... 0 credit hours

Area IV. History, Social, and Behavioral Sciences ..... 0 credit hours

Area V: General Education Core, Technical Concentration, and Electives ..... 15 credit hours

AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5

TOTAL MINIMUM CREDIT HOURS: 15

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		
AMT 100	Technical Preparation	5CH
AMT 101	Basic Electricity	5CH
AMT 102	Materials and Processes	5CH
TOTAL		**15 CH**

RECIPROCATING ENGINES SHORT-TERM CERTIFICATE

The Reciprocating Engines Short-Term Certificate program is designed to impart knowledge, skill, and ability in the following subject areas; piston engine theory, propellers, ignition systems, fuel metering systems, exhaust systems, cooling systems, engine overhaul, engine inspections and maintenance. **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

Area I:	**Written Composition**	**0 credit hours**
Area II:	**Humanities and Fine Arts**	**0 credit hours**
Area III.	**Natural Science and Mathematics**	**0 credit hours**
Area IV.	**History, Social, and Behavioral Sciences**	**0 credit hours**
Area V:	**General Education Core, Technical Concentration, and Electives**	**20 credit hours**
	AMP 120 Engine Theory and Propellers	5
	AMP 121 Reciprocating Engine Systems	5
	AMP 122 Reciprocating Engine Overhaul	5
	AMP 123 Reciprocating Engine Inspection	5

TOTAL MINIMUM CREDIT HOURS: 20

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1		
	AMP 120 Engine Theory and Propellers	5 CH
	AMP 121 Reciprocating Engine Systems	5 CH
	AMP 122 Reciprocating Engine Overhaul	5 CH
SEMESTER 2		
	AMP 123 Reciprocating Engine Inspection	5 CH
	TOTAL	**20 CH**

AIRFRAME STRUCTURES SHORT-TERM CERTIFICATE

The Airframe Structures Short-Term Certificate program is designed to impart knowledge, skill, and ability in the following subject areas; structural sheet metal fabrication and repair, welded repairs, composite repair, repair of transparent plastics, and application of primers and finishes. **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

Area I:	**Written Composition ..... 0 credit hours**	
Area II:	**Humanities and Fine Arts..... 0 credit hours**	
Area III.	**Natural Science and Mathematics.....0 credit hours**	
Area IV.	**History, Social, and Behavioral Sciences .....0 credit hours**	
Area V:	**General Education Core, Technical Concentration, and Electives ..... 10 credit hours**	
	AMT 110 Non-Metallic Structures and Welding	5
	AMT 111 Aircraft Sheet Metal Structures	5

TOTAL MINIMUM CREDIT HOURS: 10

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1

AMT 110 Non-Metallic Structures and Welding	5 CH
AMT 111 Aircraft Sheet Metal Structures	5 CH
TOTAL	**10 CH**

TURBINE ENGINES
SHORT-TERM CERTIFICATE

The Turbine Engines Short-Term Certificate program is designed to impart knowledge, skill, and ability in the following subject areas; operational theory of turbine engines, inspection and maintenance of turbine engines and engine systems, overhaul of turbine engines. **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

Area I:	**Written Composition**	**0 credit hours**
Area II:	**Humanities and Fine Arts**	**0 credit hours**
Area III.	**Natural Science and Mathematics**	**0 credit hours**
Area IV.	**History, Social, and Behavioral Sciences**	**0 credit hours**
Area V:	**General Education Core, Technical Concentration, and Electives**	**10 credit hours**
	AMP 124 Turbine Engine Theory and Inspection	5
	AMP 125 Turbine Engine Systems Overhaul	5

TOTAL MINIMUM CREDIT HOURS: 10

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1

AMP 124 Turbine Engine Theory and Inspection	5 CH
AMP 125 Turbine Engine Systems Overhaul	5 CH
TOTAL	**10 CH**

NOTES

AVIATION MAINTENANCE TECHNOLOGY – AIRFRAME TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. Graduates earn an Associate in Applied Science Degree in Airframe Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II		3 Credit Hours
Select 3 credit hours from:		
ENG 101	Written Composition I	**3**
*ENG 131	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Must complete a minimum of nine credit hours in Area I and II; At least three hours must be in Area II		
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	**3**
SPH 107	Fundamentals of Public Speaking	**3**
Select 3 credit hours from:		
ART 100	Art Appreciation	**3**
ENG 102	Written Composition II	**3**
ENG 251	American Literature I	**3**
ENG 252	American Literature II	**3**
ENG 261	English Literature I	**3**
ENG 262	English Literature II	**3**
MUS 101	Music Appreciation	**3**
PHL 106	Introduction to Philosophy	**3**
PHL 206	Ethics and Society	**3**
REL 152	Survey of the New Testament	**3**
SPA 101	Introductory Spanish I	**4**
SPA 102	Introductory Spanish II	**4**
THR 120	Theatre Appreciation	**3**
THR 126	Introduction to Theatre	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		9 Credit Hours
CIS 146	Microcomputer Applications	**3**
MTH 116	Mathematical Applications	**3**
Select at least 3 credit hours from 100 level or above courses in:		
BIO	Biology	**3-4**
CHM	Chemistry	**3-4**
CIS	Computer Science	**3-4**
MTH	Mathematics	**3-4**

PHS	Physical Science	**3-4**
PHY	Physics	**3-4**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES — 3 Credit Hours

Select 3 credit hours from:

ECO 231	Principles of Macroeconomics	**3**
ECO 232	Principles of Microeconomics	**3**
GEO 100	World Regional Geography	**3**
HIS 101	History of Western Civilization I	**3**
HIS 102	History of Western Civilization II	**3**
HIS 201	United States History I	**3**
HIS 202	United States History II	**3**
POL 200	Introduction to Political Science	**3**
POL 211	American National Government	**3**
PSY 200	General Psychology	**3**
PSY 210	Human Growth and Development	**3**
SOC 200	Introduction to Sociology	**3**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — 45 Credit Hours

AMT 100	Technical Preparation	**5**
AMT 101	Basic Electricity	**5**
AMT 102	Materials and Processes	**5**
AMT 110	Non-metallic Structures and Welding	**5**
AMT 111	Aircraft Sheet Metal Structures	**5**
AMT 112	Airframe Systems I	**5**
AMT 113	Airframe Systems II	**5**
AMT 114	Airframe Systems III	**5**
AMT 115	Airframe Systems IV	**5**

Select zero to one credit hours from the following (these courses may not substitute for other courses in Area I-V). Successful completion of comprehensive exam electives is a requirement to be eligible for FAA Written and/or Oral and Practical Exam Testing

AMT 107	General Comprehensive Testing
AMT 117	Airframe Comprehensive Testing

TOTAL MINIMUM CREDIT HOURS: 66

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE OF AREA V COURSES

	FALL YEAR 1	
AMT 100	Technical Preparation	**5CH**
AMT 101	Basic Electricity	**5CH**
AMT 102	Materials and Processes	**5CH**
AMT 107	Generals Comprehensive Exam	**0.5CH**
	TOTAL	**15.5CH**
	SPRING YEAR 1	
AMT 110	Non-metallic Structures and Welding	**5CH**
AMT 111	Aircraft Sheet Metal Structures	**5CH**
AMT 112	Airframe Systems I	**5CH**
	(*Prerequisite: Basic Electricity*)	
	TOTAL	**15CH**
	SUMMER YEAR 1	
AMT 113	Airframe Systems II	**5CH**
AMT 114	Airframe Systems III	**5CH**
	TOTAL	**10CH**
	FALL YEAR 2	
	(*Most students Begin Powerplant courses this semester*)	
AMT 115	Airframe Systems IV	**5CH**
AMT 117	Airframe Comprehensive Testing	
	TOTAL	**5CH**

AVIATION MAINTENANCE TECHNOLOGY – POWERPLANT TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied ScienceDegree in Powerplant Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
Select 3 credit hours from:		
ENG 101	Written Composition I	**3**
*ENG 131	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
Select 3 credit hours from:		
ART 100	Art Appreciation	3
ENG 102	Written Composition II	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		9 Credit Hours
CIS 146	Microcomputer Applications	3
MTH 116	Mathematical Applications	3
Select at least 3 credit hours from 100 level or above courses in:		
BIO	Biology	3-4
CHM	Chemistry	3-4
CIS	Computer Science	3-4
MTH	Mathematics	3-4
PHS	Physical Science	3-4
PHY	Physics	3-4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3

POL 211	American National Government	**3**
PSY 200	General Psychology	**3**
PSY 210	Human Growth and Development	**3**
SOC 200	Introduction to Sociology	**3**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**45 Credit Hours**

AMT 100	Technical Preparation	**5**
AMT 101	Basic Electricity	**5**
AMT 102	Materials and Processes	**5**
AMP 120	Engine Theory and Propellers	**5**
AMP 121	Reciprocating Engine Systems	**5**
AMP 122	Reciprocating Engine Overhaul	**5**
AMP 123	Reciprocating Engine Inspections	**5**
AMP 124	Turbine Engine Theory and Inspections	**5**
AMP 125	Turbine Engine Systems Overhaul	**5**

Although it is not a requirement for graduation, successful completion of the Aviation Program's General and Powerplant Comprehensive Exams is a requirement to be eligible for the FAA Written Exam and/or the FAA Oral and Practical Exam which leads to FAA certification. Students must register and pay the current examination fees prior to testing. See the semester schedule for details on exam dates, fees and registration deadlines.

AMT 107	General Comprehensive Testing
AMT 127	Powerplant Comprehensive Testing

TOTAL MINIMUM CREDIT HOURS: 66

* Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

AMT 100	Technical Preparation	**5CH**
AMT 101	Basic Electricity	**5CH**
AMT 102	Materials and Processes	**5CH**
	TOTAL	**15CH**

SPRING YEAR 1

AMP 120	Engine Theory and Propellers	**5CH**
AMP 121	Reciprocating Engine Systems	**5CH**
AMP 122	Reciprocating Engine Overhaul	**5CH**
	TOTAL	**15CH**

SUMMER YEAR 1

AMP 123	Reciprocating Engine Inspections	**5CH**
AMP 124	Turbine Engine Theory	**5CH**
	TOTAL	**10CH**

SUMMER YEAR 1

AMP 125	Turbine Engine Overhaul	**5CH**
AMP 127	Powerplant Comprehensive Exam	
	TOTAL	**5CH**

AVIONICS TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

Students learn to install, troubleshoot, repair, and maintain communication and navigation radios, weather radios, autopilots, on-board computers, transponders, and other equipment associated with aircraft communications and navigation. Graduates earn an Associate in Applied Science Degree in Avionics Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs**.

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
Select 3 credit hours from:		
ENG 101	Written Composition I	**3**
*ENG 131	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		**6 Credit Hours**
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	**3**
SPH 107	Fundamentals of Public Speaking	**3**
Select 3 credit hours from:		
ART 100	Art Appreciation	**3**
ENG 251	American Literature I	**3**
ENG 252	American Literature II	**3**
ENG 261	English Literature I	**3**
ENG 262	English Literature II	**3**
MUS 101	Music Appreciation	**3**
PHL 106	Introduction to Philosophy	**3**
PHL 206	Ethics and Society	**3**
REL 152	Survey of the New Testament	**3**
THR 120	Theatre Appreciation	**3**
THR 126	Introduction to Theatre	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		**9 Credit Hours**
CIS 146	Microcomputer Applications	**3**
MTH 100 or higher	Mathematics, including MTH 116	**3**
**AVT 148	Microprocessors and Interfacing	**4**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		51 Credit Hours
AVT 111	Aviation Electronics Theory	6
AVT 112	Aviation Electronics Laboratory I	5
AVT 121	Principles of Solid State	5
AVT 131	Digital Concepts	4
AVT 141	Introduction to Avionics	2
AVT 142	Electronic Communications	5
AVT 211	Pulse and Radar Circuits	4
AVT 212	Aircraft Installation and Soldering	4
AVT 213	Aviation Communications	4
AVT 214	Navigation/ILS	4
AVT 215	DME/Transponder	4
AVT 216	Autopilot/Aircraft Systems	4
Select 0-5 credit hours from (these courses do not substitute for other courses in Areas I-V):		
AVT 100	Foundation of Aviation Electronics	3
AVT 102	Aviation Soldering	2
Select 0-4 credit hours from (these courses do not substitute for other courses in Areas I-V):		
AVM 140	FCC Rules and Regulations	3
AVM 145	Certified Electronics Technician	2

TOTAL MINIMUM CREDIT HOURS: 73

* Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

** AVT 148 meets the science and computer science requirements in Area III.

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

	FALL YEAR 1	
AVT 111	Aviation Electronics Theory	**6CH**
AVT 112	Aviation Electronics Laboratory I	**5CH**
MTH 100 or higher	Mathematics, including MTH 116	**3CH**
	TOTAL	**14CH**
	SPRING YEAR 1	
AVT 121	Principles of Solid State	**5CH**
AVT 131	Digital Concepts	**4CH**
AVT 141	Introduction to Avionics	**2CH**
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	**3CH**
	TOTAL	**14CH**
	SUMMER YEAR 1	
AVT 142	Electronic Communications	**5CH**
AVT 148	Microprocessors and Interfacing	**4CH**
ENG 101 or 131	English Composition I or Applied Writing I	**3CH**
	TOTAL	**12CH**
	FALL YEAR 2	
AVT 211	Pulse and Radar Circuits	**4CH**
AVT 212	Aircraft Installation and Soldering	**4CH**
AVT 213	Aviation Communications	**4CH**
CIS 146	Microcomputer Applications	**3CH**
Area II	Elective Humanities and Fine Arts	**3CH**
	TOTAL	**18CH**
	SPRING YEAR 2	
AVT 214	Navigation/ILS	**4CH**
AVT 215	DME/Transponder	**4CH**
AVT 216	Autopilot/Aircraft Systems	**4CH**
AVM 140 or 145	FCC Rules and Regulations or Certified Electronics Technician	**0-2CH**
Area IV Elective	History, Social, and Behavioral Sciences	**3CH**
	TOTAL	**15-17CH**

BUSINESS ADMINISTRATION AND MANAGEMENT
ACCOUNTING OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry-level employees in sales, marketing, banking, real estate,insurance, management, supervision, accounting, and related occupations with an emphasis in accounting. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		3-6 Credit Hours
ENG 101	English Composition I	3
ENG 102 or Area II Elective	English Composition II	3
ENG 103*	Applied Writing I	3

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
Select 3 credit hours from:		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		9 Credit Hours
CIS 146	Microcomputer Applications	3
CIS 196	Commercial Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		49 Credit Hours
ACC 129	Individual Income Taxes	3
ACC 140	Payroll Accounting	2
ACC 149	Introduction to Accounting Spreadsheets	3
BUS 146	Personal Finance	3
BUS 150	Business Math	3
BUS 189	Human Relationships	1
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
WKO 101	Workplace Skills Development	1
Select 3 credit hours from:		
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3

TOTAL MINIMUM CREDIT HOURS: 70

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS (Accounting Option)

FALL YEAR 1

BUS 241	Principles of Accounting I	3CH
BUS 263	The Legal and Social Environment of Business	3CH
BUS 275	Principles of Management	3CH
CIS 146	Microcomputer Applications	3CH
OAD 101	Beginning Keyboarding	3CH
OAD 131	Business English	3CH
	TOTAL	**18CH**

SPRING YEAR 1

ACC 140	Payroll Accounting	2CH
BUS 146	Personal Finance	3CH
BUS 150	Business Math	3CH
BUS 242	Principles of Accounting II	3CH
ECO 231	Principles of Macroeconomics	3CH
ENG 101	English Composition I	3CH
	TOTAL	**17CH**

	FALL YEAR 2	
ACC 129	Individual Income Taxes	**3CH**
ACC 149	Introduction to Accounting Spreadsheets	**3CH**
BUS 189	Human Relationships	**1CH**
BUS 215	Business Communication	**3CH**
ECO 232	Principles of Microeconomics	**3CH**
ENG 102	English Compostion II	**3CH**
MTH 116	Mathematical Applications	**3CH**
	TOTAL	**19CH**

	SPRING YEAR 2	
BUS 248	Managerial Accounting	**3CH**
BUS 296	Business Internship	**3CH**
CIS 113	Spreadsheet Software Applications	**3CH**
OAD 134	Career and Professional Development	**3CH**
SPH 106	Fundamentals of Speech	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**16CH**

BUSINESS ADMINISTRATION AND MANAGEMENT ACCOUNTING OPTION SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level employees in business and accounting related occupations. Graduates earn a short-term certificate in Business Administration and Management with an emphasis in accounting. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		28 Credit Hours
ACC 129	Individual Income Tax	3
ACC 140	Payroll Accounting	2
ACC 149	Introduction to Accounting Spreadsheets	3
BUS 150	Business Math	3
BUS 189	Human Relationships	1
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 296	Business Internship	3
CIS 146	Microcomputer Applications	3
WKO 101	Workplace Skills Development	1

TOTAL MINIMUM CREDIT HOURS: 28

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL SEMESTER

ACC 129	Individual Income Tax	3CH
ACC 149	Introduction to Accounting Spreadsheets	3CH
BUS 189	Human Relationships	1CH
BUS 215	Business Communication	3CH
BUS 241	Principles of Accounting I	3CH
CIS 146	Microcomputer Applications	3CH
	TOTAL	16CH

SPRING SEMESTER

ACC 140	Payroll Accounting	2CH
BUS 242	Principles of Accounting II	3CH
BUS 296	Business Internship	3CH
BUS 150	Business Math	3CH
WKO 101	Workplace Skills Development I	1CH
	TOTAL	12CH

BUSINESS ADMINISTRATION AND MANAGEMENT MANAGEMENT AND SUPERVISION OPTION ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry-level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		3 Credit Hours
ENG 101	English Composition I	3
ENG 103*	Applied Writing I	3

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
Select 3 credit hours from:		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		9 Credit Hours
CIS 146	Microcomputer Applications	3
CIS 113	Spreadsheet Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		44 Credit Hours
BUS 146	Personal Finance	3
BUS 150	Business Math	3
BUS 189	Human Relationships	1
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	1
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
WKO 101	Workplace Skills Development I	1
Select 3 credit hours from:		
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3

TOTAL MINIMUM CREDIT HOURS: 65

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS
(Management and Supervision Option)

FALL YEAR 1

BUS 189	Human Relationships	1CH
BUS 241	Principles of Accounting I	3CH
BUS 263	The Legal and Social Environment of Business	3CH
BUS 276	Human Resource Management	3CH
OAD 101	Beginning Keyboarding	3CH
OAD 131	Business English	3CH
	TOTAL	**16CH**

SPRING YEAR 1

BUS 146	Personal Finance	3CH
BUS 150	Business Math	3CH
BUS 242	Principles of Accounting II	3CH
ECO 231	Principles of Macroeconomics	3CH
ENG 101	English Composition I	3CH
	TOTAL	**15CH**

FALL YEAR 2

BUS 215	Business Communication	**3CH**
BUS 275	Principles of Management	**3CH**
CIS 146	Microcomputer Applications	**3CH**
ECO 232	Principles of Microeconomics	**3CH**
	Area II Elective	**3CH**
MTH 116	Mathematical Applications	**3CH**
	TOTAL	**18CH**

SPRING YEAR 2

BUS 285	Principles of Marketing	**3CH**
BUS 296	Business Internship	**3CH**
CIS 113	Spreadsheet Software Applications	**3CH**
OAD 134	Career and Professional Development	**3CH**
SPH 106	Fundamentals of Speech	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**16CH**

BUSINESS ADMINISTRATION AND MANAGEMENT MANAGEMENT AND SUPERVISION OPTION SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level employees in business settings. Graduates earn a short-term certificate in Business Administration and Management with an emphasis in management and supervision. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		29 Credit Hours
BUS 150	Business Math	**3**
BUS 189	Human Relationships	**1**
BUS 215	Business Communication	**3**
BUS 241	Principles of Accounting I	**3**
BUS 242	Principles of Accounting II	**3**
BUS 263	The Legal and Social Environment of Business	**3**
BUS 275	Principles of Management	**3**
BUS 276	Human Resource Management	**3**
BUS 285	Principles of Marketing	**3**
BUS 296	Business Internship	**3**
WKO 101	Workplace Skills Development I	**1**

TOTAL MINIMUM CREDIT HOURS: 29

SUGGESTED COURSE SEQUENCE OF COURSES

FALL SEMESTER

BUS 189	Human Relationships	**1CH**
BUS 215	Business Communication	**3CH**
BUS 241	Principles of Accounting I	**3CH**
BUS 263	The Legal & Social Environment of Business	**3CH**
BUS 275	Principles of Management	**3CH**
BUS 276	Human Resource Management	**3CH**
	TOTAL	**16CH**

SPRING SEMESTER

BUS 150	Business Math	**3CH**
BUS 242	Principles of Accounting II	**3CH**
BUS 285	Principles of Marketing	**3CH**
BUS 296	Business Internship	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**13CH**

CHILD DEVELOPMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn an Associate in Applied Science degree in Child Development. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		3 Credit Hours
ENG 101	English Composition I	3
ENG 131*	Applied Writing I	3

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
Select 3 credit hours from:		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		10 Credit Hours
CIS 146	Microcomputer Applications	3
Select 3 credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Precalculus Algebra	3
MTH 116	Mathematical Applications	3
Select 4 credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I – Trigonometry Based	4
PHY 202	General Physics II – Trigonometry Based	4

PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES — 3 Credit Hours

Select 3 credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United State History II	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
PSY 260	Statistics for the Social Sciences	3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
SOC 247	Marriage and the Family	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — 42 Credit Hours

CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 217	Math and Science for Young Children	3
PED Electives	Physical Education Electives	2
WKO 101	Workplace Skills Development I	1

Select 12 credit hours from:

BUS 241	Principles of Accounting I	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Children	3
HED 231	First Aid	3
OAD 125	Word Processing	3
OAD 135	Financial Record Keeping	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
PSY 200	General Psychology	3

PSY 210	Human Growth and Development	**3**
SOC 200	Introduction to Sociology	**3**
SOC 247	Marriage and the Family	**3**

TOTAL MINIMUM CREDIT HOURS: 64

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

FALL YEAR 1

CHD 100	Introduction of Early Care and Education of Children	**3CH**
CHD 201	Child Growth and Development Principles	**3CH**
CIS 146	Microcomputer Applications	**3CH**
SPH 107	Fundamentals of Public Speaking	**3CH**
WKO 101	Workplace Skills Development I 1	**1CH**
	TOTAL	**13CH**

SPRING YEAR 1

CHD 203	Children's Literature and Language Development	**3CH**
CHD 204	Methods and Materials for Teaching Children	**3CH**
CHD 205	Program Planning for Educating Young Children	**3CH**
MTH 110 or higher	Mathematics 100 or higher, including MTH 116	**3CH**
	TOTAL	**12CH**

SUMMER YEAR 1

CHD 208	Administration of Child Development Programs	**3CH**
CHD 209	Infant and Toddler Education Programs	**3CH**
CHD 210	Educating Exceptional Children	**3CH**
CHD 217	Math and Science for Young Children	**3CH**
	TOTAL	**12CH**

FALL YEAR 2

CHD 202	Children's Creative Experiences	**3CH**
HIS 101 or HIS 201	Western Civilization I or U.S. History I	**3CH**
PED Elect	Physical Education Elective	**1CH**
PHS 111	Physical Science I	**4CH**
MUS 101	Music Appreciation	**3CH**
	TOTAL	**14CH**

SPRING YEAR 2

CHD 215	Supervised Practical Experience in Child Development	**3CH**
ENG 101	English Composition I	**3CH**
CHD 206	Children's Health and Safety	**3CH**
PED Elect	Physical Education Elective	**1CH**
PSY 200	General Psychology	**3CH**
	TOTAL	**13CH**

CHILD DEVELOPMENT CERTIFICATE

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn a Certificate in Child Development. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II		3 Credit Hours
ENG 101	English Composition I	3
AREA II: HUMANITIES AND FINE ARTS		**3 Credit Hours**
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS		**10 Credit Hours**
CIS 146	Microcomputer Applications	3
MTH 100 OR HIGHER	Mathematics, including MTH 116	3
Select 4 credit hours from 100-level or above courses with one of the following prefixes:		
BIO	Biology	4
CHM	Chemistry	4
PHS	Physical Science	4
PHY	General Physics	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		**28 Credit Hours**
CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 217	Math and Science for Young Children	3
WKO 101	Workplace Skills Development I	1

TOTAL MINIMUM CREDIT HOURS: 44

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

CHD 100	Introduction of Early Care and Education of Children	**3CH**
CHD 201	Child Growth and Development Principles	**3CH**
CHD 202	Children's Creative Experiences	**3CH**
CIS 146	Microcomputer Applications	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**13CH**

SPRING YEAR 1

CHD 203	Children's Literature and Language Development	**3CH**
CHD 204	Methods and Materials for Teaching Children	**3CH**
CHD 205	Program Planning for Educating Young Children	**3CH**
CHD 206	Children's Health and Safety	**3CH**
MTH 100 or higher	Mathematics, including MTH 116	**3CH**
	TOTAL	**15CH**

SUMMER YEAR 1

CHD 215	Supervised Practical Experience in Child Development	**3CH**
CHD 217	Math and Science for Young Children	**3CH**
ENG 101	English Composition I	**3CH**
Area III Elective	BIO, CHM, PHS, PHY course	**4CH**
SPH 107	Fundamentals of Public Speaking	**3CH**
	TOTAL	**16CH**

CHILD DEVELOPMENT CERTIFICATE

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn a certificate in Child Development. The courses comprising the certificate in Child Development have been grouped into blocks based on their subject matter. Each block of similar courses represents a short-term certificate which students will be awarded as they complete the respective courses. These short-term certificates do not represent programs which students can enroll in as their primary program of study. Instead, students seeking the Child Development certificate will be awarded them as they complete the required coursework. Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.

