Believe
and
Achieve

Southwest Texas Junior College

2013—2015

www.swtjc.edu
Welcome from the president

On behalf of the entire faculty, staff and administration, I want to thank you for your interest in Southwest Texas Junior College.

Whether you have already decided to attend classes with us, or are still considering your options, there are several important things you should know about SWTJC.

First off, you need to know that we are committed to your success in higher education. From assistance in applying for and receiving financial aid, to tutoring and career counseling, we offer a wide range of student services aimed at helping every student stay in school and earn their certificate or degree.

Along with our commitment to students, we are also committed to the people and communities across the 11-county region we proudly serve. We work closely with area school districts to expand opportunities in dual enrollment classes and technical programs, as well as providing adult basic education classes and a broad range of workforce training and development targeting in-demand jobs throughout the region.

Our classes are small and our instructors are highly qualified professionals with a passion for teaching. We offer the Associate of Arts, Associate of Science and Associate of Applied Science degrees in a broad range of disciplines. We also offer degrees and certificates in 17 technical programs, from cosmetology and welding to wildlife management, law enforcement and nursing.

Finally, you should know that in 2011 Southwest Texas Junior College was named one of the top ten community colleges in the nation by a panel of education experts representing the prestigious Aspen Institute.

Thanks again for your interest in SWTJC and we look forward to having the privilege of helping you succeed in higher education.

Hector Gonzales, Ph.D.
President
Southwest Texas Junior College

ACCREDITATION
Southwest Texas Junior College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts in General Studies, Associate of Arts in Teaching, Associate of Science, Associate of Applied Science 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 Southwest Texas Junior College. Southwest Texas Junior College is also approved by the Texas Education Agency and the Texas Higher Education Coordinating Board.

MEMBERSHIPS
The college holds membership in the Texas Association of Community Colleges, the Commission on Colleges of the Southern Association of Colleges and Schools, the American Association of Community Colleges, and the American Council on Education.

EQUAL OPPORTUNITY STATEMENT
It is the policy of Southwest Texas Junior College to provide equal opportunities without regard to race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to employment, admissions, and all programs and activities supported by Southwest Texas Junior College.

CATALOG CHANGES
Requirements, regulations, curricula, tuition and fees in this catalog are subject to change without prior notice, in order to keep the college in compliance with state and federal laws, applicable regulations from the Texas Higher Education Coordinating Board, Texas Education Agency and other accrediting agencies. The provisions of this catalog do not constitute a contract between any student and Southwest Texas Junior College. The online version of the catalog will be updated as changes occur. The online version is available at www.swtjc.edu
Inquiries for specific information should be addressed to the appropriate office as follows:

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❖ General College Affairs
Main College Switchboard
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(830) 591-7354 FAX

❖ Faculty Appointments and
Academic Policies
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Vice-President for Academic Affairs
(830) 591-7286
(830) 591-7354 FAX

❖ Instructional Technology
Joe Barker
Vice-President for Administrative Services
(830) 591-7284
(830) 591-7384 FAX

❖ Admissions, Student Records,
and Information
Dr. Blaine Bennett
Vice-President for Student Services
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(830) 591-7396 FAX

❖ Financial Aid and Student
Employment
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Student Financial Aid Director
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Oscar S. Garcia
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Southwest Texas Junior College is a regional institution serving an 11-county area that stretches from the Texas Hill Country to the Mexican border. We have our main campus in Uvalde and additional campuses in the border cities of Del Rio and Eagle Pass. We also offer classes at facilities in Crystal City, Hondo and Pearsall. In addition, SWTJC provides internet service and distance learning links to 22 school districts. No other state community college provides educational resources in an area this large.
April 1, Monday ........................................... Registration for Summer & Fall Semester Begins – All Locations
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)