FOUNDATIONAL SHORT-TERM CERTIFICATE

CHD 100	Introduction of Early Care and Education of Children	**3CH**
CHD 201	Child Growth and Development Principles	**3CH**
CHD 204	Methods and Materials for Teaching Children	**3CH**
CHD 206	Children's Health and Safety	**3CH**
HED 231	First Aid	**3CH**
	TOTAL	**15CH**

CURRICULUM AND DESIGN SHORT-TERM CERTIFICATE

CHD 202	Children's Creative Experiences	**3CH**
CHD 203	Children's Literature and Language Development	**3CH**
CHD 204	Methods and Materials for Teaching Children	**3CH**
CHD 205	Program Planning for Educating Young Children	**3CH**
CHD 217	Math and Science for Young Children	**3CH**
	TOTAL	**15CH**

CHILDCARE PROGRAM DEVELOPMENT AND ADMINISTRATION SHORT-TERM CERTIFICATE

CHD 205	Program Planning for Educating Young Children	**3CH**
CHD 208	Administration of Child Development Programs	**3CH**
CHD 209	Infant and Toddler Education Programs	**3CH**
CHD 215	Supervised Practical Experience in Child Development	**3CH**
	TOTAL	**12CH**

SUGGESTED COURSE SEQUENCE FOR CHILD DEVELOPMENT SHORT-TERM CERTIFICATES

FALL YEAR 1

CHD 100	Introduction of Early Care and Education of Children	**3CH**
CHD 201	Child Growth and Development Principles	**3CH**
CHD 204	Methods and Materials for Teaching Children	**3CH**
HED 231	First Aid	**3CH**
	TOTAL	**12CH**

SPRING YEAR 1

CHD 202	Children's Creative Experiences	**3CH**
CHD 203	Children's Literature and Language Development	**3CH**
CHD 205	Program Planning for Educating Young Children	**3CH**
CHD 206	Children's Health and Safety	**3CH**
	TOTAL	**12CH**

SUMMER YEAR 1

CHD 208	Administration of Child Development Programs	**3CH**
CHD 209	Infant and Toddler Education Programs	**3CH**
CHD 215	Supervised Practical Experience in Child Development	**3CH**
CHD 217	Math and Science for Young Children	**3CH**
	TOTAL	**12CH**

COMPUTER GRAPHICS
SHORT-TERM CERTIFICATE

Students learn computer applications and techniques needed to produce graphic designs. Graduates earn a Short-Term Certificate in Computer Graphics. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**28 Credit Hours**

ART 100	Art Appreciation	**3**
ART 113	Drawing I	**3**
ART 121	Two Dimensional Composition I	**3**
ART 220	Introduction to Computer Graphics	**3**
ART 221	Computer Graphics I	**3**
ART 222	Computer Graphics II	**3**
GRD 121 or ART 175	Digital Photography Foundation or Digital Photography	**3**
WKO 101	Workplace Skills Development I	**1**

TOTAL MINIMUM CREDIT HOURS: 22

SUGGESTED COURSE SEQUENCE OF COURSES

FALL YEAR 1

ART 113	Drawing I	**3CH**
ART 121	Two Dimensional Composition I	**3CH**
ART 220	Introduction to Computer Graphics	**3CH**
GRD 121	Digital Photography Foundation **OR**	
ART 175	Digital Photography	**3CH**
	TOTAL	**12CH**

SPRING YEAR 1

ART 100	Art Appreciation	**3CH**
ART 221	Computer Graphics I	**3CH**
ART 222	Computer Graphics II	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**10CH**

COMPUTER INFORMATION SCIENCE
COMPUTER PROGRAMMING OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry-level computer operators, computer programmers, and systems analysts. Graduates earn an Associate in Applied Science Degree (AAS) in Computer Information Science with a major concentration in Computer Programming. To receive an AAS, students must complete General Education core requirements, Computer Information Science core requirements, and additional courses to satisfy the requirements in the chosen area of concentration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
Select 3 credit hours from:		
ENG 101	English Composition I	**3**
ENG 131*	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		**3 Credit Hours**
Select 3 credit hours from:		
SPH 107	Fundamentals of Public Speaking	**3**
SPH 226	Business and Professional Speech	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		**6 Credit Hours**
CIS 150	Introduction to Computer Logic and Programming	**3**
Select 3 credit hours from:		
MTH 110	Finite Mathematics	**3**
MTH 112	Precalculus Algebra	**3**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	**3**
ECO 232	Principles of Microeconomics	**3**

AREA V: GENERAL EDUCATION REQUIRED CONCENTRATION COURSES		18 Credit Hours
CIS 196	Commercial Software Applications	**3**
CIS 215	C# Programming	**3**
CIS 157	Introduction to APP Development With Swift	**3**
or		
CIS 212	Visual Basic Programming	**3**
CIS 219	Android APP Development	**3**
or		
CIS 256	Advanced Java	**3**
CIS 220	APP Development With Swift I	**3**
or		
CIS 213	Advanced Visual Basic Programming	**3**
CIS 227	APP Development With Swift II	**3**
or		
CIS 255	Java Programming	**3**

AREA V: GENERAL EDUCATION REQUIRED CORE COURSES		34 Credit Hours
BUS 180	Business Operations & Organizational Structure	**3**
BUS 241	Principles of Accounting I	**3**
CIS 134	IT Fundamentals	**3**
CIS 161	Introduction to Networking Communications	**3**
CIS 162	Advanced Networking	**3**
CIS 171	Linux I	**3**
CIS 172	Linux II	**3**
CIS 260	Network Security & Risk Management	**3**
CIS 268	Software Support	**3**
CIS 269	Hardware Support	**3**
CIS 284	CIS Internship	**3**
WKO 101	Workplace Skills Development I	**3**

TOTAL MINIMUM CREDIT HOURS: 67

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

	FALL YEAR 1	
CIS 134	IT Fundamentals	**3CH**
CIS 157	Introduction to APP Development with Swift	**3CH**
or		
CIS 212	Visual Basic Programming	**3CH**
CIS 161	Introduction to Networking Communications	**3CH**
CIS 268	Software Support	**3CH**
ENG 101	English Composition I	**3CH**
or		
ENG 131	Applied Writing I	**3CH**
	TOTAL	**15CH**
	SPRING YEAR 1	
CIS 150	Introduction to Computer Logic & Programming	**3CH**
CIS 162	Advanced Networking	**3CH**
CIS 220	Commercial Software Applications	**3CH**
or		
CIS 213	Advanced Visual Basic Programming	**3CH**
CIS 227	Introduction to APP Development with Swift	**3CH**
or		
CIS 255	Java Programming	**3CH**
CIS 269	Hardware Support	**3CH**
	TOTAL	**15CH**
	SUMMER YEAR 1	
BUS 180	Business Operations & Organizational Structure	**3CH**
BUS 241	Principles of Accounting I	**3CH**
CIS 219	Android APP Development or	**3CH**
	or 256 Advanced Java	
MTH 110	Finite Mathematics	**3CH**
	or MTH 112 Precalculus Algebra	
SPH 107	Fundamentals of Public Speaking	**3CH**
	or 226 Business and Professional Speech	
	TOTAL	**15CH**
	FALL YEAR 2	
CIS 171	Linux I	**3CH**
CIS 196	Commercial Software Applications	**3CH**
CIS 215	C# Programming	**3CH**
CIS 260	Network Security & Risk Management	**3CH**
	TOTAL	**12CH**
	SPRING YEAR 2	
CIS 172	Linux I	**3CH**
CIS 284	CIS Internship	**3CH**
ECO 231	Principles of Macroeconomics	**3CH**
or 232	Principles of Microeconomics	
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**10CH**

COMPUTER INFORMATION SCIENCE
COMPUTER SYSTEMS TECHNOLOGY OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry-level computer operators, computer programmers, and systems analysts. Graduates earn an Associate in Applied Science Degree (AAS) in Computer Information Science with a major concentration in Computer Systems Technology. To receive an AAS, students must complete General Education core requirements, Computer Information Science core requirements, and additional courses to satisfy the requirements in the chosen area of concentration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		3 Credit Hours
ENG 101	English Composition I	3
ENG 131*	Applied Writing I	3
AREA II: HUMANITIES AND FINE ARTS		**3 Credit Hours**
SPH 107	Fundamentals of Public Speaking	3
SPH 226	Business and Professional Speech	3
AREA III: NATURAL SCIENCE AND MATHEMATICS		**6 Credit Hours**
CIS 150	Introduction to Computer Logic and Programming	3
Select 3 credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Precalculus Algebra	3
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		**3 Credit Hours**
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
AREA V: GENERAL EDUCATION REQUIRED CONCENTRATION COURSES		**18 Credit Hours**
CIS 246	Ethical Hacking	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
CIS 278	Directory Services Administration	3
CIS 292	Advanced Workstation Administration	3

AREA V: GENERAL EDUCATION REQUIRED CORE COURSES		34 Credit Hours
BUS 180	Business Operations & Organizational Structure	3
BUS 241	Principles of Accounting I	3
CIS 134	IT Fundamentals	3
CIS 161	Introduction to Networking Communications	3
CIS 162	Advanced Networking	3
CIS 171	Linux I	3
CIS 172	Linux II	3
CIS 260	Network Security & Risk Management	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 284	CIS Internship	3
WKO 101	Workplace Skills Development I	3

TOTAL MINIMUM CREDIT HOURS: 67

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

FALL YEAR 1

CIS 134	IT Fundamentals	3CH
CIS 161	Introduction to Networking Communications	3CH
CIS 268	Software Support	3CH
CIS 275	Workstation Administration	3CH
ENG 101	English Composition I	3CH
or		
ENG 131	Applied Writing I	3CH
	TOTAL	15CH

SPRING YEAR 1

CIS 150	Introduction to Computer Logic & Programming	3CH
CIS 162	Advanced Networking	3CH
CIS 269	Hardware Support	3CH
CIS 278	Directory Services Administration	3CH
CIS 292	Advanced Workstation Administration	3CH
	TOTAL	15CH

SUMMER YEAR 1

BUS 180	Business Operations & Organizational Structure	3CH
BUS 241	Principles of Accounting I	3CH
CIS 246	Ethical Hacking	3CH
MTH 110	Finite Mathematics	3CH
or		
MTH 112	Precalculus Algebra	3CH
SPH 107	Fundamentals of Public Speaking	3CH
or		
SPH 226	Business and Professional Speech	3CH
	TOTAL	15CH

FALL YEAR 2

CIS 171	Linux I	**3CH**
CIS 260	Network Security & Risk Management	**3CH**
CIS 276	Server Administration	**3CH**
ECO 231	Principles of Macroeconomics I	**3CH**
or		
ECO 232	Principles of Microeconomics II	**3CH**
	TOTAL	**12CH**

SPRING YEAR 2

CIS 172	Linux II	**3CH**
CIS 277	Network Services Administration	**3CH**
CIS 284	CIS Internship	**3CH**
WKO 101	Workplace Skills Development	**1CH**
	TOTAL	**10CH**

COMPUTER INFORMATION SCIENCE
INFORMATION SECURITY & ASSURANCE OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry-level computer operators, computer programmers, and systems analysts. Graduates earn an Associate in Applied Science Degree (AAS) in Computer Information Science with a major concentration in Information Security & Assurance. To receive an AAS, students must complete General Education core requirements, Computer Information Science core requirements, and additional courses to satisfy the requirements in the chosen area of concentration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
ENG 101	English Composition I	**3**
ENG 131*	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		**3 Credit Hours**
SPH 107	Fundamentals of Public Speaking	**3**
SPH 226	Business and Professional Speech	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		**6 Credit Hours**
CIS 150	Introduction to Computer Logic and Programming	**3**
Select 3 credit hours from:		
MTH 110	Finite Mathematics	**3**
MTH 112	Precalculus Algebra	**3**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3

AREA V: GENERAL EDUCATION REQUIRED CORE COURSES		34 Credit Hours
BUS 180	Business Operations & Organizational Structure	3
BUS 241	Principles of Accounting I	3
CIS 134	IT Fundamentals	3
CIS 161	Introduction to Networking Communications	3
CIS 162	Advanced Networking	3
CIS 171	Linux I	3
CIS 172	Linux II	3
CIS 260	Network Security & Risk Management	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 284	CIS Internship	3
WKO 101	Workplace Skills Development I	3

AREA V: GENERAL EDUCATION REQUIRED CONCENTRATION COURSES		27 Credit Hours
CIS 211	Principles of Information Assurance	3
CIS 230	IT Auditing I	3
CIS 231	IT Auditing II	3
CIS 246	Ethical Hacking	3
CIS 270	Cisco CCNA I	3
or		
CIS 275	Workstation Administration	3
CIS 271	Cisco CCNA II	3
or		
CIS 292	Advanced Workstation Administration	3
CIS 272	Cisco CCNA III	3
or		
CIS 276	Server Administration	3
CIS 273	Cisco CCNA IV	3
or		
CIS 277	Network Services Administration	3
MTH 265	Elementary Statistics	3

TOTAL MINIMUM CREDIT HOURS: 76

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

	FALL YEAR 1	
CIS 134	IT Fundamentals	**3CH**
CIS 161	Introduction to Networking Communications	**3CH**
CIS 268	Software Support	**3CH**
CIS 270	Cisco CCNA I	**3CH**
or		
CIS 275	Workstation Administration	**3CH**
ENG 101	English Composition I	**3CH**
or		
ENG 131	Applied Writing I	**3CH**
	TOTAL	**15CH**
	SPRING YEAR 1	
CIS 150	Introduction to Computer Logic & Programming	**3CH**
CIS 162	Advanced Networking	**3CH**
CIS 211	Principles of Information Assurance	**3CH**
CIS 269	Hardware Support	**3CH**
CIS 271	Cisco CCNA II	**3CH**
or		
CIS 292	Advanced Workstation Administration	**3CH**
	TOTAL	**15CH**
	SUMMER YEAR 1	
BUS 180	Business Operations & Organizational Structure	**3CH**
BUS 241	Principles of Accounting I	**3CH**
CIS 246	Ethical Hacking	**3CH**
MTH 110	Finite Mathematics	**3CH**
or		
MTH 112	Precalculus Algebra	**3CH**
SPH 106	Fundamentals of Oral Communication	**3CH**
or		
SPH 226	Business and Professional Speech	**3CH**
	TOTAL	**15CH**
	FALL YEAR 2	
CIS 171	Linux I	**3CH**
CIS 230	IT Auditing I	**3CH**
CIS 260	Network Security & Risk Management	**3CH**
CIS 272	Cisco CCNA III	
or		**3CH**
CIS 276	Server Administration	**3CH**
	TOTAL	**15CH**
	SPRING YEAR 2	
CIS 172	Linux II	**3CH**
CIS 231	IT Auditing II	**3CH**
CIS 273	Cisco CCNA IV	**3CH**
or		
CIS 277	Network Services Administration	**3CH**
CIS 284	CIS Internship	**3CH**
ECO 231	Principles of Macroeconomics I	**3CH**
or		
ECO 232	Principles of Microeconomics II	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**16CH**

COMPUTER PROGRAMMING SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level computer programmers and operators. Graduates earn a Short-Term Certificate in Computer Programming. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	0 Credit Hours

AREA II: HUMANITIES AND FINE ARTS	0 Credit Hours

AREA III: NATURAL SCIENCE AND MATHEMATICS	0 Credit Hours

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	0 Credit Hours

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	28 Credit Hours

CIS 134	IT Fundamentals	**3**
CIS 150	Introduction to Computer Logic and Programming	**3**
CIS 157	Introduction to App Development with Swift	**3**
or		
CIS 212	Visual Basic Programming	**3**
CIS 161	Introduction to Networking Communications	**3**
CIS 162	Advanced Networking	**3**
CIS 220	App Development with Swift I	**3**
or		
CIS 213	Advanced Visual Basic Programming	**3**
CIS 227	App Development with Swift II	**3**
or		
CIS 255	JAVA Programming	**3**
CIS 268	Software Support	**3**
CIS 269	Hardware Support	**3**
WKO 101	Workplace Skills Development I	**1**

TOTAL MINIMUM CREDIT HOURS: 28

SUGGESTED SEQUENCE OF COURSES

FALL YEAR 1

CIS 134	IT Fundamentals	**3CH**
CIS 157	Introduction to App Development with Swift	**3CH**
or		
CIS 212	Visual Basic Programming	**3CH**
CIS 161	Introduction to Networking Communications	**3CH**
CIS 268	Software Support	**3CH**
	TOTAL	**12CH**

SPRING YEAR 1

CIS 150	Introduction to Computer Logic and Programming	**3CH**
CIS 162	Advanced Networking	**3CH**
CIS 220	App Development with Swift I	**3CH**
or		
CIS 213	Advanced Visual Basic Programming	**3CH**
CIS 227	App Development with Swift II	**1CH**
or		
CIS 255	JAVA Programming	
CIS 269	Hardware Support	
WKO 101	Workplace Skills Development	
	TOTAL	**16CH**

COMPUTER SYSTEMS TECHNOLOGY SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**28 Credit Hours**

CIS 134	IT Fundamentals	**3**
CIS 150	Introduction to Computer Logic and Programming	**3**
CIS 161	Introduction to Network Communications	**3**
CIS 162	Advanced Networking	**3**
CIS 268	Software Support	**3**
CIS 269	Hardware Support	**3**
CIS 275	Workstation Administration	**3**
CIS 278	Directory Services Administration	**1**
CIS 292	Advanced Workstation Administration	
WKO 101	Workplace Skills Development I	

TOTAL MINIMUM CREDIT HOURS: 28

SUGGESTED SEQUENCE OF COURSES

FALL YEAR 1

CIS 134	IT Fundamentals	**3CH**
CIS 161	Introduction to Networking Communications	**3CH**
CIS 268	Software Support	**3CH**
CIS 275	Workstation Administration	**3CH**
	TOTAL	**12CH**

SPRING YEAR 1

CIS 150	Introduction to Computer Logic and Programming	**3CH**
CIS 162	Advanced Networking	**3CH**
CIS 269	Hardware Support	**3CH**
CIS 278	Directory Services Administration	**3CH**
CIS 292	Advanced Workstation Administration	**3CH**
WKO 101	Workplace Skills Development	**1CH**
	TOTAL	**16CH**

EMERGENCY MEDICAL SERVICES
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by paramedics and other first responders. Students must complete the EMT – Basic and the EMT – Advanced programs before enrolling in this program. Graduates earn an Associate in Applied Science in Emergency Medical Services. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
ENG 101	English Composition I	**3**
ENG 131*	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		**6 Credit Hours**
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	**3**
SPH 107	Fundamentals of Public Speaking	**3**
Select 3 credit hours from:		
ART 100	Art Appreciation	**3**
MUS 101	Music Appreciation	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		11 Credit Hours
**BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
MTH 100 or higher	Mathematics, including MTH 116	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
PSY 200	General Psychology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		52 Credit Hours
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	3
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	6
EMS 256	Paramedic Team Leadership	1

Select 0-4 credit hours from:

BIO 103	Principles of Biology	4

TOTAL MINIMUM CREDIT HOURS: 75

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

**The BIO 103 course prerequisite is waived for students who successfully place into BIO 201 based on their score on the Alabama Community College System Biology Placement Exam.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

FIRST SEMESTER

EMS 118	Emergency Medical Technician	9CH
EMS 119	Emergency Medical Technician Clinical	1CH
ENG 101	English Composition I	3CH
BIO 201	Human Anatomy and Physiology I	3CH
	TOTAL	16CH

	SECOND SEMESTER	
EMS 155	Advanced Emergency Medical Technician	**7CH**
EMS 156	Advanced Emergency Medical Technician Clinical	**2CH**
MTH 100 or higher	Mathematics, including MTH 116	**3CH**
PSY 200	General Psychology	**3CH**
	TOTAL	**15CH**
	FIRST SEMESTER (PARAMEDIC)	
BIO 202	Human Anatomy and Physiology II	**4CH**
EMS 240	Paramedic Operations	**2CH**
EMS 241	Paramedic Cardiology	**3CH**
EMS 242	Paramedic Patient Assessment	**3CH**
EMS 243	Paramedic Pharmacology	**1CH**
EMS 244	Paramedic Clinical I	**1CH**
	TOTAL	**14CH**
	SECOND SEMESTER (PARAMEDIC)	
EMS 245	Paramedic Medical Emergencies	**3CH**
EMS 246	Paramedic Trauma Management	**3CH**
EMS 247	Paramedic Special Populations	**2CH**
EMS 248	Paramedic Clinical II	**3CH**
Area II Elective	Humanities and Fine Arts	**3CH**
	TOTAL	**14CH**
	THIRD SEMESTER (PARAMEDIC)	
EMS 253	Paramedic Transition to the Workforce	**3CH**
EMS 254	Advanced Competencies for Paramedic	**2CH**
EMS 255	Paramedic Field Preceptorship	**6CH**
EMS 256	Paramedic Team Leadership	**1CH**
SPH 106	Fundamentals of Oral Communication	**3CH**
	TOTAL	**15CH**

EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE

This program provides students with knowledge and skills needed by paramedics and other first responders. Students must complete the EMT – Basic and the EMT – Advanced programs before enrolling in this program. Graduates earn a Certificate in Emergency Medical Services - Paramedic. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
ENG 101	English Composition I	**3**

AREA II: HUMANITIES AND FINE ARTS		3 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		7 Credit Hours
*BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		0 Credit Hours

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		43 Credit Hours
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	3
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	6
EMS 256	Paramedic Team Leadership	1
Select 0-4 credit hours from:		
BIO 103	Principles of Biology	4

TOTAL MINIMUM CREDIT HOURS: 57

*The BIO 103 course prerequisite is waived for students who successfully place into BIO 201 based on their score on the Alabama Community College System Biology Placement Exam.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

FALL YEAR 1

EMS 155	Advanced Emergency Medical Technician	7CH
EMS 156	Advanced Emergency Medical Technician Clinical	2CH
BIO 201	Human Anatomy and Physiology I	4CH
	TOTAL	13CH

	SPRING YEAR 1	
EMS 240	Paramedic Operations	**2CH**
EMS 241	Paramedic Cardiology	**3CH**
EMS 242	Paramedic Patient Assessment	**3CH**
EMS 243	Paramedic Pharmacology	**1CH**
MTH 100	Intermediate College Algebra	**3CH**
ENG 101	English Composition I	**3CH**
	TOTAL	**15CH**

	SECOND SEMESTER (PARAMEDIC)	
EMS 244	Paramedic Clinical I	**1CH**
EMS 245	Paramedic Medical Emergencies	**3CH**
EMS 246	Paramedic Trauma Management	**3CH**
EMS 247	Paramedic Special Populations	**3CH**
EMS 248	Paramedic Clinical II	**3CH**
	TOTAL	**13CH**

	THIRD SEMESTER (PARAMEDIC)	
EMS 253	Paramedic Transition to the Workforce	**3CH**
EMS 254	Advanced Competencies for Paramedic	**2CH**
EMS 255	Paramedic Field Preceptorship	**6CH**
EMS 256	Paramedic Team Leadership	**1CH**
	TOTAL	**12CH**

EMERGENCY MEDICAL SERVICES
EMT
SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students successfully completing the EMT Basic program may take the National Registry of EMT's Examination, which is used by the State of Alabama Department of Public Health to grant an EMT license. Graduates earn a Short-Term Certificate in Emergency Medical Services – Basic. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	10 Credit Hours

EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

TOTAL MINIMUM CREDIT HOURS: 10

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1

EMS 118	Emergency Medical Technician	9CH
EMS 119	Emergency Medical Technician Clinical	1CH
	TOTAL	10CH

EMERGENCY MEDICAL TECHNICIAN
ADVANCED EMT
SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students must complete the EMT – Basic program before enrolling in this program. Graduates earn a Short-Term Certificate in Emergency Medical Technician – Advanced. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	0 Credit Hours

AREA II: HUMANITIES AND FINE ARTS	0 Credit Hours

AREA III: NATURAL SCIENCE AND MATHEMATICS	0 Credit Hours

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	0 Credit Hours

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	9 Credit Hours

EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2

TOTAL MINIMUM CREDIT HOURS: 10

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1

EMS 155	Advanced Emergency Medical Technician	7CH
EMS 156	Advanced Emergency Medical Technician Clinical	2CH
	TOTAL	9CH

EMERGENCY MEDICAL TECHNICIAN ADVANCED LIFE SUPPORT SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students must complete the EMT – Basic program before enrolling in this program. Graduates earn a Short-Term Certificate in Emergency Medical Technician – Advanced. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**19 Credit Hours**

EMS 118	Emergency Medical Technician	**9**
EMS 119	Emergency Medical Technician Clinical	**1**
EMS 155	Advanced Emergency Medical Technician	**8**
EMS 156	Advanced Emergency Medical Technician Clinical	**2**

TOTAL MINIMUM CREDIT HOURS: 10

SUGGESTED SEQUENCE OF COURSES

SEMESTER 1

EMS 118	Emergency Medical Technician	**9CH**
EMS 119	Emergency Medical Technician Clinical	**1CH**

SEMESTER 2

EMS 155	Advanced Emergency Medical Technician	**7CH**
EMS 156	Advanced Emergency Medical Technician Clinical	**2CH**
	TOTAL	**19CH**

HEALTH INFORMATION TECHNOLOGY
SHORT-TERM CERTIFICATE

This program provides students the knowledge and skills needed by medical office personnel responsible for recording and reporting patient health information. Graduates earn a Short-Term Certificate in Health Information Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II*	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**27 Credit Hours**

HIT 130	HIT Classification and Reimbursement	**3**
HIT 134	HIT Legal and Ethical Issues	**3**
HIT 151	Health Data Content and Structure	**3**
HIT 221	HIT Computer Applications	**2**
HIT 222	HIT Computer Applications Lab	**1**
HIT 230	Medical Coding Systems I	**3**
HIT 231	Medical Coding Systems Lab	**1**
HIT 232	Medical Coding Systems II	**3**
HIT 233	Medical Coding Systems II Lab	**1**
HIT 260	Professional Practice Experience	**3**
OAD 211	Medical Terminology	**3**
WKO 101	Workplace Skills Development I	**1**

TOTAL MINIMUM CREDIT HOURS: 27

SUGGESTED SEQUENCE OF COURSES

FALL SEMESTER

HIT 151	Health Data Content and Structure	**3CH**
HIT 221	HIT Computer Applications	**2CH**
HIT 222	HIT Computer Applications Lab	**1CH**
HIT 230	Medical Coding Systems I	**3CH**
HIT 231	Medical Coding Systems Lab	**1CH**
OAD 211	Medical Terminology	**3CH**
	TOTAL	**13CH**

SPRING SEMESTER

HIT 130	HIT Classification and Reimbursement	**3CH**
HIT 134	HIT Legal and Ethical Issues	**3CH**
HIT 232	Medical Coding Systems II	**3CH**
HIT 233	Medical Coding Systems II Lab	**1CH**
HIT 260	Professional Practice Experience	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**14CH**

IT PROFESSIONAL SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**24 Credit Hours**

CIS 134	IT Fundamentals	**3**
CIS 161	Introduction to Networking Communications	**3**
CIS 162	Advanced Networking Communications	**3**
CIS 171	Linux I	**3**
CIS 172	Linux II	**3**
CIS 260	Network Security	**3**
CIS 268	Software Support	**3**
CIS 269	Hardware Support	**3**

TOTAL MINIMUM CREDIT HOURS: 24

SUGGESTED SEQUENCE OF COURSES

FALL SEMESTER

CIS 134	IT Fundamentals	**3CH**
CIS 161	Introduction to Networking Communications	**3CH**
CIS 268	Software Support	**3CH**
CIS 269	Hardware Support	**3CH**
	TOTAL	**12CH**

SPRING SEMESTER

CIS 162	Advanced Networking	**3CH**
CIS 171	Linux I	**3CH**
CIS 172	Linux II	**3CH**
CIS 260	Network Security	**3CH**
	TOTAL	**12CH**

IT SUPPORT TECHNICIAN SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level IT support technicians. Graduates earn a Short-Term Certificate in IT Support Technician. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**9 Credit Hours**

CIS 134	IT Fundamentals	**3**
CIS 268	Software Support	**3**
CIS 269	Hardware Support	**3**

TOTAL MINIMUM CREDIT HOURS: 9

SUGGESTED SEQUENCE OF COURSES

FALL SEMESTER

CIS 134	IT Fundamentals	**3CH**
CIS 268	Software Support	**3CH**
CIS 269	Hardware Support	**3CH**
	TOTAL	**9CH**

LEGAL ASSISTANT/PARALEGAL
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares students to become paralegals or legal assistants who improve the administration of justice in public and private law offices and government agencies. The goal of the program is to enhance the accessibility, quality, ethical standards, and expedition of legal services. Graduates earn an Associate in Applied Science in Paralegal Studies. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

Paralegals may not provide legal services directly to the public, except as permitted by law.

AREA I: WRITTEN COMPOSITION		6 Credit Hours
Select 3 credit hours from:		
ENG 101	English Composition I	**3**
ENG 102	English Composition II	**3**

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	**3**
SPH 107	Fundamentals of Public Speaking	**3**
Select 3 credit hours from:		
ART 100	Art Appreciation	**3**
ENG 251	American Literature I	**3**
ENG 252	American Literature II	**3**
ENG 261	English Literature I	**3**
ENG 262	English Literature II	**3**
MUS 101	Music Appreciation	**3**
PHL 106	Introduction to Philosophy	**3**
PHL 206	Ethics and Society	**3**
THR 120	Theatre Appreciation	**3**
THR 126	Introduction to Theatre	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		10 Credit Hours
BIO 103	Principles of Biology I	**4**
CIS 146	Computer Applications	**3**
MTH 100 or higher	Mathematics, including MTH 116	**3**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
Select 3 credit hours from:		
PSY 200	General Psychology	**3**
SOC 200	Introduction to Sociology	**3**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		40 Credit Hours
BUS 263	Legal and Social Environment of Business	**3**
PRL 101	Introduction of Paralegal Study	**3**
PRL 102	Basic Legal Research and Writing	**3**
PRL 103	Advanced Legal Research and Writing	**3**
PRL 160	Criminal Law and Procedure	**3**
PRL 230	Domestic Law	**3**
PRL 240	Wills, Estates, and Trusts	**3**
PRL 262	Civil Law and Procedure	**3**
PRL 282	Law Office Management and Procedures	**3**
PRL 291	Internship in Paralegalism	**3**
WKO 101	Workplace Skills Development I	**1**
Select 3 credit hours from:		
PRL 210	Introduction to Real Property Law	**3**
PRL 250	Bankruptcy and Collections	**3**
Select 3 credit hours from:		
PRL 192	Tort Law	**3**
PRL 265	Constitutional Law	**3**
Select 3 credit hours from:		
OAD 101	Beginning Keyboarding	**3**
OAD 103	Intermediate Keyboarding	**3**
OAD 125	Word Processing	**3**

TOTAL MINIMUM CREDIT HOURS: 65

LEGAL ASSISTANT/PARALEGAL
SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

ENG 101	English Composition I	**3CH**
BUS 263	Legal and Social Environment of Business	**3CH**
OAD 101 or 125	Beginning Keyboarding or Word Processing	**3CH**
PRL 101	Introduction to Paralegal Study	**3CH**
PRL 102	Basic Legal Research and Writing	**3CH**
	TOTAL	**15CH**

	SPRING YEAR 1	
CIS 146	Microcomputer Applications	**3CH**
ENG 102	English Composition II	**3CH**
PRL 103	Advanced Legal Research and Writing	**3CH**
PRL 230	Domestic Relations	**3CH**
PRL 240	Wills, Estates, and Trusts	**3CH**
PSY 200 or SOC 200	General Psychology or Intro to Sociology	**3CH**
	TOTAL	**18CH**
	FALL YEAR 2	
PRL 282	Law Office Management and Procedures	**3CH**
BIO 103 or PHS 111	Principles of Biology or Physical Science I	**4CH**
PRL 160	Criminal Law and Procedures	**3CH**
PRL 210 or 250	Bankruptcy and Collections or Real Property Law	**3CH**
PRL 262	Civil Law and Procedure	**3CH**
	TOTAL	**16CH**
	SPRING YEAR 2	
MTH 100 or higher	Mathematics, including MTH 116	**3CH**
PRL 192 or 265	Tort Law or Constitutional Law	**3CH**
PRL 291	Internship in Paralegalism	**3CH**
SPH 106 or 107	Fund. of Oral Comm. or Fund. of Public Speaking	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
Area II	Elective Humanities and Fine Arts	**3CH**
	TOTAL	**16CH**

LEGAL ASSISTANT/PARALEGAL CERTIFICATE

This program provides students with knowledge and skills needed by paralegals and other personnel responsible for assisting professional in law offices. Graduates earn a Certificate in Legal Assistant/Paralegal. Note that AAS degree and certificate programs are not designed to be transfer programs, however the Enterprise State Community College Paralegal Program is approved by the American Bar Association (ABA) and other schools approved by the ABA may accept legal specialty courses that are equivalent in nature.

In addition to the required legal specialty courses, the American Bar Association guidelines require that a student in the Certificate program obtain a minimum of eighteen (18) hours of general education courses in at least three (3) disciplines. The Alabama Commission on Higher Education has approved a suggested sequence of courses for the Certificate program; however general education courses may be substituted upon approval on a case by case basis. General education credits may be obtained through transfer credits.

Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.

***NOTICE: Students must take English Comp I and English Comp II (from Area I)**

AREA I: WRITTEN COMPOSITION I AND II		6 Credit Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3

****NOTICE: The remaining 12 general education credits may be chosen from at least 2 other disciplines found below in Area II, III, or IV**

AREA II: HUMANITIES AND FINE ARTS		36 Credit Hours
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		6 Credit Hours
BIO 103	Principles of Biology	4
CIS 146	Computer Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		0 Credit Hours
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		28 Credit Hours
BUS 263	Legal and Social Environment of Business	3
PRL 101	Introduction of Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
PRL 160	Criminal Law and Procedure	3
PRL 192	Tort Law	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
PRL 262	Civil Laws and Procedures	3
PRL 291	Internship in Paralegalism	3
WKO 101	Workplace Skills Development I	1

TOTAL MINIMUM CREDIT HOURS: 47

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

	FALL YEAR 1	
BUS 263	Legal and Social Environment of Business	**3CH**
PRL 101	Introduction of Paralegal Study	**3CH**
PRL 102	Basic Legal Research and Writing	**3CH**
PRL 160	Criminal Law and Procedure	**3CH**
PRL 262	Civil Laws and Procedures	**3CH**
	TOTAL	**15CH**
	SPRING YEAR 1	
ENG 101	English Composition I	**3CH**
PRL 192	Selected Topics: Alabama Legal System (Torts)	**3CH**
PRL 230	Domestic Law	**3CH**
PRL 240	Wills, Estates, and Trusts	**3CH**
PRL 291	Internship in Paralegalism	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**16CH**
	SUMMER YEAR 1	
ENG 102	English Composition II	**3CH**
SPH 106	Fundamentals of Oral Communication	**3CH**
ART 100	Art Appreciation	**3CH**
or		
MUS 101	Music Appreciation	**3CH**
MTH 116	Mathematical Applications	**3CH**
PHS 111	Physical Science I	**4CH**
or		
BIO 103	Principles of Biology	**4CH**
	TOTAL	**16CH**

LINUX OPERATING SYSTEMS SPECIALIST SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	0 Credit Hours

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		9 Credit Hours
CIS 134	IT Fundamentals	**3**
CIS 171	Linux I	**3**
CIS 171	Linux II	**3**

TOTAL MINIMUM CREDIT HOURS: 9

SUGGESTED SEQUENCE OF COURSES

FALL YEAR 1

CIS 134	IT Fundamentals	**3CH**
CIS 171	Linux I	**3CH**
CIS 171	Linux II	**3CH**
	TOTAL	**9CH**

MEDICAL ASSISTING TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		6 Credit Hours
ENG 101	English Composition I	**3**
ENG 102	English Composition II	**3**

AREA II: HUMANITIES AND FINE ARTS		3 Credit Hours
SPH 106	Fundamentals of Oral Communication	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		10 Credit Hours
BIO 103	Principles of Biology I	**4**
CIS 146	Computer Applications	**3**
MTH 100 or higher	Mathematics, including MTH 116	**3**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
PSY 200	General Psychology	**3**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		47 Credit Hours
EMS 100	Cardiopulmonary Resuscitation I	1
MAT 101 or OAD 211	Medical Terminology or Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 125	Lab Procedures I for the Medical Assistant	3
MAT 128	Medical Law And Ethics For The Medical Assistant	3
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Lab Procedures II for the Medical Assistant	3
MAT 216	Medical Pharmacology for the Medical Office	4
MAT 218	Electrocardiography	3
MAT 220	Medical Office Insurance	3
MAT 229	Medical Assistant Practicum	3
MAT 239	Phlebotomy Practicum	3
WKO 101	Workplace Skills Development I	1
Select 3 credit hours from:		
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3

TOTAL MINIMUM CREDIT HOURS: 67

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

MAT 101 or OAD 211	Medical Terminology or Medical Terminology	3CH
MAT 102	Medical Assisting Theory I	3CH
ENG 101	English Composition I	3CH
MAT 128	Medical Law And Ethics For The Medical Assistant	3CH
	TOTAL	12CH

SPRING YEAR 1

MAT 103	Medical Assisting Theory II	3CH
ENG 102	English Composition II	3CH
MAT 125	Lab Procedures I for the Medical Assistant	3CH
MTH 100	Inter. College Algebra or higher	3CH
MAT 120	Medical Administrative Procedures I	3CH
	TOTAL	15CH

SUMMER YEAR 1

MAT 215	Lab Procedures II for the Medical Assistant	3CH
BIO 103	Principles of Biology I	4CH
MAT 111	Clinical Procedures I for the Medical Assistant	3CH
MAT 216	Medical Pharmacology for the Medical Office	4CH
	TOTAL	14CH

FALLYEAR 2

MAT 211	Clinical Procedures II for the Medical Assistant	**3CH**
SPH 106	Fundamentals of Oral Communication	**3CH**
MAT 220	Medical Office Insurance	**3CH**
CIS 146	Computer Applications	**3CH**
EMS 100	Cardiopulmonary Resuscitation I	**1CH**
	TOTAL	**13CH**

SPRING YEAR 2

MAT 218	Electrocardiography	**3CH**
PSY 200	General Psychology	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
MAT 239	Phlebotomy Practicum	**3CH**
MAT 229	Medical Assistant Practicum	**3CH**
	TOTAL	**13CH**

NETWORK COMMUNICATIONS SPECIALIST SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II*	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**9 Credit Hours**

CIS 134	IT Fundamentals	**3**
CIS 161	Introduction to Networking Communications	**3**
CIS 162	Advanced Networking Communications	**3**

TOTAL MINIMUM CREDIT HOURS: 9

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

CIS 134	IT Fundamentals	**3CH**
CIS 161	Introduction to Networking Communications	**3CH**
CIS 162	Advanced Networking Communications	**3CH**
	TOTAL	**9CH**

NETWORK SECURITY PROFESSIONAL SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II*	**0 Credit Hours**
AREA II: HUMANITIES AND FINE ARTS	**0 Credit Hours**
AREA III: NATURAL SCIENCE AND MATHEMATICS	**0 Credit Hours**
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	**0 Credit Hours**
AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	**9 Credit Hours**

CIS 134	IT Fundamentals	**3**
CIS 260	Network Security	**3**
CIS 211	Principles of Information Assurance	**3**

TOTAL MINIMUM CREDIT HOURS: 9

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

CIS 134	IT Fundamentals	**3CH**
CIS 260	Network Security	**3CH**
CIS 211	Principles of Information Assurance	**3CH**
	TOTAL	**9CH**

OFFICE ADMINISTRATION
ADMINISTRATIVE ASSISTANT/OFFICE MANAGEMENT OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by office professionals in banking, education, manufacturing, government, and professional services. Job titles may include legal secretary, medical secretary, administrative assistant, word processing specialist, executive secretary, office manager, or office supervisor. Graduates earn an Associate in Applied Science in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		3 Credit Hours
ENG 101	English Composition I	3
ENG 131*	Applied Writing I	3

AREA II: HUMANITIES AND FINE ARTS		6 Credit Hours
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
Select 3 credit hours from:		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS		9 Credit Hours
CIS 146	Computer Applications	3
CIS 113	Spreadsheet Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
PSY 200	General Psychology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		40 Credit Hours
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
CIS 115	Presentation Graphics Software Applications	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
OAD 138	Records/Information Management	3
OAD 217	Office Management	3
OAD 242	Office Internship	3
OAD 243	Spreadsheet Applications	3
OAD 244	Database Concepts	3
WKO 101	Workplace Skills Development I	1

Select 3 credit hours from:

OAD 101	Beginning Keyboarding
OAD 103	Intermediate Keyboarding

TOTAL MINIMUM CREDIT HOURS: 61

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

OAD 101	Beginning Keyboarding	3CH
OAD 131	Business English	3CH
OAD 125	Word Processing	3CH
SPH 106	Fundamentals of Oral Communication	3CH
	TOTAL	12CH

SPRING YEAR 1

ENG 101	English Composition I	3CH
OAD 126	Advanced Word Processing	3CH
OAD 244	Database Concepts	3CH
OAD 217	Office Management	3CH
MTH 116	Mathematical Applications	3CH
TOTAL		15CH

SUMMER YEAR 1

ART 100	Art Appreciation	**3CH**
OR		
MUS 101	Music Appreciation	**3CH**
OAD 138	Records/Information Management	**3CH**
CIS 146	Microcomputer Applications	**3CH**
OAD 217	Office Management	**3CH**
ENG 102	English Composition II	**3CH**
Area II Elective	Humanities and Fine Arts	**3CH**
	TOTAL	**18CH**

FALL YEAR 2

CIS 115	Presentation Graphics Software Applications	**3CH**
BUS 215	Business Communications	**3CH**
BUS 241	Principles of Accounting	**3CH**
OAD 243	Spreadsheet Applications	**3CH**
	TOTAL	**12CH**

SPRING YEAR 2

CIS 113	Spreadsheet Software Applications	**3CH**
OAD 134	Career and Professional Development	**3CH**
OAD 242	Office Internship	**3CH**
PSY 200	General Psychology	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**13CH**

OFFICE ADMINISTRATION
ADMINISTRATIVE ASSISTANT/OFFICE MANAGEMENT CERTIFICATE

This program provides students with knowledge and skills needed by office professionals in banking, education, manufacturing, government, and professional services. Job titles may include legal secretary, medical secretary, administrative assistant, word processing specialist, executive secretary, office manager, or office supervisor. Graduates earn a Certificate in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION	**3 Credit Hours**

Select 3 credit hours from:

ENG 101	English Composition I	**3**

AREA II: HUMANITIES AND FINE ARTS	**3 Credit Hours**

Select 3 credit hours from:

SPH 106	Fundamentals of Oral Communication	**3**
SPH 107	Fundamentals of Public Speaking	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		6 Credit Hours
CIS 196	Commercial Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		3 Credit Hours
PSY 200	General Psychology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		25 Credit Hours
BUS 241	Principles of Accounting I	3
OAD 125	Word Processing	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
OAD 138	Records/Information Management	3
OAD 217	Office Management	3
OAD 242	Office Internship	3
WKO 101	Workplace Skills Development I	1

Select 3 credit hours from:

OAD 101	Beginning Keyboarding
OAD 103	Intermediate Keyboarding

TOTAL MINIMUM CREDIT HOURS: 40

SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

FALL YEAR 1

OAD 101	Beginning Keyboarding	3CH
OAD 131	Business English	3CH
OAD 125	Word Processing	3CH
SPH 106	Fundamentals of Oral Communication	3CH
	TOTAL	12CH

SPRING YEAR 1

ENG 101	English Composition I	3CH
OAD 126	Advanced Word Processing	3CH
OAD 137	Computerized Financial Record Keeping	3CH
OAD 217	Office Management	3CH
MTH 116	Mathematical Applications	3CH
	TOTAL	15CH

	SUMMER YEAR 1	
OAD 138	Records/Information Management	**3CH**
CIS 146	Microcomputer Applications	**3CH**
AREA II	Elective Humanities and Fine Arts	**3CH**
	TOTAL	**9CH**
	FALL YEAR 2	
CIS 115	Presentation Graphics Software Applications	**3CH**
BUS 215	Business Communications	**3CH**
BUS 241	Principles of Accounting	**3CH**
OAD 243	Spreadsheet Applications	**3CH**
	TOTAL	**12CH**
	SPRING YEAR 2	
CIS 113	Spreadsheet Software Applications	**3CH**
OAD 134	Career and Professional Development	**3CH**
OAD 242	Office Internship	**3CH**
PSY 200	General Psychology	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**13CH**

OFFICE ADMINISTRATION
HEALTH INFORMATION TECHNOLOGY OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed to analyze and manage patient healthcare data as an HIT professional. Graduates earn an Associate in Applied Science in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION		**3 Credit Hours**
ENG 101	English Composition I	**3**
ENG 131*	Applied Writing I	**3**

AREA II: HUMANITIES AND FINE ARTS		**6 Credit Hours**
Select 3 credit hours from:		
SPH 106	Fundamentals of Oral Communication	**3**
SPH 107	Fundamentals of Public Speaking	**3**
Select 3 credit hours from:		
ART 100	Art Appreciation	**3**
ENG 251	American Literature I	**3**

ENG 252	American Literature II	**3**
ENG 261	English Literature I	**3**
ENG 262	English Literature II	**3**
MUS 101	Music Appreciation	**3**
PHL 106	Introduction to Philosophy	**3**
PHL 206	Ethics and Society	**3**
REL 152	Survey of the New Testament	**3**
THR 120	Theatre Appreciation	**3**
THR 126	Introduction to Theatre	**3**

AREA III: NATURAL SCIENCE AND MATHEMATICS		**11 Credit Hours**
BIO 103	Principles of Biology	**4**
BIO 201	Human Anatomy and Physiology	**4**
MTH 100 or higher	Mathematics, including MTH 116	**3**

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES		**3 Credit Hours**
PSY 200	General Psychology	**3**

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES		**45 Credit Hours**
HIT 130	HIT Classification and Reimbursement	**3**
HIT 134	HIT Legal and Ethical Issues	**3**
HIT 151	Health Data Content and Structure	**3**
HIT 221	HIT Computer Applications	**2**
HIT 222	HIT Computer Applications Lab	**1**
HIT 230	Medical Coding Systems I	**3**
HIT 231	Medical Coding Systems Lab	**1**
HIT 232	Medical Coding Systems II	**3**
HIT 233	Medical Coding Systems II Lab	**1**
HIT 255	Principles of Supervision	**3**
HIT 260	Professional Practice Experience	**3**
OAD 101	Beginning Keyboarding	**3**
OAD 103	Intermediate Keyboarding	**3**
OAD 131	Business English	**3**
OAD 134	Career and Professional Development	**3**
OAD 211	Medical Terminology	**3**
OAD 212	Medical Transcription	**3**
WKO 101	Workplace Skills Development I	**1**

TOTAL MINIMUM CREDIT HOURS: 68

*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED COURSE SEQUENCE OF FULL-TIME STUDENTS

	FALL YEAR 1	
BIO 103	Principles of Biology	**4CH**
OAD 101	Beginning Keyboarding	**3CH**
OAD 131	Business English	**3CH**
OAD 211	Medical Terminology	**3CH**
HIT 151	Health Data Content and Structure	**3CH**
	TOTAL	**16CH**
	SPRING YEAR 1	
HIT 130	HIT Classification and Reimbursement	**3CH**
HIT 134	HIT Legal and Ethical Issues	**3CH**
OAD 134	Career and Professional Development	**3CH**
OAD 103	Intermediate Keyboarding	**3CH**
PSY 200	General Psychology	**3CH**
	TOTAL	**15CH**
	SUMMER YEAR 1	
BIO 201	Human Anatomy and Physiology	**3CH**
ENG 101	English Composition I	**3CH**
OAD 212	Medical Transcription	**3CH**
SPH 106	Fundamentals of Oral Communication	**3CH**
OR		
SPH 107	Fundamentals of Public Speaking	**3CH**
	TOTAL	**12CH**
	FALL YEAR 2	
HIT 221	HIT Computer Applications	**2CH**
HIT 222	HIT Computer Applications Lab	**1CH**
HIT 230	Medical Coding Systems I	**3CH**
HIT 231	Medical Coding Systems Lab	**1CH**
MTH 100 or higher	Mathematics, including MTH 116	**3CH**
Area II Elective	Humanities and Fine Arts	**3CH**
	TOTAL	**13CH**
	SPRING YEAR 2	
HIT 232	Medical Coding Systems II	**3CH**
HIT 233	Medical Coding Systems II Lab	**1CH**
HIT 255	Principles of Supervision	**3CH**
HIT 260	Professional Practice Experience	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**11CH**

3D MODELING AND SIMULATION SHORT-TERM CERTIFICATE

Students learn computer applications and techniques needed to produce 3D images used in modeling and simulated environments. Graduates earn a Short-Term Certificate in Computer and Information Science, 3D Modeling and Simulation. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

AREA I: WRITTEN COMPOSITION I AND II	0 Credit Hours

AREA II: HUMANITIES AND FINE ARTS	0 Credit Hours

AREA III: NATURAL SCIENCE AND MATHEMATICS	0 Credit Hours

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	0 Credit Hours

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES	17 Credit Hours

CIS 150	Introduction to Computer Logic and Programming	**3**
CIS 196	Commercial Software Applications (AutoCAD)	**3**
CIS 292	Special Topics Capstone Course in 3D Modeling and Simulation	**2**
GIS 101	Introduction to Geographic Information Systems	**2**
GRD 137	3D Fundamentals	**3**
GRD 237	3D Graphics and Animation	**3**
WKO 101	Workplace Skills Development I	**1**

TOTAL MINIMUM CREDIT HOURS: 17

SUGGESTED SEQUENCE OF COURSES

FALL SEMESTER

CIS 150	Introduction to Computer Logic and Programming	**3CH**
CIS 196	Commercial Software Applications (AutoCAD)	**3CH**
GIS 101	Introduction to Geographic Information Systems	**2CH**
GRD 137	3D Fundamentals	**3CH**
	TOTAL	**11CH**

SPRING SEMESTER

CIS 292	Special Topics Capstone Course in 3D Modeling and Simulation	**2CH**
GRD 237	3D Graphics and Animation	**3CH**
WKO 101	Workplace Skills Development I	**1CH**
	TOTAL	**6CH**

NON-CREDIT PROGRAMS

COMMERCIAL DRIVER'S LICENSE (CDL) NON-CREDIT CERTIFICATE PROGRAM

The Commercial Driver's License (CDL) program is designed to prepare the student to operate vehicles requiring a commercial driver's license. A six-week, non-credit Truck Driving program is offered that utilizes the U.S. Department of Transportation (DOT) model curriculum as the foundation for training and takes the student from basic through advanced operation of a tractor/trailer. Additionally, courses taught include safe operation practices and non-vehicle activities which are not directly related to the vehicle but which must be performed by the operator. Information is presented in an intensive question and answer format to provide the most efficient and cost-effective method for preparing a student for a commercial driver's license. The cost of the six-week course is $3,500. VA students must submit all proof of prior training from school or military prior to being admitted into the program.