August 11, Sunday .................................................. Deadline for Fall Admission Application (available online)
August 19, Monday, 8:00 a.m. .......................................................... Dormitories Open
August 20, Tuesday, 8:30 a.m. .......................................................... General Faculty Meeting
2:00 p.m. ........................................................................ Admissions Committee Meeting
August 21, Wednesday, 8:00 a.m. – 6:00 p.m. .............. Last Day to Register or Change Classes¹, All Locations
August 22, Thursday, 8:00 a.m. – 6:00 p.m. ................. Late Registration & Schedule Changes, All Locations
August 23, Friday, 8:00 a.m. – 4:00 p.m. ......................... Late Registration & Schedule Changes, All Locations
August 26, Monday, 8:00 a.m. .......................................................... First Day of Classes
September 2, Monday ................................................................ Labor Day Holiday
September 11, Wednesday .......................................................... Official Census Date
October 15, Tuesday .......................................................... Application Deadline for December Graduation
October 18, Friday, 12:00 p.m. ............................................................. Mid-Semester Grades Due
October 28, Monday, 8:00 a.m. ..................................... Online Registration for Spring Semester Begins
November 5, Tuesday .......................................................... Registration for Spring Semester Begins—All Locations
November 15, Friday .......................................................... Last Day to Drop a Course with a “W” (withdrawal)
November 26, Tuesday, 9:00 p.m. ...................................................... Thanksgiving Holidays Begin
December 2, Monday, 8:00 a.m. .......................................................... Classes Resume after Thanksgiving Holidays
December 9-11 (Monday – Wednesday) .................................... Fall Semester Final Exams
December 13, Friday, 10:00 a.m. .......................................................... All Grades Due
5:00 p.m. .......................................................... Fall Semester Closes

¹Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.
Note: All students are encouraged to call the main campus to inquire about canceled classes.
SOUTHWEST TEXAS JUNIOR COLLEGE
CALENDAR FOR THE 2013-2014 ACADEMIC YEAR

SPRING SEMESTER 2014

October 28, Monday .......................................................... ONLINE REGISTRATION FOR SPRING SEMESTER BEGINS

November 5, Tuesday .......................................................... REGISTRATION FOR SPRING SEMESTER BEGINS —ALL LOCATIONS

Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)

December 30, Monday .......................................................... Deadline for Spring Admission Application (available online)

January 2, Thursday .......................................................... Offices Open After Christmas Holidays

January 6, Monday, 8:00 a.m. .......................................................... Dormitories Open

January 7, Tuesday, 8:30 a.m. .......................................................... Admissions Committee Meeting

January 8, Wednesday, 8:00 a.m. - 6:00 p.m. .................................. Last Day to Register or Change Classes, All Locations

January 9, Thursday, 8:00 a.m. - 6:00 p.m. ................................. Late Registration & Schedule Changes – All Locations

January 10, Friday, 8:00 a.m. - 4:00 p.m. ................................. Late Registration & Schedule Changes – All Locations

January 13, Monday, 8:00 a.m. .......................................................... First Day of Classes

January 28, Tuesday .......................................................... Official Census Date

March 7, Friday, 12:00 p.m. .......................................................... Mid-Semester Grades Due

March 10, Monday .......................................................... Spring Break Begins

March 17, Monday, 8:00 a.m. .......................................................... Classes Resume after Spring Break

March 19, Wednesday .......................................................... Registration for Summer & Fall Semesters Begins

March 21, Friday, 4:00 p.m. .......................................................... Application Deadline for May Graduation

April 1, Tuesday, 8:00 a.m. .......................................................... Registration for Summer & Fall Semester Begins, All Locations

April 11, Friday .......................................................... Last Day to Drop a Course with a “W” (Withdrawal)

April 17, Thursday, 9:00 p.m. .......................................................... Classes Close for Easter Holiday

April 21, Monday, 8:00 a.m. .......................................................... Classes Resume After Easter Holiday

May 5 – 7 (Monday – Wednesday) .......................................................... Spring Semester Final Exams

May 8, Thursday, 10:00 a.m. .......................................................... All Grades Due

May 9, Friday, 3:00 p.m. .......................................................... Convocation Practice

May 10, Saturday, 9:30 a.m. .......................................................... Convocation

Note: All students are encouraged to call the main campus to inquire about canceled classes.

2Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.
SUMMER SESSION I – 2014
(First Term - Six Weeks)

April 1, Tuesday........................................REGISTRATION FOR SUMMER & FALL SEMESTERS BEGINS – ALL LOCATIONS
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)

May 16, Friday ...........................................................................................................Deadline for Summer I Admission Application

May 28, Wednesday, 8:00 a.m. - 6:00 p.m..............................................Last Day to Register or Change Classes

May 29, Thursday, 8:00 a.m. – 6:00 p.m..............................Late Registration & Schedule Changes – All Locations

May 30, Friday, 8:00 a.m. – 12:00 p.m.........................Late Registration & Schedule Changes – All Locations

June 2, Monday, 8:00 a.m............................................................First Day of Classes

June 5, Thursday.................................................................................................Official Census Date

June 24, Tuesday ............................................................Last Day to Drop a Course with a “W” (withdrawal)

July 4, Friday ..................................................................................................................4th of July Holiday

July 7 & 8, Monday &Tuesday ..............................................................Summer I Final Exams

July 8, Tuesday, 12:00 p.m..............................................................Grades Due

End of Summer Session I

SUMMER SESSION II – 2014
(Second Term - Six Weeks)

June 27, Friday .................................................................................................Deadline for Summer II Admissions Application

July 9, Wednesday, 8:00 a.m. - 6:00 p.m ..............................................Last Day to Register or Change Classes, All Locations

July 10, Thursday, 8:00 a.m. – 6:00 p.m..............................Late Registration & Schedule Changes – All Locations

July 11, Friday, 8:00 a.m. – 12:00 p.m.........................Late Registration & Schedule Changes – All Locations

July 14, Monday, 8:00 a.m.................................................................First Day of Classes

July 17, Thursday .................................................................................................Official Census Date

August 5, Tuesday ............................................................Last Day to Drop a Course with a “W” (withdrawal)

August 18 & 19, Monday & Tuesday ..............................................................Summer II Final Exams

August 19, Tuesday, 12:00 p.m.................................................................Grades Due

End of Summer Session II
April 1, Tuesday ..................................................REGISTRATION FOR SUMMER & FALL SEMESTERS BEGINS – ALL LOCATIONS
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)

August 8, Friday .................................................................................................................Deadline for Fall Admissions Application
August 18, Monday, 8:00 a.m. .................................................................................................Dormitories Open
August 20, Wednesday, 8:00 a.m. – 6:00 p.m. ............................................................ Last Day to Register or Change Classes3, All Locations
8:30 a.m. ......................................................................................................................General Faculty Meeting
2:00 p.m. .......................................................................................................................Admissions Committee Meeting
August 21, Thursday, 8:00 a.m. – 6:00 p.m. .......................................................... Late Registration & Schedule Changes – All Locations
August 22, Friday, 8:00 a.m. – 4:00 p.m. .........................................................................Late Registration & Schedule Changes – All Locations
August 25, Monday, 8:00 a.m. .................................................................................................First Day of Classes
September 1, Monday ...............................................................................................................Labor Day Holiday
September 10, Wednesday ........................................................................................................Official Census Date
October 1, Wednesday ................................................................................................... Application Deadline for December Graduation
October 17, Friday, 12:00 p.m. .................................................................................................Mid-Semester Grades Due
November 4, Tuesday ...................................................................................................Registration for Spring Semester Begins—All Locations
November 14, Friday ............................................................................................................ Last Day to Drop a Course with a “W” (withdrawal)
November 25, Tuesday, 9:00 p.m. .........................................................................................Thanksgiving Holidays Begin
December 1, Monday, 8:00 a.m. ....................................................................................... Classes Resume after Thanksgiving Holidays
December 8-10 (Monday – Wednesday) ..............................................................................Fall Semester Final Exams
December 12, Friday, 10:00 a.m. ............................................................................................All Grades Due
5:00 p.m. ..........................................................................................................................Fall Semester Closes

Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.