TOTAL CLOCK HOURS: 240

COURSE DESCRIPTIONS

NOTE: Other courses in the College inventory that are not listed in this Catalog and Student Handbook may be offered according to demand. For more information, contact the Dean of Instruction.

CODE A = AGSC approved transfer courses in Areas I-IV that are common to all Alabama Public Colleges and Universities.

CODE B = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

CODE C = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

ACCOUNTING

ACC 129. INDIVIDUAL INCOME TAXES (3 credits) *PREREQUISITE: As required by College.*
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.
Alabama Community College System Transfer Code C

ACC 140. PAYROLL ACCOUNTING (2 credits) *PREREQUISITE: BUS 241.*
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages, preparing appropriate payroll tax forms, and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.
Alabama Community College System Transfer Code

ACC 149. INTRODUCTION TO ACCOUNTING SPREADSHEETS (3 credits) *PREREQUISITE: BUS 241 and CIS 146.*
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.
Alabama Community College System Transfer Code C

POWERPLANT TECHNOLOGY

AMP 120. ENGINE THEORY AND PROPELLERS (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is based on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines, be able to demonstrate an understanding of propeller fundamentals, and remove, troubleshoot, and install propellers. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 121. RECIPROCATING ENGINE SYSTEMS (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 122. RECIPROCATING ENGINE OVERHAUL (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly, and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on the theory

of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 123. RECIPROCATING ENGINE INSPECTION (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course is a study of engine instruments, electrical systems, and ignition systems and aircraft powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 124. TURBINE ENGINE THEORY AND INSPECTION (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Borescope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 125. TURBINE ENGINE SYSTEMS OVERHAUL (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot and repair turbine engine systems, remove and install engines in test cells and airframes, explain engine analysis and troubleshooting techniques, and describe correct procedures for rigging and running a turbine engine. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 127. POWERPLANT PROGRAM REVIEW AND COMPREHENSIVE TESTING (.5 credit) *PREREQUISITES: AMT 100, AMT 101, AMT 102, AMP 120, AMP 121, AMP 122, AMP 123, AMP 124, and AMP 125.*
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or powerplant courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Powerplant written examination.
Alabama Community College System Transfer Code C

AIRFRAME TECHNOLOGY

AMT 100. TECHNICAL PREPARATION (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 101. BASIC ELECTRICITY (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
This course provides a study of electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semiconductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 102. MATERIALS AND PROCESSES (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon

completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create, and interpret aircraft drawings. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 110. NON-METALLIC STRUCTURES AND WELDING (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces, to wood surfaces, and to composite and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite repairs, and make repairs to steel structures using various welding methods. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 111. AIRCRAFT SHEET METAL STRUCTURES (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; and, inspect and repair sheet metal structures. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 112. AIRFRAME SYSTEMS I (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and, inspect, troubleshoot, and repair lighting, communication, and navigation systems. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 113. AIRFRAME SYSTEMS II (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft inclement weather control, fire protection and fuel systems as well as on cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain, and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot, and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 114. AIRFRAME SYSTEMS III (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti- skid and electrical braking systems, and position and warning systems. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 115. AIRFRAME SYSTEMS IV (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble, and rig aircraft structures, and determine the condition of airframes, airframe systems, and components. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 117 AIRFRAME PROGRAM REVIEW AND COMPREHENSIVE TESTING (.5 credit) *PREREQUISITES: AMT 100, AMT 101, AMT 102, AMT 110, AMT 111, AMT 112, AMT 113, AMT 114, and AMT 115.*
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or airframe courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Airframe written examination.
Alabama Community College System Transfer Code C

ART

ART 100. ART APPRECIATION (3 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 artwork. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.
Alabama Community College System Transfer Code A

ART 113. DRAWING I (3 credits)
This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.
Alabama Community College System Transfer Code B

ART 114. DRAWING II (3 credits) *PREREQUISITE: Drawing I.*
This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique, and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.
Alabama Community College System Transfer Code B

ART 121. TWO-DIMENSIONAL COMPOSITION I (3 credits)
This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Alabama Community College System Transfer Code B

ART 122. TWO-DIMENSIONAL COMPOSITION II (3 credits) *PREREQUISITE: ART 121.*
This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Alabama Community College System Transfer Code B

ART 127. THREE-DIMENSIONAL COMPOSITION I (3 credits) *PREREQUISITE: ART 113 or 121.*
This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.
Alabama Community College System Transfer Code B

ART 173. PHOTOGRAPHY I (3 credits) This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.
Alabama Community College System Transfer Code C

ART 174. PHOTOGRAPHY II (3 credits) *PREREQUISITE: ART 173.*
This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process their creative and communication skills.
Alabama Community College System Transfer Code C

ART 175. DIGITAL PHOTOGRAPHY (3 credits) *PREREQUISITE: As required by college.*
This course introduces students to digital imaging techniques. emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.
Alabama Community College System Transfer Code C

ART 180. INTRODUCTION TO GRAPHIC DESIGN (3 credits)
This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics.
Alabama Community College System Transfer Code C

ART 203. ART HISTORY I (3 credits) This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.
Alabama Community College System Transfer Code A

ART 204. ART HISTORY II (3 credits)
This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.
Alabama Community College System Transfer Code A

ART 220. INTRODUCTION TO COMPUTER GRAPHICS (3 credits) *PREREQUISITE: ART 113 or ART 121. (Art Majors are encouraged to take both.)*
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity, and the understanding of various graphic software. Upon completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment.
Alabama Community College System Transfer Code C

ART 221. COMPUTER GRAPHICS I (3 credits)
This course is designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.
Alabama Community College System Transfer Code C

ART 222. COMPUTER GRAPHICS II (3 credits)
This course is designed to enhance the student's ability to produce an advanced level of computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.
Alabama Community College System Transfer Code C

ART 233. PAINTING I (3 credits)
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.
Alabama Community College System Transfer Code B

ART 234. PAINTING II (3 credits) *PREREQUISITE: ART 233.*
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.
Alabama Community College System Transfer Code C

ART 275. ADVANCED DIGITAL PHOTOGRAPHY (3 credits) *PREREQUISITE: ART 175*
This course explores various uses of digital photography. subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.
Alabama Community College System Transfer Code C

ART 291. SUPERVISED STUDY IN STUDIO ART I (1–4 credits)
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art.
Alabama Community College System Transfer Code C

ART 292. SUPERVISED STUDY IN STUDIO ART II (1-4 credits)
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art.

AVIATION MANAGEMENT

AVM 140. FCC RULES AND REGULATIONS (2 credits)
This course provides instruction on the pertinent rules and regulations of the Federal Communications Commission (FCC). Emphasis is placed on the relationship of FCC rules and regulations to the practice of avionics and electronics in the aviation industry. Upon completion, students should be able to apply rules and regulations and take the basic FCC certification examination.

AVIONICS

AVT 111. AVIONICS THEORY (6 credits) *PREREQUISITE: Satisfactory placement scores*. *COREQUISITE: AVT 112.*
This course provides instruction pertaining to the technical math and physics skills needed to solve practical problems encountered throughout the avionics program. It provides instruction pertaining to the theory of direct current (DC) and alternating current (AC) as applied to aviation. Students are prepared to analyze complex DC and AC circuits and to understand meter movements, network theorems, voltage dividers, resonance circuits, transformers, and filter circuits. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 112. AVIONICS LAB I (5 credits) *PREREQUISITE: Satisfactory placement scores. COREQUISITE: AVT 111.*
This course provides hands-on laboratory exercises to analyze direct current and alternating current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and AC circuits to prove the theories featured in AVT 111. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 121. PRINCIPLES OF SOLID STATE (5 credits) *PREREQUISITES: AVT 111 and AVT 112.*
This course provides instruction in basic solid state theory beginning with atomic structure and includes diodes, bipolar transistors, field effect transistors, amplifiers, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid state devices, proper biasing and amplifier circuit analysis, and the use of test equipment to diagnose, troubleshoot, and repair typical solid state device circuits. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 131. DIGITAL CONCEPTS (4 credits) *PREREQUISITE: AVT 121.*
This course provides instruction in basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog- to-digital conversion, and digital-to-analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 141. INTRODUCTION TO AVIONICS (2 credits)
This course is an introduction to aircraft avionics systems. Emphasis is placed on basic concepts of navigation systems, landing systems, weather radar, transponder/TCAS operation, data buss concepts, and flight control systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 142. ELECTRONIC COMMUNICATIONS (4 credits) *PREREQUISITE: AVT 121.*
This course provides instruction in basic principles of electronic communications, including AM, FM, and SSB receiver, transmitter and transceiver theory, antennas, transmission lines, and wave propagation. It provides instruction on fundamental theory and practice of soldering. Students will have multiple opportunities for developing and practicing soldering skills. Emphasis is placed on communications circuits used in amplitude modulation, frequency modulation, and single-side band receiver/transmitter. Thiscourse further develops the student's' diagnostic, troubleshooting, and repair skills. Upon completion, students will be able to align, troubleshoot, and repair basic receivers. Students also will gain a working knowledge of antennas, frequency spectrum, and wave propagation. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 148. MICROPROCESSORS AND INTERFACING (4 credits) *PREREQUISITE: AVT 131.*
This course introduces basic programming and interfacing of a typical microprocessor, including data flow in the execution of program instructions, data manipulation, data storage, and interfacing using programmable devices. Emphasis is placed on writing simple programs, executing, debugging programs and programming devices to serve as input/output interface units, and the flow of data during the fetch and execute phases of a program. Students will understand how a microprocessor runs a stored program, how to use an instruction set, and how to interface with displays, switches, and programmable devices. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 211. PULSE AND RADAR CIRCUITS (4 credits) *PREREQUISITE: AVT 142.*
This course is a study of pulse circuits and synchro-servo systems and their application to airborne pulse systems, including weather systems. Upon completion, the student should be able to satisfactorily diagnose malfunctions in aircraft systems and successfully troubleshoot and repair pulse equipment. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 212. AIRCRAFT INSTALLATION/FAA REGULATIONS (4 credits) *PREREQUISITE: AVT 142.*
This course provides instruction in Federal Aviation Administration (FAA) regulations which direct repair station operations, sheetmetal procedures used in the installation of avionics systems, and aircraft wiring techniques. Emphasis is placed on developing the ability to construct aircraft composite structures using standard sheetmetal practices and a wiring harness for the King Radio KX-155 system. Upon completion, students should be able to use test equipment to perform board repair and install avionics equipment to industry and FAA standards. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 213. AVIATION COMMUNICATION (4 credits) *PREREQUISITE: AVT 142.*
This course is a study of frequency synthesizers, aviation transceivers, and aircraft audio systems. Emphasis is placed on PLL and LSI frequency synthesizers, aviation transceivers based on these synthesizer types, and audio systems with power amplification and switching capability with an in-depth study of the King Radio KX-155, KTR-905, and KMA-24 as representative examples.Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft communication systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 214. NAVIGATION/ILS (4 credits) *PREREQUISITE: AVT 142.*
This course is a study of navigation and instrument landing systems used in traffic control systems. Emphasis is placed on VOR, ILS, ADF, and GPS with an in-depth study of the King Radio KI-203, KI-208, and KN-75 as representative examples. Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft navigation systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 215. DME TRANSPONDERS (4 credits) *PREREQUISITE: AVT 211.*
This course provides instruction in the study of distance measuring equipment, ACTRBS transponders, and mode S transponders as used in the Air Traffic Control system. Instruction specifically focused on airborne systems with an in-depth study of the King Radio KN-62 DME, KT-76A transponder, and the KT-71 Mode S transponder as representative examples. Upon completion, students should be able to use test equipment to test equipment to perform operational checks, align, and troubleshoot aircraft DME transponder systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 216. AUTOPILOT AIRCRAFT SYSTEMS (4 credits) *PREREQUISITE: AVT 211.*
This course provides instruction in aircraft autopilot theory, data buss, electrical power, and integrated systems.

Emphasis is placed upon integrated aircraft systems and the diagnosis, alignment, maintenance, inspection, and troubleshooting of these systems. This is a CORE course.
Alabama Community College System Transfer Code C

BIOLOGY

BIO 101. INTRODUCTION TO BIOLOGY I (4 credits)
This is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120 minute laboratory is required.
Alabama Community College System Transfer Code A

BIO 102. INTRODUCTION TO BIOLOGY II (4 credits) *PREREQUISITE: BIO 101.*
This is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120 minute laboratory is required.
Alabama Community College System Transfer Code A

BIO 103. PRINCIPLES OF BIOLOGY I (4 credits)
This is an introductory course for science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method,basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required.
Alabama Community College System Transfer Code A

BIO 104. PRINCIPLES OF BIOLOGY II (4 credits) *PREREQUISITE: A grade of C or better in BIO 103.*
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.
Alabama Community College System Transfer Code A

BIO 111. SURVEY OF HUMAN ANATOMY (4 credits) *PREREQUISITE: As required by program.*
This course is for the non-science majors and covers an overview of human body functions with an emphasis on major organ systems. A laboratory is required.
Alabama Community College System Transfer Code C

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I (4 credits) *PREREQUISITE: A grade of C or better in BIO 103.*
This course covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.
Alabama Community College System Transfer Code B

BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II (4 credits) *PREREQUISITES: A grade of C or better in BIO 103 and BIO 201.*
This course covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.
Alabama Community College System Transfer Code B

BIO 220. GENERAL MICROBIOLOGY (4 credits) *PREREQUISITE: A grade of C or better in BIO 103 (Recommended 4 semester hours of chemistry.)*
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.
Alabama Community College System Transfer Code B

BUSINESS

BUS 146. PERSONAL FINANCE (3 credits) *PREREQUISITE: As required by program*
This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit,consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.
Alabama Community College System Transfer Code C

BUS 150. BUSINESS MATH (3 credits) *PREREQUISITE: As required by program*
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markups, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value.
Alabama Community College System Transfer Code C

BUS 175. RETAILING (3 credits) *PREREQUISITE: As required by program*
This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management.
Alabama Community College System Transfer Code C

BUS 176. PROMOTIONAL STRATEGIES (3 credits) *PREREQUISITE: As required by program*
This course provides an overview of the tools and techniques used by businesses in their promotional strategies. Topics include variables affecting promotional decisions, information needed to access these variables, the strengths and limitations of methods and strategies, and the fundamentals of managerial decision making.
Alabama Community College System Transfer Code C

BUS 177. SALESMANSHIP (3 credits) *PREREQUISITE: As required by program*
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.
Alabama Community College System Transfer Code C

BUS 180. BUSINESS OPERATIONS AND ORGANIZATIONAL STRUCTURE (3 credits) *PREREQUISITE: As required by program*
This course introduces students to the convential organizational structures of mid-sized and larger businesses. It includes a study of typical departments, their responsibilities, and how they function as part of the whole organization. This course will demonstrate how information technology supports the work of these departments. Students will use sample software to model, analyze, and simulate standard departmental business processes. Throughout the course, students will be learning how people, processes, and systems can be integrated and managed most effectively to achieve organizational objectives.
Alabama Community College System Transfer Code C

BUS 186. ELEMENTS OF SUPERVISION (3 credits) *PREREQUISITE: As required by program*
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.
Alabama Community College System Transfer Code C

BUS 188. PERSONAL DEVELOPMENT (1 credit) *PREREQUISITE: As required by program*
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of self-concept necessary for business success.
Alabama Community College System Transfer Code C

BUS 189. HUMAN RELATIONSHIPS (1 credit) *PREREQUISITE: As required by program*
This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.
Alabama Community College System Transfer Code C

BUS 215. BUSINESS COMMUNICATION (3 credits) *PREREQUISITE: As required by program*
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.
Alabama Community College System Transfer Code C

BUS 241. PRINCIPLES OF ACCOUNTING I (3 credits) *PREREQUISITE: As required by program*
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.
Alabama Community College System Transfer Code B

BUS 242. PRINCIPLES OF ACCOUNTING II (3 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 with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision-making.
Alabama Community College System Transfer Code B

BUS 248. MANAGERIAL ACCOUNTING (3 credits) *PREREQUISITE: BUS 241.*
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.
Alabama Community College System Transfer Code B

BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3 credits)
This course provides an overview of the legal and social environment of business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property.
Alabama Community College System Transfer Code B

BUS 271. BUSINESS STATISTICS I (3 credits) *PREREQUISITE: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.*
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing.
Alabama Community College System Transfer Code B

BUS 272. BUSINESS STATISTICS II (3 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 index numbers, and decision theory.
Alabama Community College System Transfer Code B

BUS 275. PRINCIPLES OF MANAGEMENT (3 credits)
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, andcontrolling with emphasis on practical business application.
Alabama Community College System Transfer Code B

BUS 276. HUMAN RESOURCE MANAGEMENT (3 credits)
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.
Alabama Community College System Transfer Code C

BUS 279. SMALL BUSINESS MANAGEMENT (3 credits)
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.
Alabama Community College System Transfer Code C

BUS 285. PRINCIPLES OF MARKETING (3 credits)
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution,marketing research, and consumer behavior.
Alabama Community College System Transfer Code B

BUS 296. BUSINESS INTERNSHIP I (3 credits) *PREREQUISITE: Student must complete a minimum of 21 hours in program core.*
This course sequence allows the student to apply knowledge and skills in a real-world workplace. Evaluation is based upon a well-developed portfolio, 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.
Alabama Community College System Transfer Code C

CHILD DEVELOPMENT

CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (3 credits)
This course introduces students to the child care education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.
Alabama Community College System Transfer Code C

CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3 credits)
This course is a systematic study of child growth and development from conception through early childhood, with focus on infant and toddler. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development. This is a CORE course. PSY 210 or PSY 211 may be used as a substitute for this course for AA and AAS degree programs at the discretion of the College.
Alabama Community College System Transfer Code C

CHD 202. CHILDREN'S CREATIVE EXPERIENCES (3 credits)
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement with observation and participation with young children is required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.
Alabama Community College System Transfer Code C

CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT (3 credits)
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities which support a language-rich environment for young children.
Alabama Community College System Transfer Code C

CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN (3 credits)
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.
Alabama Community College System Transfer Code C

CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3 credits)
This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.
Alabama Community College System Transfer Code C

CHD 206. CHILDREN'S HEALTH AND SAFETY (3 credits)
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.
Alabama Community College System Transfer Code C

CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS (3 credits)
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning, record keeping, personnel policies, and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program.
Alabama Community College System Transfer Code C

CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS (3 credits)
This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant's or toddler's social, emotional, physical, and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.
Alabama Community College System Transfer Code C

CHD 210. EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS (3 credits) This course explores the many types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.
Alabama Community College System Transfer Code C

CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT (3 credits) *PREREQUISITE: Permission of the instructor and current tuberculosis and background clearance.*
This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop portfolios documenting experiences gained during this course. **NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment.**
Alabama Community College System Transfer Code C

CHD 217. MATH AND SCIENCE FOR YOUNG CHILDREN (3 credits)
This course will provide students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students will learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about the integrated curriculum.
Alabama Community College System Transfer Code C

CHEMISTRY

CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY (4 credits) *PREREQUISITE: MTH092 or equivalent math placement score.*
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.
Alabama Community College System Transfer Code A

CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY (4 credits) *PREREQUISITE: CHM 104 or 111.*
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.
Alabama Community College System Transfer Code A

CHM 111. COLLEGE CHEMISTRY I (4 credits) *PREREQUISITE: MTH 112 (Precalculus Algebra) or equivalent math placement score.*
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic- molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Students must register for CHM 111L as part of this course.
Alabama Community College System Transfer Code A

CHM 112. COLLEGE CHEMISTRY II (4 credits) *PREREQUISITE: CHM 111 and MTH 112.*
This is the second course in a two-semester sequence designed primarily for the science or engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Students must register for CHM 112L as part of this course.
Alabama Community College System Transfer Code A

CHM 221. ORGANIC CHEMISTRY I (4 credits) *PREREQUISITE: CHM 112.*
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction of mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Students must register for CHM 221L as part of this course.
Alabama Community College System Transfer Code B

CHM 222. ORGANIC CHEMISTRY II (4 credits) *PREREQUISITE: CHM 221.*
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Students must register for CHM 222L as part of this course.
Alabama Community College System Transfer Code B

CHM 250. DIRECTED STUDIES IN CHEMISTRY (1-3 credits) *PREREQUISITE: As required by program.*
This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three times for credit.
Alabama Community College System Transfer Code C

COMPUTER INFORMATION SCIENCE

CIS 113. SPREADSHEET SOFTWARE APPLICATIONS (3 credits) *PREREQUISITE: As required by the College.*
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.
Alabama Community College System Code C

CIS 115. PRESENTATION GRAPHICS SOFTWARE APPLICATIONS (3 credits) *PREREQUISITE: As required by College.*
This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.
Alabama Community College System Transfer Code C

CIS 130. INTRODUCTION TO INFORMATION SYSTEMS (3 credits) *PREREQUISITE: As required by College.*This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming, and their past, present, and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, and program development using computers to execute software packages and/orto write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

This course prepares students to earn the CompTIA certification in IT Fundamentals.
Alabama Community College System Transfer Code B

CIS 134. IT FUNDAMENTALS (3 credits*)* *PREREQUISITE: As required by College.*
This is an introductory level course that covers the fundamentals of software, hardware, security, and networking, as well as basic IT skills such as workstation set-up, operating system navigation, simple support services, backup protocols, and safety. Upon completion of the course, students will understand the essential functions of IT professionals and be better positioned to make decisions about a career in information technology. **This course prepares students to earn the CompTIA certification in IT Fundamentals.**
Alabama Community College System Transfer Code C

CIS 146. MICROCOMPUTER APPLICATIONS (3 credits) *PREREQUISITE: As required by program.*
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification.
Alabama Community College System Transfer Code B

CIS 147. ADVANCED MICROCOMPUTER APPLICATIONS (3 credits) *PREREQUISITE: CIS 146.*
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification.
Alabama Community College System Transfer Code B

CIS 150. INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING (3 credits) *PREREQUISITE: As required by College.*
This course includes logic, design, and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.
Alabama Community College System Transfer Code C

CIS 157. INTRODUCTION TO APP DEVELOPMENT WITH SWIFT (3 credits) *PREREQUISITE: As required by the College.*
This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.
Alabama Community College System Code C

CIS 161. INTRODUCTION TO NETWORKING COMMUNICATIONS (3 credits) *PREREQUISITE: As required by College.*
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. ***NOTE:*** *This course is a suitable substitute for CIS 199. Additionally CIS 270 may be used as a suitable substitute for this course. However, CIS 161 will not substitute for CIS 270.*
Alabama Community College System Transfer Code C

CIS 162. ADVANCED NETWORKING (3 credits) *PREREQUISITE: As required by the College.*
This course exposes students to networking concepts in increased breadth and depth. Advanced topics in networking architecture, operations and configuration are covered, as well as management and troubleshooting of common wired and wireless network devices. Also included is an introduction to network security, current industry standards and best practices and emerging technologies such as unified communications, mobile, cloud and virtualization technologies. Upon successful completion of this course, students will be able to demonstrate the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks.
This course, in combination with CIS 161 will prepare the student to sit for the CompTIA Network+ certification exam.
Alabama Community College System Code C

CIS 165. NETWORK LAB (1 credit) *COREQUISITE: As required by College.*This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.
Alabama Community College System Transfer Code C

CIS 171. LINUX I (3 credits) *PREREQUISITE: As required by College.* This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.
Alabama Community College System Transfer Code C

CIS 172. LINUX II (3 credits) *PREREQUISITE: As required by College*
This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user-group applications specific to administrative network control.
Alabama Community College System Transfer Code C

CIS 189. CO-OP FOR CIS I (3 credits) *PREREQUISITE: Students must complete a minimum of 21 hours in program core.*
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.
Alabama Community College System Transfer Code C

CIS 191. INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS (3 credits) *PREREQUISITE: As required by College.*
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures are introduced. Students are expected to write programs as part of this course.
Alabama Community College System Transfer Code B

CIS 196. COMMERCIAL SOFTWARE APPLICATIONS (3 credits) *PREREQUISITE: As required by College.*
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language, or program. Upon completion, students will be able to use the features selected for the application covered.
Alabama Community College System Transfer Code C

CIS 197. ADVANCED COMMERCIAL SOFTWARE APPLICATIONS (3 credits) *PREREQUISITE: CIS 196.*
This course provides students 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. Upon completion, students will be able to use the features selected for the application covered.
Alabama Community College System Transfer Code C

CIS 201. INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS (3 credits) *PREREQUISITE: As required by College.*
This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs.
Alabama Community College System Transfer Code C

CIS 207. INTRODUCTION TO WEB DEVELOPMENT (3 credits) *PREREQUISITE: As required by College.*
This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and JavaScript. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Alabama Community College System Transfer Code C

CIS 211. PRINCIPLES OF INFORMATION ASSURANCE (3 credits) *PREREQUISITE: As required by College.*
This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.Transfer
Alabama Community College System Transfer Code C

CIS 212. VISUAL BASIC PROGRAMMING (3 credits) *PREREQUISITE: As required by College.*
Emphasis is placed on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code B

CIS 213. ADVANCED VISUAL BASIC PROGRAMMING (3 credits) *PREREQUISITE: CIS 212.*
This course is a continuation of CIS 212, Visual Basic Programming.
Alabama Community College System Transfer Code C

CIS 215. C# PROGRAMMING (3 credits)
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code C

CIS 219. ANDROID APP DEVELOPMENT (3 credits) *PREREQUISITE: As required by college.*
In this course students learn to program apps for an Android© operating system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for an Android© operating system.
Alabama Community College System Code C

CIS 220. APP DEVELOPMENT WITH SWIFT I (3 credits) *PREREQUISITE: CIS 157.*
This is the first of two courses designed to teach specific skills related to app development using Swift language.
Alabama Community College System Code C

CIS 223. THREE DIMENSIONAL COMPUTER MODELING (3 credits) *PREREQUISITE: As required by College.*
This course is a study of 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use.
Alabama Community College System Transfer Code C

CIS 227. APP DEVELOPMENT WITH SWIFT II (3 credits) *PREREQUISITE: CIS 157, CIS 220.*
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.
Alabama Community College System Code C

CIS 230. IT AUDITING I (3 credits) *PREREQUISITE: As required by the College.*
This course focuses on completing an IT audit, including budgets, documentation, audit evidence, sampling, and reporting. Students will learn how to provide an independent assessment of technology systems or systems-related processes such as proper IT implementation, controls over computer resources, etc. Students will also learn key aspects of IT auditing, including coverage of transaction processing, Sarbanes-Oxley implications, audit risk, and the (Committee of Sponsoring Organizations) COSO control framework. Students will review general and application control issues, the latest in fraud techniques and detection, current IT outsourcing issues and concerns, and modern enterprise system risks and controls.
Alabama Community College System Code C

CIS 231. IT AUDITING II (3 credits) *PREREQUISITE: CIS 230.* This course focuses on cases and actual audit processes and presentations. It is designed to provide students with the knowledge and skills required to complete an IT audit

by drawing from and synthesizing concepts from both the MIS and Accounting fields in order to address issues related specifically to the audit of information systems and technology. Emphasis will be placed on the effective presentation of audit results and proposed solutions to business leaders who may have little technical knowledge of or expertise with IT systems.
Alabama Community College System Code C

CIS 241. INTRODUCTION TO RPG PROGRAMMING (3 credits) *PREREQUISITE: As required by College.*
This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code C

CIS 246. ETHICAL HACKING (3 credits) *PREREQUISITE: As required by College.*
This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.
Alabama Community College System Transfer Code C

CIS 251. C++ PROGRAMMING (3 credits) *PREREQUISITE: As required by College.*
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design, control structures, objects and events, user interface construction, and document and program testing.
Alabama Community College System Transfer Code B

CIS 252. ADVANCED C++ PROGRAMMING (3 credits) *PREREQUISITE: As required by College.*
This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code C

CIS 255. JAVA PROGRAMMING (3 credits) *PREREQUISITE: As required by College.*
This course is an introduction to Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events, and exceptions. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code B

CIS 256. ADVANCED JAVA (3 credits) *PREREQUISITE: As required by College.*
This course is a second course of a sequence using the JAVA programming language. Topics include: Sun's Sweng GUI components, JDBC, JavaBeans, RMI, servlets, and JAVA media framework. Upon completion, students will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.
Alabama Community College System Transfer Code C

CIS 260. NETWORK SECURITY AND RISK MANAGEMENT (3 credits) *PREREQUISITE: As required by College.*
This course exposes students to essential concepts of networking security and IT risk management. Topics include design, protocols and administrative principles of secure networks, identification and elimination of threats and vulnerabilities, compliance and operational security, access control and identity management, application, data and host security, cryptography and current and evolving issues in network security. Upon successful completion of this course, students will be able to demonstrate the knowledge and skills necessary to identify security issues, to mitigate and deter threats, to apply security controls and to implement and maintain an organization's security policies. **This course prepares students to sit for the CompTIA Security+ certification exam.**
Alabama Community College System Transfer Code B

CIS 268. SOFTWARE SUPPORT (3 credits) *PREREQUISITE: As required by College.*
This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239 Networking Software.
Alabama Community College System Transfer Code C

CIS 269. HARDWARE SUPPORT (3 credits) *PREREQUISITE: As required by College.*
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware. If used this is a CORE course for the AAT and AAS CIS programs.
Alabama Community College System Transfer Code C

CIS 270. CISCO CCNA I (3 credits) *PREREQUISITE: As required by College.*
This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CIS 271. CISCO CCNA II (3 credits) *PREREQUISITE: As required by College.*
This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CIS 272. CISCO CCNA III (3 credits) *PREREQUISITE: As required by College.*
This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CIS 273. CISCO IV (3 credits) *PREREQUISITE: As required by program.*
This course is the fourth part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CIS 275. WORKSTATION ADMINISTRATION (3 credits) *PREREQUISITE: As required by College.*
This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.
Alabama Community College System Transfer Code C

CIS 276. SERVER ADMINISTRATION (3 credits) *PREREQUISITE: As required by College.*
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and, server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Alabama Community College System Transfer Code C

CIS 277. NETWORK SERVICES ADMINISTRATION (3 credits) *PREREQUISITE: As required by the college.*
This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.
Alabama Community College System Code C

CIS 278. DIRECTORY SERVICES ADMINISTRATION (3 credits) *PREREQUISITE: As required by College.*
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.
Alabama Community College System Transfer Code C

CIS 280. NETWORK SECURITY (3 credits) *PREREQUISITE: As required by College.*
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.
Alabama Community College System Transfer Code C

CIS 281. SYSTEM ANALYSIS AND DESIGN (3 credits) *PREREQUISITE: As required by College.*
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code C

CIS 282. COMPUTER FORENSICS (3 credits) *PREREQUISITE: As required by College.*
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.
Alabama Community College System Transfer Code C

CIS 284. CIS Internship (3 credits) *PREREQUISITE: Students must complete a minimum of 21 hours in program core.*
This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.
Alabama Community College System Code C

CIS 288. NETWORKING APPLICATIONS (1 credit) *PREREQUISITE: As required by College.*
This course is designed to provide student opportunities to develop skills in networking. Specific course application will be determined by the instructor.
Alabama Community College System Transfer Code C

CIS 292. ADVANCED WORKSTATION ADMINISTRATION (3 credits) *PREREQUISITE: CIS 275.*
This course teaches students to install and configure the Microsoft Windows 10 operating system. It covers local installation, configuration of core local services, and the general local management and maintenance of Windows 10. **This course prepares students for the MCSA Windows 10 Certification Exam 698.**
Alabama Community College System Code C

COMPUTER MAINTENANCE TECHNOLOGY

CPT 130. INTRODUCTION TO INFORMATION SYSTEMS (3 credits) *PREREQUISITE: As required by College.*
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming, and their past, present, and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
Alabama Community College System Transfer Code C

CPT 158. FUNDAMENTALS OF WIRELESS LANS (3 credits) *PREREQUISITE: As required by College.*
This course is an introductory course about the design, planning, implementation, operation, and troubleshooting of wireless networks.It is intended to prepare students for the Cisco Wireless LAN Support Specialist designation.
Alabama Community College System Transfer Code C

CPT 182. HELP DESK APPLICATIONS (3 credits) *PREREQUISITE: As required by College.*
The main purpose of this course is to provide students with a comprehensive understanding of the help desk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-

on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.
Alabama Community College System Transfer Code C

CPT 207. INTRODUCTION TO WEB DEVELOPMENT (3 credits) *PREREQUISITE: As required by College.*
At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Alabama Community College System Transfer Code C

CPT 221. NETWORK SERVICE AND SUPPORT (3 credits) *PREREQUISITE: As required by program*.
This course covers the installation of network-related hardware and the prevention, diagnosis, and resolution of hardware-related networking problems.
Alabama Community College System Transfer Code C

CPT 224. NETWORKING INSTALLATION AND DESIGN (3 credits) *PREREQUISITE: As required by program.*
This course covers upgrading, migrating, and installing networks. It is designed to provide students with the necessary skills to install, configure, and maintain an Intranet. Students will receive step-by-step instruction on how to incorporate the service components of DNS, DHCP, RRAS, file, print, and security.
Alabama Community College System Transfer Code C

CPT 232. NETWORK DESIGN AND IMPLEMENTATION (3 credits) *PREREQUISITE: As required by program.*
This course covers how to design and create a network implementation plan for a case-study company. Interactive group activities lead students through this process to assess the needs of the case company.
Alabama Community College System Transfer Code C

CPT 267. STRUCTURED CABLING (3 credits) *PREREQUISITES: As required by College.*
This course provides students an introduction to data, voice, and video cabling. This course will address the latest developments in premises cabling, including technologies and applications in copper, fiber, and wireless cabling. This course will also cover important background information and resources regarding the most recent cabling standards, which are an integral part of this fast-paced industry. This course also provides students with hands-on practical experience in cabling.
Alabama Community College System Transfer Code C

CPT 268. SOFTWARE SUPPORT (3 credits) *PREREQUISITE: As required by College.*
This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Alabama Community College System Transfer Code C

CPT 270. CISCO I (3 credits) *PREREQUISITE: As required by College.*This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CPT 271. CISCO II (3 credits) *PREREQUISITE: As required by College.*
This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CPT 272. CISCO III (3 credits) *PREREQUISITE: As required by College.*
This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CPT 273. CISCO IV (3 credits) *PREREQUISITE: As required by College.*
This course is the fourth part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CPT 276. SERVER ADMINISTRATION (3 credits) *PREREQUISITE: As required by College.*
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management, and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Alabama Community College System Transfer Code C

CPT 277. NETWORK SERVICES ADMINISTRATION (3 credits) *As required by College.*
This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.
Alabama Community College System Transfer Code C

CPT 278. DIRECTORY SERVICES ADMINISTRATION *As required by College.*
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.
Alabama Community College System Transfer Code C

CPT 279. NETWORK INFRASTRUCTURE DESIGN (3 credits) *As required by College.*
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.
Alabama Community College Transfer Code C

CPT 280. NETWORK SECURITY (3 credits) *As required by College.*
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate countermeasures.
Alabama Community College Transfer Code C

CPT 282. COMPUTER FORENSICS AND INVESTIGATION (3 credits) *As required by College.*
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.
Alabama Community College Transfer Code C

CPT 283. NETWORK DEFENSE AND COUNTERMEASURES (3 credits) *PREREQUISITE: As required by College.*
This course introduces students to one of the most important and urgent concepts in protecting computers and networks: intrusion detection. The concepts introduced in this course are intended for students and professionals who need hands-on introductory experience with installing firewalls and intrusion detection systems (IDSs). This course assumes that students are familiar with the Internet and fundamental networking concepts, such as TCP/IP, gateways, routers, and Ethernet. It also assumes that students are familiar with IP troubleshooting; subnetting, subnet masking, IP datagram structure, routing, Web security, and common attach techniques.
Alabama Community College Transfer Code C

CPT 288. LINUX ADMINISTRATION (3 credits) *PREREQUISITE: As required by College.*
This course is designed to teach students how to administer, use, or develop programs for SUSE Linux. The concepts introduced do not assume prior Linux experience and are geared toward the objectives on the CompTIA Linux+ certification exam. Furthermore, many of the concepts and procedures introduced in this course are transferable to most other Linux distributions. This course will introduce students to the concepts required to successfully use and administer a Linux system.
Alabama Community College System Transfer Code C

CRIMINAL JUSTICE

CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE (3 credits) This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.
Alabama Community College System Transfer Code B

CRJ 150. INTRODUCTION TO CORRECTIONS (3 credits) This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.
Alabama Community College System Transfer Code B

CRJ 208. INTRODUCTION TO CRIMINOLOGY (3 credits) This course delves into the nature and the extent of crime in the United States as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.
Alabama Community College System Transfer Code B

CRJ 209. JUVENILE DELINQUENCY (3 credits) This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts.
Alabama Community College System Transfer Code B

ECONOMICS

ECO 231. PRINCIPLES OF MACROECONOMICS (3 credits) *PREREQUISITE: As required by program.*This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Alabama Community College System Transfer Code A

ECO 232. PRINCIPLES OF MICROECONOMICS (3 credits) *PREREQUISITE: As required by program.*
This course is an introduction to microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Alabama Community College System Transfer Code A

EMERGENCY MEDICAL SERVICES

EMS 100. CARDIOPULMONARY RESUSCITATION I (1 credit) This course provides students with concepts related to areas of basic life support, including coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon completion, students will be able to identify situations requiring action related to heart or breathing conditions and effectively implementing appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 107. EMERGENCY VEHICLE OPERATOR AMBULANCE (1 credit) *PREREQUISITE: Must present a valid driver's license and program approval.*
The Emergency Vehicle Operator Ambulance course provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety, and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

EMS 118. EMERGENCY MEDICAL TECHNICIAN (9 credits) *PREREQUISITE: As required by program.*
This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician—Basic National Standard Curriculum.

EMS 119. EMERGENCY MEDICAL TECHNICIAN CLINICAL (1 credit) *PREREQUISITE: As required by program.*
This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

EMS 155. ADVANCED EMERGENCY MEDICAL TECHNICIAN (8 credits) *PREREQUISITE: As required by program. COREQUISITE: EMS 156. There is an approved Plan-of-Instruction for this course.*
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a corequisite.

EMS 156. ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL (2 credits) *PREREQUISITE: As required by program. COREQUISITE: EMS 155. There is an approved Plan-of-Instruction for this course.*
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a corequisite.

EMS 240. PARAMEDIC OPERATIONS (2 credits) *PREREQUISITE: EMS 189 or BIO 201.*
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, lifespan development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

EMS 241. PARAMEDIC CARDIOLOGY (3 credits) *PREREQUISITE: As required by program.*
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Thiscourse further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

EMS 242. PARAMEDIC PATIENT ASSESSMENT (3 credits) *PREREQUISITE: As required by program.*
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

EMS 243. PARAMEDIC PHARMACOLOGY (1 credit) *PREREQUISITE: As required by program.*
This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

EMS 244. PARAMEDIC CLINICAL I (1 credit) *PREREQUISITE: As required by program.*
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

EMS 245. PARAMEDIC MEDICAL EMERGENCIES (3 credits) *PREREQUISITE: As required by program.*
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

EMS 246. PARAMEDIC TRAUMA MANAGEMENT (3 credits) *PREREQUISITE: As required by program.*
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

EMS 247. PARAMEDIC SPECIAL POPULATIONS (2 credits) *PREREQUISITE: As required by program.*
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

EMS 248. PARAMEDIC CLINICAL II (3 credits) *PREREQUISITE: As required by program.*
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

EMS 253. PARAMEDIC TRANSITION TO THE WORKFORCE (2 credits) *PREREQUISITE: As required by program.*
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

EMS 254. ADVANCED COMPETENCIES FOR PARAMEDIC (2 credits) *PREREQUISITE: As required by program.*
This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMS 255. PARAMEDIC FIELD PRECEPTORSHIP (5 credits) *PREREQUISITE: As required by program.*
This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMS 256. PARAMEDIC TEAM LEADERSHIP (1 credit) *PREREQUISITE: As required by program.*
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the pre-hospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision- making and team leadership abilities to effectively function as a competent entry-level paramedic.

ENGLISH

ENG 101. ENGLISH COMPOSITION I (3 credits) *PREREQUISITE: Satisfactory completion of ENR 094, or scores between 70-100 on the English section and at least 5 on the writing section of the ACCUPLACER placement test, or a score of 18 or better on the English portion of the ACT (or equivalent SAT score).*
This course provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I includes instruction and practice in library usage.
Alabama Community College System Transfer Code A

ENG 102. ENGLISH COMPOSITION II (3 credits) *PREREQUISITE: A grade of "C" or better in ENG 101 or equivalent.*This course provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills and in the composition process. English Composition II may include instruction and practice in library usage.
Alabama Community College System Transfer Code A

ENG 131. APPLIED WRITING I *PREREQUISITE: A score of 35-69 on the reading portion and 3-4 on the writing portion of the ACCUPLACER, or successful completion of ENR094A.* This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents. English 131 includes instruction and practice in library usage.
Alabama Community College System Transfer Code C

ENG 251. AMERICAN LITERATURE I (3 credits) *PREREQUISITE: A grade of "C" or higher in ENG 102 or equivalent.* This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works, historical and literary contexts, and relevant criticism and research.
Alabama Community College System Transfer Code A

ENG 252. AMERICAN LITERATURE II (3 credits) *PREREQUISITE: A grade of "C" or higher in ENG 102 or equivalent.*This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works, and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works, historical and literary contexts, and relevant criticism and research.
Alabama Community College System Transfer Code A

ENG 261. ENGLISH LITERATURE I (3 credits) *PREREQUISITE: A grade of "C" or higher in ENG 102 or equivalent.*
This course is a survey of English literature from the Anglo-Saxon Period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works, and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
Alabama Community College System Transfer Code A

ENG 262. ENGLISH LITERATURE II (3 credits) *PREREQUISITE: A grade of "C" or higher in ENG 102 or equivalent.*
This course is a survey of English literature from the Romantic Period to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion,and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relative criticism and research.
Alabama Community College System Transfer Code A

ENG 271. WORLD LITERATURE I (3 credits) *PREREQUISITE: A grade of "C" or higher ENG 102 or equivalent.*
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that

shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
Alabama Community College System Transfer Code A

ENG 272. WORLD LITERATURE II (3 credits) *PREREQUISITE: A grade of "C" or higher ENG 102 or equivalent.*
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representa tive works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
Alabama Community College System Transfer Code A

ENGLISH AND READING

ENR 094A. INTEGRATED READING AND WRITING A (4 credits)
This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on responding to various texts using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent sentences and paragraphs using standard written English. This course includes both a lecture and lab component.

ENR 094B. INTEGRATED READING AND WRITING B (4 credits)
This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on responding to various texts using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent paragraphs and essays using standard written English. This course includes both a lecture and lab component.

GENERAL AVIATION TECHNOLOGY

GAT 101. GENERAL AVIATION MAINTENANCE COMPREHENSIVE STUDIES. (3 credit hours). *PREREQUISITES: Approval for FAA certification testing and/or instructor approval.*
This course reintroduces basic information necessary for the student seeking certification as an Aviation Maintenance Technician with Airframe and/or Powerplant endorsements. Emphasis is placed on electricity, the use of aircraft drawings, aircraft weight and balance, materials and processes, aircraft ground operations, fuels and cleaning, corrosion control methods, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. This course is designed for the students who have completed the course requirements of an approved FAR 147 training program or those who have prior FAA testing authorization with a signed FAA Form 8610-2.
Alabama Community College System Transfer Code C

GAT 112. AIRFRAME COMPREHENSIVE STUDIES. (3 credit hours). *PREREQUISITES: Approval for FAA certification testing and/or instructor approval.*
This course reintroduces basic information necessary for the student seeking certification as an Aviation Maintenance Technician with Airframe and/or Powerplant endorsements. Emphasis is placed on sheetmetal repairs, aircraft flight control rigging, aircraft inspection, electrical systems installations, the aircraft fuel systems, hydraulic and pneumatic power systems, and the aircraft landing system. This course is designed for the students who have completed the course requirements of an approved FAR 147 training program or those who have prior FAA testing authorization with a signed FAA Form 8610-2.
Alabama Community College System Transfer Code C

GAT 122. POWERPLANT COMPREHENSIVE STUDIES. (3 credit hours). *PREREQUISITES: Approval for FAA certification testing and/or instructor approval.*
This course reintroduces basic information necessary for the student seeking certification as an Aviation Maintenance Technician with Airframe and/or Powerplant endorsements. Emphasis is placed on reciprocating engine overhaul, reciprocating engine assembly, reciprocating engine inspections, an introduction to turbine engines, and turbine engine inspections. This course is designed for the students who have completed the course requirements of an approved FAR 147 training program or for those who have prior FAA testing authorization with a signed FAA Form 8610-2.
Alabama Community College System Transfer Code C

GEOGRAPHY

GEO 100. WORLD REGIONAL GEOGRAPHY (3 credits)
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.
Alabama Community College System Transfer Code A

GEO 101. PRINCIPLES OF PHYSICAL GEOGRAPHY I (4 credits)
Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.
Alabama Community College System Transfer Code A

GEOGRAPHIC INFORMATION SYSTEMS

GIS 101. INTRODUCTION TO GIS (2 credits) *PREREQUISITE: As required by program.*
This is an introductory GIS course focusing on maps, map analysis, and an introduction to computers. Emphasis is placed on raster GIS capabilities, data acquisition, spatial databases, and using GIS trends. Upon completion, students will demonstrate the ability to use GIS in spatial analysis, output, graphics output design issues, modes of user/GIS interaction, generating complex products, and GIS for archives.

GRAPHIC DESIGN

GRD 101. INTRODUCTION TO GRAPHICS (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies, the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers. This is a CORE course.

GRD 112. LAYOUT AND DESIGN (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production. This is a CORE course.

GRD 114. ILLUSTRATION GRAPHICS (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion,and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production. This is a CORE course.

GRD 116. PHOTOSHOP (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication. This is a CORE course.

GRD 118. GRAPHICS DESIGN TECHNIQUES (3 credits) *PREREQUISITE: As required by College.*
This course introduces the different creative processes involved to produce professional graphic designs. Emphasis is placed on the student developing a standard of design quality to be used throughout the graphic design program and professional life.

GRD 121. DIGITAL PHOTOGRAPHY FOUNDATION (3 credits) *PREREQUISITE: As required by College.*
This course introduces students to the creative process of digital photography. Emphasis is placed on the components, accessories, and maintenance of a digital camera. Upon completion,a student will comprehend how to compose and shoot a picture using a digital camera.

GRD 137. 3-D FUNDAMENTALS (3 credits) *PREREQUISITE: As required by College.*
This course introduces students to fundamental concepts, principles, and practices of 3-D digital modeling and 3-D modeling and rendering software. Students are given instruction in 3-D modeling techniques including: production of geometric and organic surfaces and forms using NURBS (Non-uniform rational B-spline) polygon construction and sub-divisional surfaces.

GRD 212. PUBLICATION DESIGN (3 credits) *PREREQUISITE: As required by college.*
This course further prepares students for publication layout and design principles incorporating creative software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Emphasis is placed on using elements of multiple design software applications to produce professional publications.

GRD 214. ILLUSTRATION DESIGN TECHNIQUES (3 credits) *PREREQUISITE: As required by college.*
This course further develops the student's ability to communicate visually by incorporating raster and vector imagery for illustration purposes. Emphasis is placed on creating complex illustrations that communicate an idea or concept.

GRD 216. PHOTOSHOP TECHNIQUES (3 credits) *PREREQUISITE: As required by college.*
This course further enhances the student's experience with digital imaging software. Emphasis is placed on the development of intermediate level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

GRD 219. PHOTOSHOP IMAGING (3 credits) *PREREQUISITE: As required by college.*
This course draws from the student's previous experiences to enhance their use of digital imaging software. Emphasis is placed on the development of advanced level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

GRD 221. CONCEPTUAL DIGITAL PHOTOGRAPHY (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to create powerful images through different utilizations of light, perspective, and composition. Advanced camera functions, software and final image output are explored. Emphasis is placed on improving the students' photographic skills by encouraging discovery of personal style.

GRD 225. PUBLICATION STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to draw from their creative talent and previous course work to design and prepare complex publications for printing. Emphasis is placed on the student's ability to use creative problem solving techniques to manage their project from concept to completion.

GRD 230. BASIC MULTIMEDIA PRESENTATION (3 credits) *PREREQUISITE: As required by college.*
This course covers basic desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

GRD 235. ADVANCED MULTIMEDIA PRODUCTION (3 credits) *PREREQUISITE: As required by college.*
This course covers advanced desktop electronic imaging technology and multimedia presentation development and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

GRD 237. 3-D GRAPHICS AND ANIMATION (3 credits) *PREREQUISITE: As required by college.*
Building on previously learned skills this course is a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.

GRD 240. GRAPHIC SOFTWARE EXPLORATION (3 credits) *PREREQUISITE: As required by college.*
This course allows students to explore various graphic software applications that are not offered in a traditional classroom setting. Emphasis is placed on typography, 3-D graphics, and photo imaging. Upon completion, students should be able to apply the knowledge learned to enhance existing skills.