Note: All students are encouraged to call the main campus to inquire about canceled classes.
October 28, Tuesday .......................................................... **ONLINE REGISTRATION FOR SPRING SEMESTER BEGINS**

November 4, Tuesday ............................................. **REGISTRATION FOR SPRING SEMESTER BEGINS --ALL LOCATIONS**
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)

January 2, Friday ....................................................  **Deadline for Summer I Admissions Application (available online)**

January 5, Monday ..........................................................  **Offices Open After Christmas Holidays**
8:00 a.m. ........................................................................................................................... Dormitories Open

January 6, Tuesday, 8:30 a.m. .................................................  **General Faculty meeting**
2:00 p.m. ................................................................................................................  **Admissions Committee Meeting**

January 14, Wednesday, 8:00 a.m. - 6:00 p.m. ...............  **Last Day to Register or Change Classes**

January 15, Thursday, 8:00 a.m. – 6:00 p.m. ..............  **Late Registration & Schedule Changes – All Locations**

January 16, Friday, 8:00 a.m. – 4:00 p.m. ...............  **Late Registration & Schedule Changes – All Locations**

January 19, Monday, 8:00 a.m. .................................................................  **First Day of Classes**

February 2, Monday, 6:00 p.m. ...........................................  **Application Deadline for May Graduation**

February 3, Tuesday ........................................................................  **Official Census Date**

March 13, Friday, 12:00 p.m. ......................................................  **Mid-Semester Grades Due**

March 16, Monday ...........................................................................  **Spring Break Begins**

March 23, Monday, 8:00 a.m. .................................................  **Classes Resume after Spring Break**

March 30, Monday ..........................................................  **Registration for Summer & Fall Semesters Begins—All Locations**

April 2, Thursday, 9:00 p.m. ..........................................................  **Classes Close for Easter Holiday**

April 6, Monday, 8:00 a.m. .......................................  **Classes Resume After Easter Holiday**

April 17, Friday ..............................................................  **Last Day to Drop a Course with a “W” (Withdrawal)**

May 11 – 13 (Monday – Wednesday) ........................................  **Spring Semester Final Exams**

May 14, Thursday, 10:00 a.m. ........................................  **All Grades Due**

May 15, Friday, 3:00 p.m. ......................................................  **Convocation Practice**
Spring Semester Closes

May 16, Saturday, 9:30 a.m. ..............................................................  **Convocation**

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4Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.

**Note:** All students are encouraged to call the main campus to inquire about canceled classes.
SUMMER SESSION I – 2015  
(FIRST TERM - SIX WEEKS)

March 30, Monday ............................................................... SUMMER & FALL REGISTRATION BEGINS – ALL LOCATIONS
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)

May 15, Friday ................................................................................................... Deadline for Summer I Admission Application

May 27, Wednesday, 8:00 a.m.- 6:00 p.m. ............................................................ Last Day to Register or Change Classes

May 28, Thursday, 8:00 a.m. – 6:00 p.m. ............................................................... Late Registration & Schedule Changes – All Locations

May 29, Friday, 8:00 a.m. – 12:00 p.m. ................................................................. Late Registration & Schedule Changes – All Locations

June 1, Monday, 8:00 a.m. ...................................................................................... First Day of Classes

June 4, Thursday .................................................................................................. Official Census Date

June 23, Tuesday ................................................................................................. Last Day to Drop a Course with a “W” (withdrawal)

July 6 & 7, Monday & Tuesday ............................................................................. Summer I Final Exams

July 7, Tuesday, 12:00 p.m. ................................................................................... Grades Due

End of Summer Session I

SUMMER SESSION II – 2015 
(SECOND TERM - SIX WEEKS)

June 26, Friday ....................................................................................................... Deadline for Summer II Admissions Application

July 8, Wednesday, 8:00 a.m. - 6:00 p.m. ............................................................ Last Day to Register or Change Classes, All Locations

July 9, Thursday, 8:00 a.m. – 6:00 p.m. ................................................................. Late Registration & Schedule Changes – All Locations

July 10, Friday, 8:00 a.m. – 12:00 p.m. ................................................................. Late Registration & Schedule Changes – All Locations

July 13, Monday, 8:00 a.m. ...................................................................................... First Day of Classes

July 16, Thursday .................................................................................................. Official Census Date

August 4, Tuesday ................................................................................................ Last Day to Drop a Course with a “W” (withdrawal)