GRD 243. DIGITAL VIDEO EFFECTS (3 credits) *PREREQUISITE: As required by college.*
This course focuses on the creation of 2D visual effects in digital video productions. Emphasis is placed on keyframe, chroma key screen, composition, and proper rendering techniques. Students will conceptualize and create an original scene for a movie, TV, or video game.

GRD 250. WEB MEDIA (3 credits) *PREREQUISITE: As required by college.*
This course focuses on creating original graphics for the web. Students will design web based media, animation, and navigation for the purpose of human interface design. Emphasis is placed on techniques and technologies for designing web media in which interactivity is the focus.

GRD 261. DESIGN STUDIO I (3 credits) *PREREQUISITE: As required by college.*
This course allows students to create, design, and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation Upon completion, students should be able to apply skills to design projects from concept to implementation.

HEALTH EDUCATION

HED 221. PERSONAL HEALTH (3 credits)
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.
Alabama Community College System Transfer Code B

HED 224. PERSONAL AND COMMUNITY HEALTH (3 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.
Alabama Community College System Transfer Code B

HED 226. WELLNESS (1–3 credits)
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment, and (5) retesting.
Alabama Community College System Transfer Code C

HED 231. FIRST AID (3 credits)
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.
Alabama Community College System Transfer Code B

HED 232. CARE AND PREVENTION OF ATHLETIC INJURIES (3 credits)
This course provides a study of specific athletic injuries, treatment, and preventive measures.
Alabama Community College System Transfer Code C

HISTORY

HIS 101. HISTORY OF WESTERN CIVILIZATION I (3 credits) *PREREQUISITE: Appropriate placement scores.*
This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.
Alabama Community College System Transfer Code A

HIS 102. HISTORY OF WESTERN CIVILIZATION II (3 credits) *PREREQUISITE: Appropriate placement scores.*
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.
Alabama Community College System Transfer Code A

HIS 201. UNITED STATES HISTORY I (3 credits) *PREREQUISITE: Appropriate placement scores.*

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.
Alabama Community College System Transfer Code A

HIS 202. UNITED STATES HISTORY II (3 credits) *PREREQUISITE: Appropriate placement scores.*
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.
Alabama Community College System Transfer Code A

HEALTH INFORMATION TECHNOLOGY

HIT 130. HIT CLASSIFICATION AND REIMBURSEMENT (3 credits) *PREREQUISITE: As required by program.*
This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, peer review organizations, explanation of benefits, managed care/capitation, and chargemaster description. Student competencies include demonstration of reimbursement and payment system principles, coding skills, and billing applications (manual and/or computer-assisted).

HIT 134. HIT LEGAL AND ETHICAL ISSUES (3 credits) *PREREQUISITE: As required by program.*
This course is a review of the legal and ethical aspects applicable to health information. The course focuses on the health record as a legal document, legal principles, patient rights/advocacy issues, definition and application of professional ethics, release of information, and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines.

HIT 151. HEALTH DATA CONTENT AND STRUCTURE (3 credits) *PREREQUISITE: As required by program.*
This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use, and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions of HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes.

HIT 221. HIT COMPUTER APPLICATIONS (2 credits) *COREQUISITE: HIT 222*
This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems. Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, retrieving and transmission of health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications.

HIT 222. HIT COMPUTER APPLICATIONS LABORATORY (1 credit) *COREQUISITE: HIT 221*
This course is designed to provide the opportunity to apply HIT computer application skills in online and/or on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, students should be able to demonstrate specific computer skills in these areas.

HIT 230. MEDICAL CODING SYSTEMS I (3 credits) *PREREQUISITE: OAD 211*
This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems, coding diagnoses and procedures, sequencing codes, analyzing actual medical records to identify data elements to be coded, and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

HIT 231. MEDICAL CODING SKILLS LABORATORY I (1 credit) *PREREQUISITE: OAD 211*
This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding.

HIT 232. MEDICAL CODING SYSTEMS II (3 credits) *PREREQUISITE: OAD 211*
This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and

classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures, sequencing codes, analyzing actual medical records to identify data elements to be coded, validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

HIT 233 MEDICAL CODING SKILLS LABORATORY II (1 credit) *PREREQUISITE: OAD 211*
This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in the medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

HIT 255. PRINCIPLES OF SUPERVISION IN HIT (3 credits) *PREREQUISITE: As required by College.*
This course is an introduction to principles of organization and supervision in a health information department. This course focuses on specific human resource management functions including communications, motivation, team building, budgeting, staff scheduling, productivity reporting, policy and procedure development, and equipment selection. Student competency includes demonstration of knowledge of human resource functions and application of supervisory skills.

HIT 260. PROFESSIONAL PRACTICE EXPERIENCE (3 credits) *PREREQUISITES: Students must complete a minimum of 21 hours in program core.*
This course allows students to correlate the experience of previous courses with on-site and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects online and/or of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

HONORS

IDS 115. FORUM (1 credit)
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events, and programs given at the College or in the community. IDS 115 may be repeated for credit.
Alabama Community College System Transfer Code C

IDS 200. COLLEGE SCHOLARS BOWL WORKSHOP (1 credit) *PREREQUISITE: Permission of the instructor.*
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.
Alabama Community College System Transfer Code C

IDS 299. DIRECTED STUDIES IN LEADERSHIP (1–2 credits) *PREREQUISITE: Permission of the instructor.*
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.
Alabama Community College System Transfer Code C

HUMANITIES

HUM 101. INTRODUCTION TO HUMANITIES I (3 credits) *PREREQUISITE: As required by program.*
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art,music, literature, history, and philosophy which relates to a unifying theme.
Alabama Community College System Transfer Code A

HUM 102. INTRODUCTION TO HUMANITIES II (3 credits) *PREREQUISITE: As required by program.*
This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Alabama College College System Transfer Code A

HUM 299-01.PTK HONORS COURSE I (1 credit) *PREREQUISITE: As required by program.*
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech,

foreign languages, art, music, theater, and dance. The course may be repeated for credit.
Alabama Community College System Transfer Code A

HUM 299-02.PTK HONORS COURSE II (1 credit) *PREREQUISITE: As required by program.*
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theater, and dance. The course may be repeated for credit.
Alabama Community College System Transfer Code A

HUM 299-03.PTK HONORS COURSE III (1 credit) *PREREQUISITE: As required by program.*
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theater, and dance. The course may be repeated for credit.
Alabama Community College System Transfer Code A

MASS COMMUNICATION

MCM 100. INTRODUCTION TO MASS COMMUNICATION (3 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.
Alabama Community College System Transfer Code B

MATHEMATICS

COURSE SEQUENCE REQUIREMENTS: *No student may advance to a higher level math course unless that student has obtained a "C" or better in all prerequisite math courses.*

MTH 090. BASIC MATHEMATICS (3 credits) *PREREQUISITE: ACCUPLACER Elementary Algebra 20-39 or Arithmetic 20-69.*
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. This is not a transfer course and is not creditable toward a degree.

MTH 098. ELEMENTARY ALGEBRA (3 credits) *PREREQUISITE: MTH 090 (C or higher) or ACCUPLACER Elementary Algebra 40-59 or Arithmetic 70-120.*
This course is a review of the fundamental arithmetic and algebra operations. Topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. This is not a transfer course and is not creditable toward a degree.

MTH 100. INTERMEDIATE COLLEGE ALGEBRA (3 credits) *PREREQUISITE: MTH 098 (C or higher) or ACT Math 20-21 or ACCUPLACER Elementary Algebra 60-79 or College Level Mathematics 20-49.*
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.
Alabama Community College System Transfer Code B

MTH 110. FINITE MATHEMATICS (3 credits) *PREREQUISITE: MTH 100 (C or higher) or ACT Math 22-23 or ACCUPLACER Elementary Algebra 80-120 or College Level Mathematics 50-59.*
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus).This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications.
Alabama Community College System Transfer Code A

MTH 112. PRECALCULUS ALGEBRA (3 credits) *PREREQUISITE: MTH 100 (C or higher)* ***or*** *ACT Math 22-23* ***or*** *ACCUPLACER Elementary Algebra 80-120* ***or*** *College Level Mathematics 50-59.*
This course emphasizes the algebra of functions—including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.
Alabama Community College System Transfer Code A

MTH 113. PRECALCULUS TRIGONOMETRY (3 credits) *PREREQUISITE: MTH 112 (C or higher)* ***or*** *ACT Math 22-23* ***or*** *ACCUPLACER College Level Mathematics 60-79.*
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.
Alabama Community College System Transfer Code A

MTH 116. MATHEMATICAL APPLICATIONS (3 credits) *PREREQUISITE: MTH 090 (C or higher)* ***or*** *ACCUPLACER Elementary Algebra 40-59* ***or*** *Arithmetic 70-120.*
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an A.A.S. degree and does not meet the general core requirements for mathematics.
Alabama Community College System Transfer Code C

MTH 125. CALCULUS I (4 credits) *PREREQUISITE: MTH 113 (C or higher)* ***or*** *ACT Math 24 (or higher)* ***or*** *ACCUPLACER College Level Mathematics 80 (or higher).*
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions, and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.
Alabama Community College System Transfer Code A

MTH 126. CALCULUS II (4 credits) *PREREQUISITE: MTH 125.*
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, and work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.
Alabama Community College System Transfer Code A

MTH 227. CALCULUS III (4 credits) *PREREQUISITE: MTH 126.*
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).
Alabama Community College System Transfer Code A

MTH 231. MATH FOR THE ELEMENTARY TEACHER I (3 credits) *PREREQUISITE: MTH 100 (C or higher).*
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.
Alabama Community College System Transfer Code B

MTH 232. MATH FOR THE ELEMENTARY TEACHER II (3 credits) *PREREQUISITE: MTH 100 (C or higher).*
This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numerations skills with fractions, decimals

and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.
Alabama Community College System Transfer Code B

MTH 237. LINEAR ALGEBRA (3 credits) *COREQUISITE: MTH 126.*
This course introduces the basic theory of linear equations and matrices, real vector spaces, basis and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.
Alabama Community College System Transfer Code A

MTH 238. APPLIED DIFFERENTIAL EQUATIONS (3 credits) *COREQUISITE: MTH 227.*
An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order, and the method of variation of parameters) with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order, and the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.
Alabama Community College System Transfer Code A

MTH 265. ELEMENTARY STATISTICS (3 credits) *PREREQUISITE: MTH 100 (C or higher).*
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.
Alabama College System Transfer Code B

MEDICAL ASSISTING TECHNOLOGY

MAT 101. MEDICAL TERMINOLOGY (3 credits) *PREREQUISITE: As required by college.*
This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct the language of medicine with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms.

MAT 102. MEDICAL ASSISTING THEORY I (3 credits) *PREREQUISITE: As required by college.*
This course provides students with an overview of the structural organization of the human body. Specific topics include anatomical descriptors, body planes, directional terms, body cavities, specified major organs, normal functions of body systems and common related pathology, analysis of pathology as related to interaction of body systems, implication of disease and disability when homeostasis is not maintained, and implications of treatment of related pathology. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems.

MAT 103. MEDICAL ASSISTING THEORY II (3 credits) *PREREQUISITE: As required by college.*
This course provides students with information of select systems of the human body. Specific topics include specified major organs, normal functions of body systems and common related pathology, analysis of pathology as related to interaction of body systems, implication of disease and disability when homeostasis is not maintained, and implications of treatment of related pathology. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems.

MAT 111. CLINICAL PROCEDURES I (3 credits) *PREREQUISITE: As required by college.*
This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures.

MAT 120. MEDICAL ADMINISTRATIVE PROCEDURES I (3 credits) *PREREQUISITE: As required by college.*
This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills.

MAT 122. BASIC CONCEPTS OF INTERPERSONAL RELATIONSHIPS (3 credits) *PREREQUISITE: As required by college.*
This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self-concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting.

MAT 125. LABORATORY PROCEDURES I (3 credits) *PREREQUISITE: As required by college.*
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MAT 128. MEDICAL LAW AND ETHICS FOR THE MEDICAL ASSISTANT (3 credits) *PREREQUISITE: As required by college.*
This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant.

MAT 211. CLINICAL PROCEDURES II (3 credits) *PREREQUISITE: As required by college.*
This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures.

MAT 215. LABORATORY PROCEDURES II (3 credits) *PREREQUISITE: As required by college.*
This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. Instruction from this course is based on the Educational Competencies for the Medical Assistant, For CAAHEP Accredited Medical Assisting Educational Programs, 2008 standards.

MAT 216. PHARMACOLOGY FOR THE MEDICAL OFFICE (3 credits) *PREREQUISITE: As required by college.*
This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications.

MAT 220. MEDICAL OFFICE INSURANCE (3 credits) *PREREQUISITE: As required by college.*
In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.

MAT 229. MEDICAL ASSISTING PRACTICUM (3 credits) *PREREQUISITE: As required by college.*
This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. Content of this course is aligned with standards and guidelines from the American Association of Medical Assisting.

MAT 239. PHLEBOTOMY PRECEPTORSHIP (3 credits) *PREREQUISITE: As required by college.*
This course is designed to provide the opportunity to apply laboratory skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Phlebotomy Technician.

MUSIC ENSEMBLES

Group Instruction is available in voice, piano, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon Completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals. *PREREQUISITE: As required by program.*

MUL 101–102, 201–202. CLASS PIANO I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code C

MUL 111–112, 211–212. CLASS VOICE I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code C

MUL 170–171; 270–271. MUSIC WORKSHOP I, II, III, IV (1 credit each)
These courses are seminar clinics in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Alabama Community College System Transfer Code C

MUL 172-173, 272-273. MUSICAL THEATRE WORKSHOP I, II, III, IV (2 credits each)
These courses include the study of musical theatre history and are open to all students. A major American musical theatre production will be performed. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenesor work in an assigned performance or technical role.
Alabama Community College System Transfer Code C

MUL 180–181; 280–281. CONCERT CHOIR I, II, III, IV (2 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 182–183; 282–283. VOCAL ENSEMBLE I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 184–185; 284–285. JAZZ/SHOW CHOIR I, II, III, IV (2 credits each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 190–191; 290–291. CONCERT BAND I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 196-197; 296-297 JAZZ/SHOW BAND I, II, III, IV (1 credit each) These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

INDIVIDUAL PERFORMANCE INSTRUCTION (PRIVATE LESSONS)
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed upon developing technique, repertoire, and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students will be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

MUP 101–102, 201–202. PRIVATE PIANO I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 133–134, 233–234. PRIVATE GUITAR I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 141–142, 241–242. PRIVATE FLUTE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 143–144, 243–244. PRIVATE CLARINET I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 145–146, 245–246. PRIVATE SAXOPHONE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 151–152, 251–252. PRIVATE OBOE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 153–154, 253–254. PRIVATE BASSOON I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 161–162, 261–262. PRIVATE TRUMPET I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 163–164, 263–264. PRIVATE FRENCH HORN I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 165–166, 265–266. PRIVATE MELLOPHONE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 171–172, 271–272. PRIVATE TROMBONE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 173–174, 273–274. PRIVATE EUPHONIUM I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 175–176, 275–276. PRIVATE TUBA I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 181–182, 281–282. PRIVATE PERCUSSION I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUSIC

MUS 101. MUSIC APPRECIATION (3 credits)
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three stylistic periods, provide multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.
Alabama Community College System Transfer Code A

MUS 110. BASIC MUSICIANSHIP (3 credits) *PREREQUISITE: MUS 099 or suitable placement score or permission of the instructor.*
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.
Alabama Community College System Transfer Code C

MUS 111. MUSIC THEORY I (3 credits) *COREQUISITE: MUS 113.*
This course introduces the student to the diatonic practice in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Alabama Community College System Transfer Code B

MUS 112. MUSIC THEORY II (3 credits) *PREREQUISITE: MUS 111. COREQUISITE: MUS 114.*
This course completes the study of diatonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
Alabama Community College System Transfer Code B

MUS 113. MUSIC THEORY LAB I (1 credit) *COREQUISITE: MUS 111.*
This course provides practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, students should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position.
Alabama Community College System Transfer Code B

MUS 114. MUSIC THEORY LAB II (1 credit) *PREREQUISITE: MUS 113. COREQUISITE: MUS 112***.**
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing, and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies, and four-part diatonic progressions.
Alabama Community College System Transfer Code B

MUS 211. MUSIC THEORY III (3 credits) *PREREQUISITE: MUS 112. COREQUISITE: MUS 213.*
This course introduces the student to the chromatic harmonic practices of the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
Alabama Community College System Transfer Code C

MUS 212. MUSIC THEORY IV (3 credits) *PREREQUISITE: MUS 211. COREQUISITE: MUS 214.*
This course completes the study of chromatic harmonic practices of the Common Practice Period and introduces the student to twentieth-century practices. Topics include Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation, and keyboard skills.
Alabama Community College System Transfer Code C

MUS 213. MUSIC THEORY LAB III (1 credit) *PREREQUISITE*: *MUS 114. COREQUISITE: MUS 211.*
This course provides practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions, and four-part chromatic harmony.
Alabama Community College System Transfer Code C

MUS 214. MUSIC THEORY LAB IV (1 credit) *PREREQUISITE*: *MUS 213. COREQUISITE: MUS 212.*
This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic, rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies, complex rhythmic patterns in simple, compound, and asymmetric meters, chromatic chords, and twentieth-century harmony. Upon completion, students should be able to write, sing, and play chromatic and atonal melodies, complete rhythms and meters, four-part chromatic harmony, and simple twentieth-century chord structures.
Alabama Community College System Transfer Code C

OFFICE ADMINISTRATION

OAD 101. BEGINNING KEYBOARDING (3 credits) *PREREQUISITE: As required by College.*
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to enable students to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, students should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.
Alabama Community College System Transfer Code C

OAD 103. INTERMEDIATE KEYBOARDING (3 credits) *PREREQUISITE: As required by College.*
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to assist students in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, students should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.
Alabama Community College System Transfer Code C

OAD 125. WORD PROCESSING (3 credits) *PREREQUISITE: As required by College***.**
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to provide students with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, students should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.
Alabama Community College System Transfer Code C

OAD 126. ADVANCED WORD PROCESSING (3 credits) *PREREQUISITE: As required by College.*
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.
Alabama Community College System Transfer Code C

OAD 131. BUSINESS ENGLISH (3 credits) *RECOMMENDED: As required by College.*
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to develop students' ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, students should be able to communicate effectively.
Alabama Community College System Transfer Code C

OAD 134. CAREER AND PROFESSIONAL DEVELOPMENT (3 credits) *PREREQUISITE: As required by College.*
This course is designed to assist students in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional images. Upon completion, students will be able to demonstrate confidence in seeking employment.
Alabama Community College System Transfer Code C

OAD 138. RECORDS/INFORMATION MANAGEMENT (3 credits) *PREREQUISITE: As required by College.*
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to give students knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, students should be able to perform basic filing procedures.
Alabama Community College System Transfer Code C

OAD 211. MEDICAL TERMINOLOGY (3 credits) *PREREQUISITE: As required by College.*
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.
Alabama Community College System Transfer Code C

OAD 212. MEDICAL TRANSCRIPTION (3 credits) *PREREQUISITE: OAD 211*
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings and learning and maintaining standards of ethical professional contact. Upon completion, students should be able to accurately transcribe medical documents from dictated recordings.
Alabama Community College System Transfer Code C

OAD 217. OFFICE MANAGEMENT (3 credits) *PREREQUISITE: As required by College.*
This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, students should be able to demonstrate effective supervision in the modern office.
Alabama Community College System Transfer Code C

OAD 218. OFFICE PROCEDURES (3 credits) *PREREQUISITE: As required by College.*
NOTE: There is an approved standardized plan of instruction for this course. This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, students should be able to demonstrate the ability to effectively function in an office support role.
Alabama Community College System Transfer Code C

OAD 242. OFFICE INTERNSHIP (3 credits) *PREREQUISITE: As required by College.*
This course is designed to provide students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, students should be able to demonstrate successful performance of skills required in an office support position.
Alabama Community College System Transfer Code C

OAD 243. SPREADSHEET APPLICATIONS (3 credits) *PREREQUISITE: As required by College.*
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Alabama Community College System Transfer Code C

OAD 244. DATABASE CONCEPTS (3 credits) *PREREQUISITE: As required by College.*
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.
Alabama Community College System Transfer Code C

ORIENTATION

ORI 105. ORIENTATION AND STUDENT SUCCESS (3 credits)
This course helps students develop practical knowledge and skills toward a successful college experience, both academically and personally. Topics include: time, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning.
Alabama Community College System Transfer Code C

PHYSICAL EDUCATIONPED 101. SLIMNASTICS (BEGINNING) (1 credit)
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.
Alabama Community College System Transfer Code C

PED 102. SLIMNASTICS (INTERMEDIATE) (1 credit)
This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.
Alabama Community College System Transfer Code C

PED 103. WEIGHT TRAINING (BEGINNING) (1 credit)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.
Alabama Community College System Transfer Code C

PED 104. WEIGHT TRAINING (INTERMEDIATE) (1 credit)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.
Alabama Community College System Transfer Code C

PED 106. AEROBICS (1 credit)
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility, and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.
Alabama Community College System Transfer Code C

PED 107. AEROBIC DANCE (BEGINNING) (1 credit)
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness, and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.
Alabama Community College System Transfer Code C

PED 108. AEROBIC DANCE (INTERMEDIATE) (1 credit) This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns, cardiovascular fitness, and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.
Alabama Community College System Transfer Code C

PED 109. JOGGING (1 credit)
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
Alabama Community College System Transfer Code C

PED 118. GENERAL CONDITIONING (BEGINNING) (1 credit)
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.
Alabama Community College System Transfer Code C

PED 119. GENERAL CONDITIONING (INTERMEDIATE) (1 credit)
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.
Alabama Community College System Transfer Code C

PED 121. BOWLING (BEGINNING) (1 credit)
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

Alabama Community College System Transfer Code C

PED 122. BOWLING (INTERMEDIATE) (1 credit)
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots,spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.
Alabama Community College System Transfer Code C

PED 123. GOLF (BEGINNING) (1 credit)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance alignment, swings for short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Alabama Community College System Transfer Code C

PED 124. GOLF (INTERMEDIATE) (1 credit)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.
Alabama Community College System Transfer Code C

PED 127. ARCHERY (1 credit)
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.
Alabama Community College System Transfer Code C

PED 131. BADMINTON (BEGINNING) (1 credit)
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.
Alabama Community College System Transfer Code C

PED 133. TENNIS (BEGINNING) (1 credit)
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.
Alabama Community College System Transfer Code C

PED 134. TENNIS (INTERMEDIATE) (1 credit)
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.
Alabama Community College System Transfer Code C

PED 140. SWIMMING (BEGINNING) (1 credit)
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.
Alabama Community College System Transfer Code C

PED 141. SWIMMING (INTERMEDIATE) (1 credit) *PREREQUISITE: PED 140 or instructor's permission.*
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.
Alabama Community College System Transfer Code C

PED 142. SWIMMING (ADVANCED) (1 credit) *PREREQUISITE: PED 141 or instructor's permission.*This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.
Alabama Community College System Transfer Code C

PED 143. AQUATIC EXERCISE (1 credit)
This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.
Alabama Community College System Transfer Code C

PED 147. WATER SAFETY INSTRUCTOR (2 credits) *PREREQUISITE: PED 148 or instructor's permission.*
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 is taught by a qualified Water Safety Instructor Trainer. Upon completion, students should be able to demonstrate skills, knowledge, and techniques to pass the American Red Cross Water Safety Instructor's certification.
Alabama Community College System Transfer Code C

PED 148. LIFEGUARD TRAINING (3 credits)
This course provides the individual with special training in handling emergencies, water 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.
Alabama Community College System Transfer Code C

PED 155. SELF-DEFENSE (1 credit)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.
Alabama Community College System Transfer Code C

PED 159. KICKBOXING (1 credit)
Students in this course will learn the skills and techniques of kickboxing, a martial art form which develops and enhances cardiovascular and muscular endurance.
Alabama Community College System Transfer Code C

PED 160. SOCIAL DANCE (1 credit) This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.
Alabama Community College System Transfer Code C

PED 176. VOLLEYBALL (BEGINNING) (1 credit)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.
Alabama Community College System Transfer Code C

PED 177. VOLLEYBALL (INTERMEDIATE) (1 credit)
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Alabama Community College System Transfer Code C

PED 186. SOFTBALL (BEGINNING) (1 credit)
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.
Alabama Community College System Transfer Code C

PED 187. SOFTBALL (INTERMEDIATE) (1 credit)
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.
Alabama Community College System Transfer Code C

PED 188. YOGA (1 credit)
This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.
Alabama Community College System Transfer Code C

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION (3 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.
Alabama Community College System Transfer Code B

PED 216. SPORTS OFFICIATING (3 credits)
This course surveys the basic rules and mechanics of officiating a variety of sports including both team and individual sports. In addition to class work students will receive at least three hours of practical experience in officiating.
Alabama Community College System Transfer Code C

PED 226. HIKING (1 credit)
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.
Alabama Community College System Transfer Code C

PED 227. ANGLING (1 credit)
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using bait caster and spinning reels and identify the various types of artificial lures.
Alabama Community College System Transfer Code C

PED 236. CANOEING (1 credit)
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.
Alabama Community College System Transfer Code C

PED 246. CAMPING (1 credit)
This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures.
Alabama Community College System Transfer Code C

PED 251. VARSITY BASKETBALL (1 credit) *PREREQUISITE: Instructor permission.*
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.
Alabama Community College System Transfer Code C

PED 252. VARSITY BASEBALL (1 credit) *PREREQUISITE: Instructor permission.*
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
Alabama Community College System Transfer Code C

PED 254. VARSITY SOFTBALL (1 credit) *PREREQUISITE: Instructor permission.*
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.
Alabama Community College System Transfer Code C

PED 255. VARSITY TENNIS (1 credit) *PREREQUISITE: Instructor permission.*
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, and pace, and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.
Alabama Community College System Transfer Code C

PED 295. PRACTICUM IN PHYSICAL EDUCATION (1 credit)
This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers.
Alabama Community College System Transfer Code C

PHILOSOPHY

PHL 106. INTRODUCTION TO PHILOSOPHY (3 credits)
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.
Alabama Community College System Transfer Code A

PHL 206. ETHICS AND SOCIETY (3 credits)
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
Alabama Community College System Transfer Code A

PHYSICAL SCIENCE

PHS 111. PHYSICAL SCIENCE I (4 credits)
This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. Students must register for PHS 111L as part of this course.
Alabama Community College System Transfer Code A

PHS 112. PHYSICAL SCIENCE II (4 credits)
This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory isrequired. Students must register for PHS 112L as part of this course.
Alabama Community College System Transfer Code A

PHYSICS

PHY 201. GENERAL PHYSICS I—TRIGONOMETRY BASED (4 credits) *PREREQUISITE or COREQUISITE: MTH 113 or equivalent. COREQUISITE: PHY 205.*
Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required. Students must register for PHY 201L as part of this course.
Alabama Community College System Transfer Code A

PHY 202. GENERAL PHYSICS II—TRIGONOMETRY BASED (4 credits) *PREREQUISITE: PHY 201. COREQUISITE: PHY 206.*
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Students must register for PHY202L as part of this course.
Alabama Community College System Transfer Code A

PHY 205. RECETATION IN PHYSICS I (1 credit) *COREQUISITE: PHY 201.*
One hour weekly purely for problem solving.
Alabama Community College System Transfer Code C

PHY 206. RECETATION IN PHYSICS II (1 credit) *COREQUISITE: PHY 202.*
One hour weekly purely for problem solving.
Alabama Community College System Transfer Code C

PHY 213. GENERAL PHYSICS WITH CALCULUS I (4 credits) *PREREQUISITE or COREQUISITE: MTH 125 or permission of instructor. COREQUISITE: PHY 216.*
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required. Students must register for PHY 213L as part of this course.
Alabama Community College System Transfer Code A

PHY 214. GENERAL PHYSICS WITH CALCULUS II (4 credits) *PREREQUISITES: PHY 213, MTH 126. PREREQUISITES or COREQUISITE: MTH 227. COREQUISITE: PHY 217.* This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. Students must register for PHY 214L as part of this course.
Alabama Community College System Transfer Code A

PHY 216. RECETATION IN PHYSICS I WITH CALCULUS I (1 credit) *COREQUISITE: PHY 213.*
One hour weekly purely for problem solving.
Alabama Community College System Transfer Code C

PHY 217.RECETATION IN PHYSICS I WITH CALCULUS II (1 credit) *COREQUISITE: PHY 214.*
One hour weekly purely for problem solving.
Alabama Community College System Transfer Code C

POLITICAL SCIENCE

POL 211. AMERICAN NATIONAL GOVERNMENT (3 credits)
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.
Alabama Community College System Transfer Code A

PARALEGAL

PRL 101. INTRODUCTION TO PARALEGAL STUDY (3 credits) *PREREQUISITES: As determined by the College.*
This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics. This is a CORE course.
Alabama Community College System Transfer Code C

PRL 102. BASIC RESEARCH AND WRITING (3 credits) *PREREQUISITES: As determined by College.*
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. This is a CORE course.
Alabama Community College System Transfer Code C

PRL 103. ADVANCED LEGAL RESEARCH AND WRITING (3 credits) *PREREQUISITES: PRL 101 and PRL 102.*
This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.
Alabama Community College System Transfer Code C

PRL 160. CRIMINAL LAW AND PROCEDURE (3 credits) *As determined by the College.*
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. This is a CORE course. Note: This course may be substituted by CRJ 140.
Alabama Community College System Transfer Code C

PRL 192. TORT LAW (3 credits) *As determined by the College.*
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
Alabama Community College System Transfer Code C

PRL 210. REAL PROPERTY LAW (3 credits) *As determined by the College.*
This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedures. This is a CORE course. Note: This course may be substituted by RLS 101.
Alabama Community College Transfer Code C

PRL 230. DOMESTIC LAW (3 credits) *As determined by the College.*
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. This is a CORE course.
Alabama Community College System Transfer Code C

PRL 240. WILLS, ESTATES, AND TRUSTS (3 credits) *As determined by the College.*
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. This course also covers trusts, medical directives, and associated litigation. This is a CORE course.
Alabama Community College System Transfer Code C

PRL 250. BANKRUPTCY AND COLLECTIONS (3 credits) *As determined by the College.*
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post- judgement collection procedure.
Alabama Community College System Transfer Code C

PRL 262. CIVIL LAW AND PROCEDURE (3 credits) *As determined by the College.*
This course examines the Federal Rules of Civil Procedures, the Alabama Rules of Civil Procedure, and trial procedure. This is aCORE course.
Alabama Community College System Transfer Code C

PRL 265. CONSTITUTIONAL LAW (3 credits) *PREREQUISITES: PRL 101 and PRL 102.*
This course is designed to give an overview of the United States Constitution and its application in the American Legal System.
Alabama Community College System Transfer Code C

PRL 282. LAW OFFICE MANAGEMENT AND PROCEDURES (3 credits) *PREREQUISITES: PRL 101.*
This course focuses on the management, organization, and policies and procedures of a law office.
Alabama Community College System Transfer Code C

PRL 291. INTERNSHIP (3 credits) *PREREQUISITES: Students must complete a minimum of 21 hours in program core.*
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. Thiscourse requires a minimum of 100 hours of practical experience in the legal field.
Alabama Community College System Transfer Code C

PSYCHOLOGY

PSY 200. GENERAL PSYCHOLOGY (3 credits)
This course is a survey of behavior with emphasis upon the psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.
Alabama Community College System Transfer Code A

PSY 210. HUMAN GROWTH AND DEVELOPMENT (3 credits) *PREREQUISITE: PSY 200.*
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.
Alabama Community College System Transfer Code A

PSY 230. ABNORMAL PSYCHOLOGY (3 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.
Alabama Community College System Transfer Code C

RELIGION

REL 100. HISTORY OF WORLD RELIGIONS (3 credits)
This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.
Alabama Community College System Transfer Code A

REL 152. SURVEY OF THE NEW TESTAMENT (3 credits)
This course is a survey of books of the New Testament, with special attention focused on the historical and geographical settings. The student should have an understanding of the books of the New Testament and cultural and historical events associated with these writings.
Alabama Community College System Transfer Code A

SOCIOLOGY

SOC 200. INTRODUCTION TO SOCIOLOGY (3 credits)
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.
Alabama Community College System Transfer Code A

SOC 210. SOCIAL PROBLEMS (3 credits) *PREREQUISITE: SOC 200.*
This course examines the social and cultural aspects, influences, incidence and characteristics of current social problems in light of sociological theory and research.
Alabama Community College System Transfer Code A

SOC 247. MARRIAGE AND FAMILY (3 credits) *PREREQUISITE: SOC 200.*
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.
Alabama Community College System Transfer Code B

SPANISH

SPA 101. INTRODUCTORY SPANISH I (4 credits) *PREREQUISITE: As required by college.*
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Alabama Community College System Transfer Code A

SPA 102. INTRODUCTORY SPANISH II (4 credits) *PREREQUISITE: SPA 101 or equivalent.*
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Alabama Community College System Transfer Code A

SPEECH COMMUNICATIONS

SPH 106. FUNDAMENTALS OF ORAL COMMUNICATION (3 credits)
This course is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.
Alabama Community College System Transfer Code A

SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING (3 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. Historical foundations, communication theories, and student performances are emphasized.
Alabama Community College System Transfer Code A

THEATRE

THR 126. INTRODUCTION TO THEATRE (3 credits)
This course is designed to teach the history of the theatre and the principles of drama. It also covers the development of theatre production and the study of selected plays as theatrical presentations.
Alabama Community College System Transfer Code A

WORKFORCE

WKO 101. WORKPLACE SKILLS DEVELOPMENT I (1 credits) *PREREQUISITE: As required by program.*
This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in WorkKeys assessment and research related to Labor Management Information (MLI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management.

COLLEGE PERSONNEL

ADMINISTRATION

RODGERS, MATTHEW.....President
B.S., University of Alabama
M.Ed. Troy University

LONG, DANIEL.....Dean of Instruction
B.S., Troy University
M.Ed., Troy University
Ed.S., Troy University

CHARLES, OLIVIER.....Dean of Students
B.S., University of West Alabama
M.S.C.E., University of West Alabama

PROFESSIONAL STAFF

ADCOCK, STEPHEN.....Veteran Affairs and Student Financial Aid Coordinator
A.S., Enterprise State Junior College
B.S., Troy University
M.S., Troy University

AMMONS, KEVIN.....Associate Dean of Students
A.A., Enterprise State Junior College
B.A.,University of Alabama
M.Ed.,Troy State University
Ed.D., University of Alabama

CAMPBELL, IAN.....Director of Workforce Development
A.A., Enterprise State Community College
B.S., Auburn University
M.Ed., Auburn University
Ed.S., Auburn University

DAVIS, ANDREW.....Director of Institutional Effectiveness and Planning
B.S.B.A., Troy University
M.B.A., Troy University

DUBOSE, LATICIA.....Assistant Director of Financial Aid
B.S., Troy, University
M.S., Troy University

DUNN, TERRI C.....Director of Adult Education
B.S., Troy State University
M.B.A., Troy University
Ed.D., Alabama State University

FORD, FELISHA.....Director of Counseling
B.A., Alabama A & M University
M.S., Troy University
Ph.D., Capella University

FOSTER, DAVA.....Student Support Services Program Assistant
B.S., Troy University
M.S., Troy University

FRICHTER, SAMUEL.....Head Baseball Coach/Sports Information Director
B.S., Troy University

GRICE, LESIA.....Transfer/Career Coordinator, Student Support Services (Ozark)
A.S., Wallace Community College
B.S., B.A., Troy State University
M.S., Troy State University

HARPER, ORETHA J.....Coordinator, Guidance Services
B.A., Talladega College
M.A., Atlanta University
Ph.D., Atlanta University

HARRISON, MICHAEL B.....Director of Student Support Services
A.A., Chipola Junior College
B.A., University of West Florida
M.S., Troy University
Additional Graduate Study

HARRISON, TRACI.....Head Softball Coach/Boll Weevil Fitness Center Director
B.S., Milligan College
M.A., Concordia University-Irvine

HELMS, PAULA.....Interim Director of Financial Services/Chief Accountant
A.S., Enterprise State Junior College
B.S., Troy State University—Dothan

HELMS, MICHAEL.....Plant Supervisor
Certifications, Enterprise State Junior College

HERBSTER JESSICA.....Human Resources Coordinator
B.A., Auburn University

HOLBROOK, CARL.....Evening Director
A.A., Enterprise State Junior College
B.S. Troy University

HOLLEY, JOEY E. .....Director of Admissions
B.S., Troy State University

KELLEY–SPENCE, ANN.....Director, Instructional Resources and Community Education
B.S., Huntingdon College

LEE, WILLIAM.....Network Technician
A.A.S., South Georgia Technical College

OLSEN, JENNIFER.....Student Services Specialist/Coordinator of Student Activities
B.A., The University of Alabama
M.P.A., Troy University

QUISENBERRY, JR., HENRY L.....Director of Student Financial Aid
A.S., Enterprise State Junior College
B.S., Auburn University
M.Ed., Auburn University
Ed.D., The University of Alabama

SCHMIDT, STEPHEN.....Public Relations Director/Graphic Designer
B.S., Troy University

SPENCE, JEFFREY.....Chief of Safety & Security
B.S., Troy University

STUMP, CHELLYE D.....Systems Software and Grants Manager
B.S., Troy State University

TRULL, JASON.....Coordinator of Information Technology
A.S., Herzing University
B.S. Herzing University

WILLIAMS, JEREMAINE.....Head Women's and Men's Basketball Coach
B.S., Troy University

WILLIAMS, SHARON.....Workplace Education Specialist
A.S., Enterprise State Junior College
Adult Education Certification, Auburn University
B.S., Troy State University
Additional Graduate Study
M.S., Troy State University—Dothan

DIVISION CHAIRPERSONS

SIMMONS, TYLER.....Health/Science Division
B.S., Troy University
Ph.D., Florida State University

COVINGTON, CYNTHIA.....History and Social Science Division
A.A.S., Enterprise State Junior College
B.S., Troy State University—Dothan
M.S., Troy State University—Dothan
Additional Graduate Study

HEAD, ANNA.....English Division
B.A., Auburn University
M.A., Auburn University
Ph.D., Auburn University

HOWARD, ED.....Mathematics
A.A., Enterprise State Junior College
B.S., Auburn University
M.S., Auburn University
Additional Graduate Study

NELSON, JENNIFER C.....Business & Computer Information Science Division
B.A., Huntingdon College
M.S., Dakota State University
RHIT, American Health Information Management Association

THOMAS, KENNETH.....Fine Arts Division
B.M.E., Auburn University
M.Ed., Auburn University
Ph.D., Auburn University

FULL-TIME FACULTY

BUSBY, JAMES.....Aviation Maintenance
A.A.S., Enterprise State Community College

CATRETT, JONATHAN.....Science
B.S., Troy University
M.S., Troy University

CHAPIN, KAREN.....English, Speech
B.A., Southeastern College
M.S., Troy State University
Additional Graduate Study

CORKRAN, MARJEAN E.....English
B.A., Auburn University Montgomery
M.L.A., Auburn University Montgomery

COVINGTON, SAM.....History
B.A., Auburn University
M.A., Auburn University

DAUPHIN, ABBY.....English
B.A., Auburn University
M.A., Auburn University

DAVIS, CHRISTOPHER.....EMS Program Director
A.S., Enterprise State Community College

DILLINGHAM, LYDIA.....Legal Assistant/Paralegal
A.A., Abilene Christian University
B.S., Troy University
J.D., Jones School of Law, Faulkner University

EASON, STEPHANIE.....**English**
B.A., Troy State University
M.S.Ed., Troy State University

FANN, LINDA DEANNE.....**Mathematics**
B.S., Troy State University
M.S., Troy State University
Additional Graduate Study

FINE, JENNIFER.....**Visual Art**
B.S., The University of Alabama
M.F.A., The Ohio State University

GIBSON, LESLIE.....**Visual Art**
A.A., Enterprise State Junior College
B.S., Troy State University
M.F.A., Savannah College of Art and Design

HARBERT, JAY.....**Aviation Maintenance**
A.A., Wallace Community College
A.A.S., Wallace Community College Ozark

HENDERSON, CHRISTOPHER W......**Aviation Maintenance**
A.A.S., Wallace Community College

HERNDON, PHILIP.....**Aviation Maintenance**
A.A.S., Alabama Aviation & Technical College
B.A., Shorter College
M.Div., New Orleans Baptist Theological Seminary
Additional Graduate Study

HULSEY, WILLIAM T. .....**Health/Fitness**
B.S., Auburn University
M.Ed., University of South Alabama
Additional Graduate Study

JOHNSON, MARK.....**Aviation Maintenance**
B.S., Troy University
Certification, Alabama Aviation and Technical College

KOSIK, KYLE E......**Aviation Maintenance**
A.A.S., Enterprise-Ozark Community College

LAMMON, ROBERTA G......**Mathematics**
B.S., Auburn University
M.S., Troy State University
Additional Graduate Study

MULLINS, JEFFREY.....**Avionics Technology**
A.A.S., Embry Riddle Aeronautical University
B.A.S., Embry Riddle Aeronautical University

NANCE, DAWN.....**Business Administration/Management**
A.A., Wallace Community College
B.S., Troy University
M.B.A., Troy University
CPA License

NORTHWAY, JERRY.....**Aviation Maintenance**
A.S., Linn Technical College

PATTIE, KATHY.....**English**
B.A., Huntingdon College
M.Ed., Auburn University at Montgomery
Ed.S., Auburn University at Montgomery

PETERS, KRISTI.....**Mathematics**
A.A., A.S., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University

PONCE, DANIEL.....**Mathematics**
B.A., University of California-Berkeley
M.A., University of Texas-Austin
Additional Graduate Study

POUND, DANEAN.....**English**
A.A., Enterprise State Junior College
B.S., Troy State University
M.A., Northwestern State University

RASH, LONNIE.....**Aviation Maintenance**
A.S., Excelsior University

ROSENTHAL, MELISSA.....**MAT Director**
A.A.S., Wallace Community College

SCARBOROUGH, LEE.....**Computer Information Science**
B.S., Troy University
M.S., The University of Alabama

SCOTT, GEORGE L......**Speech**
B.A., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Graduate Study

SMITH, ERIN M.....Music
B.A., Huntingdon College
M.M., Temple University
Additional Graduate Study, Univ. of Colorado at Boulder

SMITH, MICHAEL.....Physics, Mathematics, and Physical Science
B.S. Jacksonville State University
M.S Auburn University
M.Ed., Auburn University
Additional Graduate Study

SNELLGROVE, ASHLEY.....Science
B.S., The University of Alabama at Birmingham
M.Ed., Troy University at Dothan
Additional Graduate Study

SNYDER, MARK.....Aviation Maintenance
A.A.S., Enterprise State Community College

SUCGANG, NOLI.....Aviation Maintenance
B.S., University of Santo Tomas

STEPHENS, LINDA.....Librarian
A.A., Selma University
B.S., Alabama State University
M.L.S., The University of Alabama

TURNER, MELISSA.....Psychology
B.S., Troy University
M.S., Troy University
Additional Graduate Study

WARREN, ROSALYN.....Computer Information Science
B.S., Alabama State University
M.S., DeVry University
Additional Graduate Study

WISE, AMY L.....Office Administration, Computer Information Science
A.A., Wallace Community College
B.S., Troy University
M.S., Auburn University
Ph.D, Auburn University

NOTES

INDEX

A

ACADEMIC 50
ACADEMIC COMPETITIONS - ENGLISH TOURNAMENT 119
ACADEMIC COMPETITIONS - MATH TOURNAMENT 119
ACADEMIC COMPETITIONS - SCHOLARS' BOWL 71, 119
ACADEMIC POLICIES 96
ACADEMIC POLICIES - ACADEMIC BANKRUPTCY 114
ACADEMIC POLICIES - ACADEMIC COMPETITIONS 119
ACADEMIC POLICIES - ADMISSION TO COURSE, READMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS 106
ACADEMIC POLICIES - ADULT EDUCATION, TRAINING, AND GENERAL EDUCATION DEVELOPMENT (GED) PROGRAM 118
ACADEMIC POLICIES - ADVANCED PLACEMENT CREDIT (AP) 116
ACADEMIC POLICIES - APPLICATION OF STANDARDS OF PROGRESS - ACADEMIC 109
ACADEMIC POLICIES - ATTENDANCE 105
ACADEMIC POLICIES - ATTENDANCE VERIFICATION 107
ACADEMIC POLICIES - AUDITING 98
ACADEMIC POLICIES - COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) 116
ACADEMIC POLICIES - CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM 118
ACADEMIC POLICIES - COURSE FORGIVENESS 97
ACADEMIC POLICIES - DEFINITION OF TERMS 110
ACADEMIC POLICIES - DEGREE REQUIREMENTS 104
ACADEMIC POLICIES - DEGREES AND CERTIFICATES 103
ACADEMIC POLICIES - DISTANCE LEARNING POLICY 98
ACADEMIC POLICIES - DROPPING OR ADDING A CLASS 113
ACADEMIC POLICIES - DUAL ENROLLMENT 104
ACADEMIC POLICIES - EVENING PROGRAM 117
ACADEMIC POLICIES - EXCUSED ABSENCES 108
ACADEMIC POLICIES - FINAL EXAMINATIONS 112
ACADEMIC POLICIES - GRADE APPEAL PROCESS 96
ACADEMIC POLICIES - GRADING 96
ACADEMIC POLICIES - HONORS AND RECOGNITIONS 115
ACADEMIC POLICIES - INCOMPLETES 98
ACADEMIC POLICIES - INDUSTRY TRAINING 119
ACADEMIC POLICIES - INTERVENTION FOR STUDENT SUCCESS 108
ACADEMIC POLICIES - MAXIMUM AND MINIMUM COURSE LOADS 115
ACADEMIC POLICIES - PROCEDURES FOR APPEALING DISMISSAL FROM AVIATION 107
ACADEMIC POLICIES - PROCESS FOR APPEAL FOR READMISSION 110
ACADEMIC POLICIES - QUALITY POINTS 97
ACADEMIC POLICIES - SPECIAL PROGRAMS FOR MILITARY SERVICE MEMBERS 116
ACADEMIC POLICIES - STANDARDS OF ACADEMIC PROGRESS 108
ACADEMIC POLICIES - STANDARDS OF PROGRESS POLICY 108
ACADEMIC POLICIES - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 111
ACADEMIC POLICIES - WITHDRAWAL FROM A COURSE/COMPLETE WITHDRAWAL FROM 113
ACADEMIC PROBATION 110
ADIVISING - ADVISOR ROLE AND RESPONSIBILITIES 73
ADMINISTRATION 240
ADMINISTRATION & CONTROL 10
ADMISSION - INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS 28
ADMISSION OF CONDITIONAL AND UNCONDITIONAL FIRST-TIME COLLEGE STUDENTS 27
ADMISSION OF CONDITIONAL TRANSFER STUDENTS 28
ADMISSION OF UNCONDITIONAL TRANSFER STUDENTS 28
ADMISSION PROCEDURES - ACCELERATED HIGH SCHOOL STUDENTS 36
ADMISSION PROCEDURES - DUAL ENROLLMENT STUDENTS 36
ADMISSION PROCEDURES - RE-ADMISSION STUDENTS 37
ADMISSION PROCEDURES - STUDENTS ENTERING COLLEGE FOR THE FIRST TIME 36
ADMISSION PROCEDURES - STUDENTS ENTERING CONTINUING EDUCATION, NON-CREDIT TRAINING, AND COMMUNITY SERVICES COURSES 37
ADMISSION PROCEDURES - TRANSFER STUDENTS 36
ADMISSION PROCEDURES - TRANSIENT STUDENTS 37
ADMISSIONS POLICIES 25
ADMISSIONS POLICIES - ACCELERATED HIGH SCHOOL STUDENTS 32
ADMISSIONS POLICIES - ADMISSION CLASSIFICATION 27
ADMISSIONS POLICIES - ADMISSION OF NON-CITIZENS/INTERNATIONAL STUDENTS 35
ADMISSIONS POLICIES - ADMISSION OF TRANSFER STUDENTS 28
ADMISSIONS POLICIES - ADMISSION OF TRANSIENT STUDENTS 30
ADMISSIONS POLICIES - ADMISSION PROCEDURES 36
ADMISSIONS POLICIES - ADMISSION TO COURSE, READMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS 37

ADMISSIONS POLICIES - DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS 33
ADMISSIONS POLICIES - FIRST TIME COLLEGE STUDENTS 25
ADMISSIONS POLICIES - GENERAL PRINCIPLES FOR TRANSFER OF CREDIT 29
ADMISSIONS POLICIES - PLACEMENT TESTING POLICY 30
ADMISSIONS POLICIES - REQUIRED DOCUMENTATION 25
ADMISSIONS POLICIES - SPECIAL STUDENTS 36
ADMISSION TO COURSE - ADMISSION TO COURSE AFTER FINAL DAY OF DROP/ADD 37
ADMISSION TO COURSE - READMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS 38
ADMISSION TO COURSES CREDITABLE TOWARD AN ASSOCIATE DEGREE 26
ADMISSION TO COURSES NOT CREDITABLE TOWARD AN ASSOCIATE DEGREE 26
ADVISING - ADVISEE ROLE AND RESPONSIBILITIES 74
ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES 10
AMERICANS WITH DISABILITIES ACT 18
AMERICANS WITH DISABILITIES ACT - DOCUMENTATION OF DISABILITIES 18
AMERICANS WITH DISABILITIES ACT - REQUESTING ACCOMMODATIONS 18
AND GENERAL EDUCATION 118
APPEAL OF SUSPENSION 110
APPLICATION OF STANDARDS OF PROGRESS - ACADEMIC PROBATION 109
APPLICATION OF STANDARDS OF PROGRESS - CLEAR 109
APPLICATION OF STANDARDS OF PROGRESS - SUSPENDED - ONE SEMESTER 109
APPLICATION OF STANDARDS OF PROGRESS - SUSPENDED - ONE YEAR 109
ARREST STATISTICS 91
ASSISTANCE - ALABAMA AVIATION CENTER AT ANDALUSIA: 23
ASSISTANCE - ALABAMA AVIATION CENTER AT OZARK: 23
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 144, 146, 152
ASSOCIATION FOR WOMEN IN AVIATION MAINTENANCE 69