August 17 & 18, Monday & Tuesday ..................................................................... Summer II Final Exams

August 18, Tuesday, 12:00 p.m. ........................................................................... Grades Due

End of Summer Session II
BOARD OF TRUSTEES

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M.B.A., Sul Ross State University
Ph.D., University of the Incarnate Word
Certified Public Accountant

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M.Ed., Sul Ross State University

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Ph.D., Texas A & M University

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M.Ed., Southwest Texas State University

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B.S., Southwest Texas State University
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B.S.E.E. & M.S.E.E., University of Houston
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Dean, College of Applied Sciences ........................................................................................................... Juan Guzman
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   B.A., University of Texas – San Antonio
   M.Ed., Sul Ross State University

Dean, College of Liberal Arts .............................................................................................................. Cheryl Sanchez
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   M.Ed., Sul Ross State University – Rio Grande College
   Ed.D., University of Texas – San Antonio

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   A.A., Southwest Texas Junior College
   B.B.A., Pan American University
   M.B.A., Sul Ross State University – Rio Grande College

DIVISION CHAIRS

Chair, Applied Science/Coordinator, Automotive Technology ................................................................. Joe L. Garcia
   A.A., Southwest Texas Junior College

Chair, Business Administration/Coordinator, Business Field of Study ........................................... Connie Wooldridge-Buchanan
   A.A., Southwest Texas Junior College
   B.B.A. & M.B.A., Sul Ross State University – Rio Grande College

Chair, Developmental Education ......................................................................................................... To Be Filled

Chair, Health & Human Services/Coordinator, Child Development .................................................. To Be Filled

Chair, Humanities & Fine Arts .......................................................................................................... Terri M. Tucker
   A.A., Southwest Texas Junior College
   B.A., Sul Ross State University
   M.A., Angelo State University

Chair, Library ...................................................................................................................................... Karen Baen
   A.A., Del Mar College
   B.S., Southwest Texas State University
   M.S., University of North Texas

Chair, Science & Math ......................................................................................................................... To Be Filled

Chair, Social Studies & P.E. ............................................................................................................... Harry D. Lawrence
   A.A., Del Mar College
   B.S. & M.Ed., Southwest Texas State University
DIRECTORS, COUNSELORS & OTHER PROFESSIONALS

Academic Advising/Counseling Director ................................................................. Lorena Lopez
   A.A. & A.A.S., Southwest Texas Junior College
   B.A. & M.Ed., Sul Ross State University – Rio Grande College

Academic/International Student Advisor ............................................................... Yesenia Silva
   A.A., Southwest Texas Junior College
   B.A. & M.Ed., Sul Ross State University – Rio Grande College

ADN Director ........................................................................................................... Dr. Geraldine M. Goosen
   B.S.N., Drury College
   M.S.N., Texas Woman’s College
   Ph.D., University of Arizona

Assessment Coordinator ......................................................................................... Charles Garabedian
   B.A. & M.A., Sul Ross State University
   M.Ed., Angelo State University

Business Office Director ....................................................................................... Irma G. Garcia
   A.A.S., Southwest Texas Junior College
   B.A., Sul Ross State University – Rio Grande College

Chief of Police ....................................................................................................... Robert Doucet
   B.S., University of Texas at Arlington

Child Development Center Director ................................................................. Maria Servantes
   Certificate & A.A.S., Southwest Texas Junior College

Colleague System Administrator ........................................................................ Denise Oden
   A.A. & A.A.S., Southwest Texas Junior College

Controller .............................................................................................................. Lisa Ermis
   B.B.A., Stephen F. Austin State University

Counselor ................................................................................................................ Marilyn R. Casson
   B.A., Baylor University
   M.Ed., Sul Ross State University

Counselor ................................................................................................................ Elsa M. De Hoyos
   Certificate, A.A. & A.A.S., Southwest Texas Junior College
   B.A. & M.Ed, Sul Ross State University – Rio Grande College

Counselor ................................................................................................................ Brenda G. Hoffman
   B.A. & M.A., Texas A&M International University