B

BAPTIST CAMPUS MINISTRIES 69

C

CAMPUS CRIME STATISTICS 91
CAREER 50
CAREER TECHNICAL EDUCATION DEGREE PLANS & PLANS 134
CLEAR ACADEMIC STATUS 110
COLLEGE CALENDAR 6
COLLEGE LEVEL COMPETENCIES 9
COLLEGE PERSONNEL 240
COMMUNICATION COMPETENCY 9
COMMUNITY BAND 69
COMPUTER SKILLS COMPETENCY 9
CONCERT BAND 69
CONCERT CHOIR 69
COUNCIL, ASSESSMENT 14
COUNCIL, INSTRUCTIONAL 14
COUNCIL, PRESIDENT'S 14
COUNSELING - ADDITIONAL SERVICES 63
COUNSELING - CAREER INTEREST INVENTORIES 62
COUNSELING - STATEWIDE ARTICULATION REPORTING SYSTEM (STARS) 63
COURSE DESCRIPTIONS 191
CRIME PREVENTION PROGRAMS 91
CRIME REPORT 92
CRIME STATISTICS 90
CUMULATIVE GRADE POINT AVERAGE (GPA) 110

D

DEBATE CLUB 70
DEGREE PLANS 120, 128
DEGREE PLANS - ASSOCIATE IN SCIENCE DEGREE PLAN 131
DEGREE PLANS, TECHNICAL - 3D MODELING AND SIMULATION SHORT-TERM CERTIFICATE 190
DEGREE PLANS, TECHNICAL - ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE REQUIREMENTS 135
DEGREE PLANS, TECHNICAL - AVIATION COMPOSITE MATERIALS SHORT-TERM CERTIFICATE 137
DEGREE PLANS, TECHNICAL - AVIATION MAINTENANCE FOUNDATIONS SHORT-TERM CERTIFICATE 139
DEGREE PLANS, TECHNICAL - AVIATION MAINTENANCE TECHNOLOGY - AIRFRAME TECHNOLOGY 144
DEGREE PLANS, TECHNICAL - AVIATION MAINTENANCE TECHNOLOGY - POWERPLANT TECHNOLOGY 146
DEGREE PLANS, TECHNICAL - AVIONICS TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 149
DEGREE PLANS, TECHNICAL -
BUSINESS ADMINISTRATION AND MANAGEMENT, ACCOUNTING OPTION ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 152
DEGREE PLANS, TECHNICAL -
BUSINESS ADMINISTRATION AND MANAGEMENT, ACCOUNTING OPTION SHORT-TERM CERTIFICATE 154
DEGREE PLANS, TECHNICAL -
BUSINESS ADMINISTRATION AND MANAGEMENT, MANAGEMENT AND SUPERVISION OPTION ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 156
DEGREE PLANS, TECHNICAL - BUSINESS ADMINISTRATION AND MANAGEMENT SUPERVISION SHORT-TERM CERTIFICATE 158
DEGREE PLANS, TECHNICAL - CERTIFICATE REQUIREMENTS 136
DEGREE PLANS, TECHNICAL - CHILD DEVELOPMENT ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 160
DEGREE PLANS, TECHNICAL - CHILD DEVELOPMENT CERTIFICATE 163, 164
DEGREE PLANS, TECHNICAL - COMPUTER AND INFORMATION SCIENCE ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 167
DEGREE PLANS, TECHNICAL - COMPUTER GRAPHICS SHORT-TERM CERTIFICATE 166
DEGREE PLANS, TECHNICAL - COMPUTER PROGRAMMING SHORT-TERM CERTIFICATE 170
DEGREE PLANS, TECHNICAL - COMPUTER SYSTEMS TECHNOLOGY SHORT-TERM CERTIFICATE 171
DEGREE PLANS, TECHNICAL - EMERGENCY MEDICAL SERVICES ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 172
DEGREE PLANS, TECHNICAL - EMERGENCY MEDICAL SERVICES, EMT SHORT-TERM CERTIFICATE 176
DEGREE PLANS, TECHNICAL - EMERGENCY MEDICAL SERVICES, PARAMEDIC CERTIFICATE 174
DEGREE PLANS, TECHNICAL - EMERGENCY MEDICAL TECHNICIAN, ADVANCED EMT SHORT-TERM CERTIFICATE 177
DEGREE PLANS, TECHNICAL - HEALTH INFORMATION TECHNOLOGY SHORT-TERM CERTIFICATE 178
DEGREE PLANS, TECHNICAL - LEGAL ASSISTANT/PARALEGAL ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN 179
DEGREE PLANS, TECHNICAL - LEGAL ASSISTANT/PARALEGAL SHORT-TERM CERTIFICATE 182
DEGREE PLANS, TECHNICAL -
OFFICE ADMINISTRATION, ADMINISTRATIVE ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN (OFFICE MANAGEMENT OPTION) 183
DEGREE PLANS, TECHNICAL -
OFFICE ADMINISTRATION, ADMINISTRATIVE ASSISTANT OFFICE MANAGEMENT CERTIFICATE 185
DEGREE PLANS, TECHNICAL -
OFFICE ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN HEALTH INFORMATION TECHNOLOGY OPTION 187
DEGREE PLANS, TECHNICAL - SHORT-TERM CERTIFICATE REQUIREMENTS 136
DEVELOPMENT (GED) PROGRAM 118
DIAMOND DOLLS 70
DISCIPLINARY SANCTIONS - EXPULSION 88
DISCIPLINARY SANCTIONS - PROBATION 88
DISCIPLINARY SANCTIONS - RESTITUTION 88
DISCIPLINARY SANCTIONS - SUSPENSION 88
DISCIPLINARY SANCTIONS - VOLUNTARY WITHDRAWAL 89
DISCIPLINARY SANCTIONS - WARNING 88
DISCIPLINARY SANCTIONS - WORK REPARATION 88
DIVISION CHAIRPERSONS 242
DUAL ENROLLMENT - COURSE ELIGIBILITY 34
DUAL ENROLLMENT - ENROLLMENT LIMITATIONS 34
DUAL ENROLLMENT - OTHER PROVISION 34
DUAL ENROLLMENT - STUDENT ELIGIBILITY FOR DUAL ENROLLMENT/DUAL CREDIT 34
DUAL ENROLLMENT - STUDENTS NOT ATTENDING PUBLIC SCHOOL 34
DUAL ENROLLMENT - TUITION AND PAYMENT 33
DUE PROCESS - HEARING PROCEDURES 86
DUE PROCESS - THE HEARING 86
DUE PROCESS - WAIVING THE HEARING 86

E

ENTERTAINERS 70
EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT 17
ESCC FOUNDATION SCHOLARSHIPS - THE ADAM HERBERT HOLLAND SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE BART J. ENGRAM MEMORIAL SCHOLARSHIP 54
ESCC FOUNDATION SCHOLARSHIPS - THE BEN BYRD HENDERSON 56
ESCC FOUNDATION SCHOLARSHIPS - THE B.F. AND GWENDOLYN GARTH SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE BRANTLEY EUGENE AND ETHEL ERIN CHAPMAN BUSH SCHOLARSHIP 53
ESCC FOUNDATION SCHOLARSHIPS - THE BRUNSON MEMORIAL SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE CHARLIE DAVIS SCHOLARSHIP 53
ESCC FOUNDATION SCHOLARSHIPS - THE CHARLIE GIBSON MEMORIAL SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE CLEVE DONALDSON ART SCHOLARSHIP 54
ESCC FOUNDATION SCHOLARSHIPS - THE COLONEL JERRY SAGE MEMORIAL SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE CONNER SCHOLARSHIPS 53

ESCC FOUNDATION SCHOLARSHIPS - THE DALBERT AND RETTIE LOU MARSH FAMILY SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE DELANO ANDERSON SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE DR. AND MRS. EMMETT TREADWELL BRUNSON SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE DR. E. L. GIBSON SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE DR. EMMETT THOMAS BRUNSON SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE DR. FAYE LOFTIN GRIMMER SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE DR. HERBERT GIBSON SCHOLARSHIPS 56
ESCC FOUNDATION SCHOLARSHIPS - THE DR. J. W. "JIM" DOBBS MEMORIAL SCHOLARSHIP 53
ESCC FOUNDATION SCHOLARSHIPS - THE DR. MARY D. BAUER SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE DR. WILLIAM L. MITCHELL NURSING SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE EDNA AND ROBERT BROWN SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE EDWARDS-PRIDGEN MEMORIAL SCHOLARSHIPS 54
ESCC FOUNDATION SCHOLARSHIPS - THE E. L. GIBSON FOUNDATION SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE ELIZABETH HENDERSON ENGRAM MEMORIAL SCHOLARSHIP 54
ESCC FOUNDATION SCHOLARSHIPS - THE ENTERPRISE BANKING COMPANY SCHOLARSHIPS 54
ESCC FOUNDATION SCHOLARSHIPS - THE ENTERPRISE LIONS CLUB SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE ENTERPRISE ROTARY CLUB SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE FOY WHIGHAM MIXSON SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE FRED AND NINA TAYLOR SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE FRED D. DONALDSON MEMORIAL SCHOLARSHIP 54
ESCC FOUNDATION SCHOLARSHIPS - THE FULLER-PITTMAN SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE GENEVA COUNTY RETIRED TEACHERS AND SUPPORT PERSONNEL SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE GENEVA HIGH SCHOOL CLASS OF 1957 SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE GLADYS CLARK SCHOLARSHIPS 53
ESCC FOUNDATION SCHOLARSHIPS - THE JERRY BRUNSON MEMORIAL SCHOLARSHIP 53
ESCC FOUNDATION SCHOLARSHIPS - THE JIMMY AND DAVID BOYLE MEMORIAL SCHOLARSHIP 52
ESCC FOUNDATION SCHOLARSHIPS - THE L. H. SESSIONS SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE MAE TURNER SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE MAMIE LOIS FOUNTAIN MEMORIAL SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE MARK T. DONNELL MEMORIAL SCHOLARSHIP 54
ESCC FOUNDATION SCHOLARSHIPS - THE MILITARY SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE MR. AND MRS. J. F. "WHITEY" MCARTHUR SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE NED F. FOLMAR SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE NEVA W. HUGHES SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE ONNA MAE ELLIS MEMORIAL SCHOLARSHIP 54
ESCC FOUNDATION SCHOLARSHIPS - THE PHILLIP STEWART SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE R.A. CULPEPPER SCHOLARSHIP 53
ESCC FOUNDATION SCHOLARSHIPS - THE RANDY AND DARLENE HALCOMB SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE REGIONS BANK SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE REX L. AND SARA H. FOREHAND MEMORIAL SCHOLARSHIPS 55
ESCC FOUNDATION SCHOLARSHIPS - THE ROBBIE SESSIONS MEMORIAL SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE RONALD W. GINN MEMORIAL SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE R. O. NICHOLS SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE ROSS COTTER 53
ESCC FOUNDATION SCHOLARSHIPS - THE ROY MARTIN MEMORIAL SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE R. W. DOWLING 54
ESCC FOUNDATION SCHOLARSHIPS - THE SELENA MARTIN MEMORIAL SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE SHAVONNA FIEMS MEMORIAL SCHOLARSHIP 55
ESCC FOUNDATION SCHOLARSHIPS - THE S. MARK JORDAN MEMORIAL SCHOLARSHIP 56
ESCC FOUNDATION SCHOLARSHIPS - THE STEVE H. MCGREGOR MEMORIAL SCHOLARSHIP 57
ESCC FOUNDATION SCHOLARSHIPS - THE THOMAS GREGORY FORTUNE AND MARGARET BARNES SCHOLARSHIPS 55
ESCC FOUNDATION SCHOLARSHIPS - THE VIRGIL O. WARREN/ENTERPRISE OIL COMPANY SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE V. W. PASCHAL SCHOLARSHIP 58
ESCC FOUNDATION SCHOLARSHIPS - THE WAYNE FARMS, INC. SCHOLARSHIPS 58
ESCC FOUNDATION SCHOLARSHIPS - THE W. T. BENSON MEMORIAL SCHOLARSHIP 52
ESSSA 70

F

FACULTY SENATE 14
FINANCIAL AID 40
FINANCIAL AID - ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP) 50
FINANCIAL AID - CERTIFICATION OF VETERANS 48
FINANCIAL AID - ELIGIBILITY 40
FINANCIAL AID - ESCC FOUNDATION SCHOLARSHIPS 52
FINANCIAL AID - ESCC SCHOLARSHIPS 50
FINANCIAL AID - EVALUATION OF SATISFACTORY ACADEMIC PROGRESS (SAP) 45
FINANCIAL AID - FINANCIAL AID APPLICATION CHECKLIST 42
FINANCIAL AID - FINANCIAL AID PROGRAMS AVAILABLE AT ENTERPRISE STATE COMMUNITY COLLEGE 41
FINANCIAL AID - GENERAL INFORMATION 8, 40
FINANCIAL AID - HOW TO APPLY FOR SCHOLARSHIPS 61
FINANCIAL AID - MEMORIAL/SPECIAL SCHOLARSHIPS 59
FINANCIAL AID - MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS PROGRAM 50
FINANCIAL AID PROGRAMS - ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP) 41
FINANCIAL AID PROGRAMS - FEDERAL PELL GRANT 41
FINANCIAL AID PROGRAMS - FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) 41
FINANCIAL AID PROGRAMS - FEDERAL WORK-STUDY (FWS) 41
FINANCIAL AID PROGRAMS - THE WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM (DL) 41
FINANCIAL AID - REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS 48
FINANCIAL AID - REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) 43
FINANCIAL AID - SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED 59
FINANCIAL AID - TUITION ASSISTANCE (TA) 49
FINANCIAL AID - VERIFICATION REQUIREMENTS 43
FINANCIAL AID - VETERANS' BENEFITS 45
FINE ARTS COMPETENCY 9
FROM THE PRESIDENT 3
FULL-TIME FACULTY 243

G

GED TESTING 119
GRADE POINT AVERAGE (GPA) 110
GRIEVANCE POLICY - COMPLAINTS WITHIN THE ACADEMIC AREA (EXCLUDING GRADE APPEALS) 21
GRIEVANCE POLICY - COMPLAINTS WITHIN THE STUDENT SERVICES AREA 21
GRIEVANCE POLICY - STATE STUDENT COMPLAINT PROCESS 21

H

HISTORY 11
HISTORY CLUB 70
HISTORY/SOCIAL SCIENCES COMPETENCY 9

I

INFORMATION - ENTERPRISE CAMPUS BUILDING CODES 23
INFORMATION - PHONE SWITCHBOARD 23
INFORMATION TECHNOLOGY - CLASSROOM INFORMATION TECHNOLOGY USE 79
INFORMATION TECHNOLOGY - COMPUTER LAB USE 80
INFORMATION TECHNOLOGY - CONSEQUENCES 83
INFORMATION TECHNOLOGY - DISCLAIMER 82
INFORMATION TECHNOLOGY - HARASSING AND/OR OBSCENE MATERIAL 81
INFORMATION TECHNOLOGY - INSTITUTIONAL PURPOSES 77
INFORMATION TECHNOLOGY - LIBRARY/LRC COMPUTERS 80
INFORMATION TECHNOLOGY - PRIVACY AND CONFIDENTIALITY 79
INFORMATION TECHNOLOGY - PROHIBITED E-MAIL USES 82
INFORMATION TECHNOLOGY - PURPOSES AND USES OF E-MAIL AT THE COLLEGE 82
INFORMATION TECHNOLOGY - SOCIAL MEDIA AND ONLINE COMMUNITIES 81
INFORMATION TECHNOLOGY - STUDENT ACADEMIC SUCCESS (SAS) LAB 80
INFORMATION TECHNOLOGY - USE AND ACCESS 78
INFORMATION TECHNOLOGY - WASTEFUL USE OF RESOURCES 82
INFORMATION TECHNOLOGY - WIRELESS INTERNET ACCESS 83
INFORMATION - WHO TO CONTACT 9
INSTITUTIONAL GOALS 8
INSTRUCTIONAL TIME 107
INTELLECTUAL PROPERTY (COPYRIGHT, TRADEMARK, PATENT OWNERSHIP AS RELATED TO STUDENTS) 22
INTERCLUB COUNCIL 70

J

JR. AND FAMILY SCHOLARSHIP 54

L

LIBRARY, STUDENT SERVICES - STUDENT ACADEMIC SUCCESS LAB (SAS) 67

M

MAINTENANCE TECHNOLOGY CLASSES FOR MISSING EXCESSIVE 107
MATHEMATICS COMPETENCY 9
MEMORIAL/SPECIAL SCHOLARHIPS - AMY DOWLING MEMORIAL SCHOLARSHIP 60
MEMORIAL/SPECIAL SCHOLARHIPS - EDWIN L. AND ELIZABETH L. SKELTON FOUNDATION SCHOLARSHIP 59
MEMORIAL/SPECIAL SCHOLARHIPS - OTHER SCHOLARSHIPS 60
MEMORIAL/SPECIAL SCHOLARHIPS - THE E. L. GIBSON FOUNDATION SCHOLARSHIPS 60
MEMORIAL/SPECIAL SCHOLARHIPS - THE J. WARREN HUTTON CHURCH MUSIC SCHOLARSHIP 60
MEMORIAL/SPECIAL SCHOLARHIPS - THE RAINWATER-STRICKLAND MEMORIAL MUSIC SCHOLARSHIP 60
MISSION OF ENTERPRISE STATE COMMUNITY COLLEGE 8
MISSION OF THE ALABAMA COMMUNITY COLLEGE SYSTEM 8
MODES OF DELIVERY 10

N

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS 70
NATURAL SCIENCE COMPETENCY 9
NON-CREDIT TRAINING 37

O

OF STUDY 134
ONE CALENDAR YEAR ACADEMIC SUSPENSION 110
ONE SEMESTER ACADEMIC SUSPENSION 110
OZARK, PHYSICAL PLANT-ALABAMA AVIATION CENTER AT 16

P

PARKING - FINES 93
PARKING - LOST AND FOUND 94
PARKING - ON-CAMPUS PARKING REGULATIONS 92
PARKING - SECURITY 94
PATENT OWNERSHIP AS RELATED TO STUDENTS) 22
PHI BETA LAMBDA 71
PHI THETA KAPPA 71
PHYSICAL PLANT-ALABAMA AVIATION CENTER AT ANDALUSIA 17
PHYSICAL PLANT-ENTERPRISE CAMPUS 15, 16
PLACEMENT TESTING - ADVANCED PLACEMENT 32
PLACEMENT TESTING - ENGLISH PLACEMENT POLICY 31
PLACEMENT TESTING - MATHEMATICS PLACEMENT POLICY 31
PLACEMENT TESTING - READING PLACEMENT POLICY 30
PLAYERS 71
POLICY - CONTAGIOUS DISEASE 20
POLICY - DRUG ABUSE PREVENTION 19
POLICY - TOBACCO USAGE 20
PROFESSIONAL AVIATION MAINTENANCE ASSOCIATION (PAMA) 71
PROFESSIONAL STAFF 240

Q

QUALITY ENHANCEMENT PLAN 9

R

RENEWAL 39
REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES 90
REPORTING OF CRIMINAL INCIDENTS OCCURRING AT OFF-CAMPUS STUDENT ORGANIZATIONS 91
REPUBLICAN CLUB 71
ROTARACT CLUB 71

S

SCHOLARSHIPS - ATHLETICS 51
SCHOLARSHIPS - FINE ARTS 51
SCHOLARSHIPS - GENERAL EDUCATION DIPLOMA (GED) 51
SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED - THE JEFFERY AVERY SCHOLARSHIP 59
SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED - THE LISA MAE SUTTERFIELD MEMORIAL SCHOLARSHIP 59
SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED - THE MICHAEL JAY MCDANIEL “MR. MAC” SCHOLARSHIP 59
SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED - THE SHIRLEY MERRITT MEMORIAL SCHOLARSHIP 59
SCHOLARSHIPS - LEADERSHIP 51
SCHOLARSHIPS - PRESIDENTIAL, ACADEMIC, CAREER, AND TECHNICAL 50
SCHOLARSHIPS - SENIOR ADULTS 51
SPIRIT CLUB 71
SR. MEMORIAL SCHOLARSHIP 53
SR. SCHOLARSHIPS 56
STANDING STATUS 109
STUDENT ACTIVITIES - ATHLETICS 72
STUDENT ACTIVITIES - INTRAMURALS 73
STUDENT CODE OF CONDUCT 74
STUDENT CODE OF CONDUCT - ACADEMIC DISHONESTY 76
STUDENT CODE OF CONDUCT - APPLICATION 75
STUDENT CODE OF CONDUCT - PROHIBITED CONDUCT 75
STUDENT GOVERNMENT ASSOCIATION (SGA) 71
STUDENT ORGANIZATIONS - ACTIVE ORGANIZATIONS 69
STUDENT ORGANIZATIONS - ORGANIZATION GUIDELINES 68
STUDENT SERVICES 62
STUDENT SERVICES - ACADEMIC ADVISING 73
STUDENT SERVICES - CHAPERONED EVENTS 72
STUDENT SERVICES - COLLEGE TRANSFER DAY 67
STUDENT SERVICES - COMPUTER LAB - OZARK CAMPUS 67
STUDENT SERVICES - COUNSELING 62
STUDENT SERVICES - DISCIPLINARY PROCEDURES 84
STUDENT SERVICES - DISCIPLINARY SANCTIONS 88
STUDENT SERVICES - DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS 90
STUDENT SERVICES - DUE PROCESS 86
STUDENT SERVICES - ESCC BOOKSTORES 68
STUDENT SERVICES - FREE SPEECH ZONE 95
STUDENT SERVICES - FUND RAISING 95
STUDENT SERVICES - INFORMATION TECHNOLOGY (IT) POLICY 77
STUDENT SERVICES - INSPECTION OF THE COLLEGE’S FACILITIES 90
STUDENT SERVICES - LIBRARY/LEARNING RESOURCES CENTER (LRC) 66
STUDENT SERVICES - MASTER STUDENT 68
STUDENT SERVICES - MISSION AND GOALS 62
STUDENT SERVICES - NONSTUDENT SANCTION 89
STUDENT SERVICES - ORGANIZATION OF THE DISCIPLINARY COMMITTEE 85
STUDENT SERVICES - ORIENTATION 68
STUDENT SERVICES - OTHER STUDENT ACTIVITIES 72
STUDENT SERVICES - PREVENTING SEXUAL ASSAULT/ACQUAINTANCE RAPE 89
STUDENT SERVICES - RULES OF EVIDENCE USED IN THE HEARING 87
STUDENT SERVICES - SECURITY AND/OR PROMOTION OF THE COLLEGE 95
STUDENT SERVICES - STUDENT HEALTH SERVICES 95
STUDENT SERVICES - STUDENT ORGANIZATIONS 68
STUDENT SERVICES - STUDENT SUPPORT SERVICES (SSS) 63
STUDENT SERVICES - TESTING PROGRAM 64
STUDENT SERVICES - TRAFFIC AND PARKING 92

T

TESTING, STUDENT SERVICES - ACT WORKKEYS TESTING 65
TESTING, STUDENT SERVICES - ADVANCED PLACEMENT CREDIT (AP) 66
TESTING, STUDENT SERVICES - AMERICAN COLLEGE TEST (ACT) 65
TESTING, STUDENT SERVICES - COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) 65
TESTING, STUDENT SERVICES - GENERAL EDUCATION DEVELOPMENT (GED) 66
TESTING, STUDENT SERVICES - PLACEMENT TESTING 64
THE AMBASSADORS 69
THE COLLEGE 113
TITLE IX COORDINATOR FOR EMPLOYEES 19
TITLE IX COORDINATOR FOR STUDENTS 19
TITLE IX & SEX DISCRIMINATION POLICY 18
TUITION AND FEES - FEES 38
TUITION AND FEES - OTHER FEES 39
TUITION AND FEES - REFUND FOR PARTIAL WITHDRAWAL 40
TUITION AND FEES - REFUND POLICIES 39
TUITION AND FEES - TUITION 38
TUITION AND FEES - TUITION, FACILITIES, RENEWAL, AND TECHNOLOGY FEE REFUNDS 39
TUITION ASSISTANCE PROCEDURES 49
TUITION & FEES 38

V

VETERANS' BENEFITS - ALABAMA G.I. DEPENDENTS' SCHOLARSHIP PROGRAM 45
VETERANS' BENEFITS - MONTGOMERY G.I. BILL - ACTIVE DUTY EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 30) 46
VETERANS' BENEFITS - MONTGOMERY GI BILL RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP) CHAPTER 1607 46
VETERANS' BENEFITS - MONTGOMERY G.I. BILL - SELECTED RESERVE/NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 1606) 46
VETERANS' BENEFITS - OLD G.I. BILL (VIETNAM ERA—CHAPTER 34) 45
VETERANS' BENEFITS - POST 9/11 G.I. BILL (CHAPTER 33) 47
VETERANS' BENEFITS - SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 35) 47
VETERANS' BENEFITS - VETERANS EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 32) 46
VETERANS' BENEFITS - VOCATIONAL REHABILITATION AND EMPLOYMENT (CHAPTER 31) 47
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AMENDMENTS TO THE JEANNE CLERY ACT. 22

W

WHERE TO GO FOR INFO 23
WORLD PERSPECTIVES 71
WRITE CLUB 71

Y

YOUNG DEMOCRATS OF ESCC 72

NOTES

ENTERPRISE STATE
COMMUNITY COLLEGE

600 Plaza Drive • P.O. Box 1300 • Enterprise, AL 36330/36331 • 334-347-2623