Counselor ................................................................................................................ Donald W. Merritt
   B.B.A., University of Texas at Austin
   M.Ed., Sul Ross State University

Counselor, Student Support Services ................................................................. Albert Alonzo
   A.A., Southwest Texas Junior College
Electronic Resources Librarian .................................................................................................................. Jason Perkins
  A.A.S., Southwest Texas Junior College
  B.A.A.S., Texas A & M University – Kingsville

Distance Learning Director ........................................................................................................................... Carlos Diaz
  A.A., Southwest Texas Junior College
  B.A., Sul Ross State University
  M.S., Texas A & M University

EOC Director/Program Development Coordinator ..................................................................................... Diana P. Garcia
  B.A. & M.Ed., Sul Ross State University – Rio Grande College

ESL Coordinator .................................................................................................................................... Hector D. Lopez
  B.A., University of Illinois – Chicago
  M.Ed., Dominican University

Food Service Director ................................................................................................................................. To Be Filled

Human Resources Coordinator ................................................................................................................ Oscar S. Garcia

Information Technology Director ................................................................................................................ Agustin Alejandro

Institutional Assessment and Research Assistant Coordinator ................................................................. Herlinda Pena
  A.A.& A.A.S., Southwest Texas Junior College
  B.A.A.S., Texas A&M University – Kingsville

Institutional Development Coordinator ..................................................................................................... To Be Filled

Institutional Effectiveness & Research Coordinator .................................................................................. Carol LaRue
  A.A., Del Mar College
  B.A., Texas A & M University- Corpus Christi

Institutional Effectiveness & Research Coordinator .................................................................................. Dr. Julie E. Thomas
  B.A., Hendrix College
  M.A. & Ph.D., Baylor University

Law Enforcement Academy Coordinator .................................................................................................... David M. Leavene
  B.S., Northeast Missouri State University

Outreach Coordinator ................................................................................................................................. Concepcion Silva
  A.A. & A.A.S., Southwest Texas Junior College
  B.A., Sul Ross State University – Rio Grande College

Outreach Coordinator ................................................................................................................................. Michelle Torres
  A.A., Southwest Texas Junior College
  B.A., Sul Ross State University – Rio Grande College

Physical Plant & Operations Director ........................................................................................................ Jesse Martinez
  B.B.A., Sul Ross State University

Public Information Officer ........................................................................................................................... William G. Edwards
  B.A., University of Texas – Arlington

Radiologic Technology Coordinator .......................................................................................................... Bonnie S. Clinebell
  A.S., Empire State College
  B.S., Clarkson College
  M.S., Thomas Jefferson University
Registrar ................................................................................................................................................... Luis Fernandez
  A.A.S., Southwest Texas Junior College
  B.A.A.S., Texas A&M University – Kingsville
  M.Ed., Sul Ross State University – Rio Grande College

Student Activities Director ........................................................................................................ Jessica Nuñez-Gonzalez
  B.A., Eastern Oregon University
  M.Ed., Sul Ross State University – Rio Grande College

Student Financial Aid Advisor, Uvalde ........................................................................................... Michelle Cerna
  A.A.S., Southwest Texas Junior College
  B.A., Sul Ross State University – Rio Grande College

Student Financial Aid Advisor, Uvalde ........................................................................................... Cynthia A. Martinez
  A.A. & A.A.S., Southwest Texas Junior College
  B.A., Sul Ross State University – Rio Grande College

Student Financial Aid Advisor, Uvalde ........................................................................................... Isabel I. Ybarra
  A.A., Southwest Texas Junior College
  B.B.A., Sul Ross State University – Rio Grande College

Student Financial Aid Advisor, Uvalde ........................................................................................... Barry Zimmerman
  A.A., Southwest Texas Junior College
  B.B.A., Texas Tech University

Student Financial Aid Advisor, Del Rio ........................................................................................... Sonia Adan-Medina
  A.A.S., Southwest Texas Junior College

Student Financial Aid Advisor, Eagle Pass ..................................................................................... Janell Fernandez
  B.A., Sul Ross State University – Rio Grande College

Student Financial Aid Director ...................................................................................................... Yolanda Yvette Hernandez
  A.A., Southwest Texas Junior College
  B.A. & M.Ed., Sul Ross State University – Rio Grande College

Student Information System Coordinator ........................................................................................... Steve Martinez
  A.A.S., Southwest Texas Junior College

Student Life Coordinator/Advisor, Del Rio ...................................................................................... Eva K. De Anda
  A. A. & A.A.S., Southwest Texas Junior College
  B.A.A.S., University of the Incarnate Word
  M.B.A., University of Phoenix

Student Life Coordinator/Advisor, Eagle Pass .................................................................................. Claudia V. Rodriguez
  B.A., Sul Ross State University – Rio Grande College

Student Recruitment Coordinator .................................................................................................... Damacio (Tito) Sanchez
  A.A., Southwest Texas Junior College
  B.B.A., Texas State University

Student Success Coordinator, Uvalde ............................................................................................. Jaclyn Gonzales-Lara
  B.A., University of Texas at San Antonio

Student Success Coordinator, Del Rio .............................................................................................. Stephanie Cerna
  B.S., McMurry University

Student Success Coordinator, Eagle Pass .......................................................................................... Claudia Valdez
  B.A., The University of Texas at Austin
Student Support Services Director .............................................................................................................. Leroy Muniz

A.A.S., Southwest Texas Junior College
B.B.A. & M.Ed., Sul Ross State University

Technical Education/Lumina Coordinator ............................................................................................ Blanca Chavarria

A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Testing Center Coordinator ...................................................................................................................... Melissa G. De Leon

B.A. & M.S., Texas A & M University at Kingsville

Web Presence Coordinator ....................................................................................................................... Andrea Flores

A.A. & A.A.S., Southwest Texas Junior College
B.A.A.S, Texas A&M University - Kingsville

Workforce Training & Development Coordinator – Eagle Pass .............................................................. Minerva Lorena Ruiz

B.B.A., The University of Texas at San Antonio

Workforce Training & Development Coordinator – Eagle Pass .............................................................. To Be Filled

Writing Center Coordinator ..................................................................................................................... Randa Schell

B.B.A., Texas State University
M.Ed., Sul Ross State University – Rio Grande College

Writing Center Coordinator - Eagle Pass ................................................................................................. Rita Lopez

B.A., St. Mary’s University
Manuel C. Alejandro ................................................................................. Business Administration/Computer Science/ Computer Information Systems/Management/ Coordinator, Computer Science Field of Study  
A.A.S. & A.A., Southwest Texas Junior College  
B.A., University of Texas at Austin  
M.B.A., Our Lady of the Lake University  

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B.A. & M.Ed., Sul Ross State University – Rio Grande College

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M.Ed., Sul Ross State University

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Rebecca Andrews .................................................................................................................. English/Reading  
A.A., Southwest Texas Junior College  
B.A., Sul Ross State University – Rio Grande College  
M.A., Texas A & M University – Corpus Christi

Roy Angermiller .................................................................................................................... Rodeo Team Coach  
B.S., & M.Ed., Sul Ross State University

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A.A., Southwest Texas Junior College  
B.B.A., Sul Ross State University

Robert Ayala ....................................................................................................................... Biology  
B.S., The University of Texas at San Antonio  
M.S., Angelo State University

David A. Ballard .................................................................................................................. Biology  
B.S., The University of West Florida  
M.S., Angelo State University

Barbara A. Blair ................................................................................................................... History  
A.A., Southwest Texas Junior College  
B.A. & M.A., Southwest Texas State University

Dr. Wilford Winston Box .................................................................................................... Business Administration/Management/Coordinator, Management  
A.A.S., The Community College of the Air Force  
A.A.S., Southwest Texas Junior College  
B.A., The University of Albuquerque  
M.A., Webster University  
C.M., Institution of Certified Professional Managers, James Madison University  
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B.A., Cameron University  
M.A., Midwestern State University  
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B.S., Texas A & I University
M.S., Texas A & M University – Kingsville
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Operator’s License, Isabell University
Instructor’s License, Texas Cosmetology Commission

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B.S. & M.A., Incarnate Word College
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B.A., University of Texas – Austin
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B.B.A. & M.S.A., Texas Tech University
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B.S., Southwest Texas State University
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B.S., Texas A&M University
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B.S., Texas A & M University – College Station
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Ph.D., University of Stirling

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   B.S.N., University of Texas Health Science Center at San Antonio
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                      M.Ed., Sul Ross State University

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                      M.S., University of Missouri

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                      B.A. & M.Ed., Sul Ross State University – Rio Grande College

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                      B.B.A., Sul Ross State University – Rio Grande College
                      M.Ed., Texas State University

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                      M.L.S., Rice University

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Sharon Wilson .............................................................. B.S., University of Texas – Galveston

Terrie Wilson ................................................................. B.A., Southwest Texas State University
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                      B.S., Texas A & I University
                      M.Ed., Sam Houston State University
                      Ph.D., University of Wyoming
Alberto F. Ybarra

Welding Technology

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Range & Wildlife/Coordinator, Wildlife Management

B.S., West Virginia University
M.S., Texas A & I University
Marcelino Alderete ................................................................. Acquisition Technician, Library  
A.A., Southwest Texas Junior College

Julisabel Alvarado ........................................................................................................ Financial Aid Clerk

Lidia Alvarez ........................................................................................................ Payroll Officer  
A.A. & A.A.S., Southwest Texas Junior College  
B.A., Sul Ross State University – Rio Grande College

Norma Anderson................................................................................................. Admissions/Records Registrar’s Office  
A.A.S., Southwest Texas Junior College

Leo Aviles, III........................................................................................................ Campus Police Officer  
A.A., A.S., & A.A.S., Southwest Texas Junior College

Reynaldo Benavidez....................................................................................... Printing Center Technician

Cecily Bennett ................................................................................................... Accounts Receivable/Sponsorship Clerk

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A.A.S., Southern State General and Technical College

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AA, Southwest Texas Junior College

Wade B. Carpenter ........................................................................................ Public Information Assistant

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A.S., Austin Community College

Ana Lisa Conde ......................................................................................... Advisor/Tutor Supervisor, Student Support Services  
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Julie Pace-Monsivais ................................................ Library Resource Technician, Eagle Pass  
A.A. & A.A.T, Southwest Texas Junior College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecilia Padilla</td>
<td>Title II, Testing Assistant Certificate &amp; A.A, Southwest Texas Junior College</td>
<td></td>
</tr>
<tr>
<td>Dora Z. Padilla</td>
<td>Library Resource Technician, Del Rio</td>
<td></td>
</tr>
<tr>
<td>Diana Perez</td>
<td>Curriculum &amp; Instruction Coordinator, ABE</td>
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</tr>
<tr>
<td>Patricia P. Perez</td>
<td>Title V/Student Success Administrative Assistant A.A. &amp; A.A.S., Southwest Texas Junior College</td>
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<tr>
<td>Rosa E. Ramirez</td>
<td>Regional Assessor, ABE</td>
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<tr>
<td>Sydia Ramon</td>
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<tr>
<td>Guadalupe Rangel</td>
<td>Clerk, Workforce Training &amp; Development Office</td>
<td></td>
</tr>
<tr>
<td>Olga Rangel</td>
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<td></td>
</tr>
<tr>
<td>Juanita (Nita) Reed</td>
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</tr>
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</tr>
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<td></td>
</tr>
<tr>
<td>Rosa Rodriguez</td>
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<td></td>
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<tr>
<td>Velma Roman</td>
<td>Teacher/Caregiver</td>
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<td>Alma Delia Ruiz</td>
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<td>Aracely Ruiz</td>
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<td></td>
</tr>
<tr>
<td>Juanita H. Santos</td>
<td>Accounts Receivable Clerk</td>
<td></td>
</tr>
<tr>
<td>Jeanette Saucedo</td>
<td>Administrative Assistant, Administrative Services/Institutional Advancement</td>
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</tr>
<tr>
<td>Jaime Sierra</td>
<td>Library Resource Technician, Eagle Pass A.A. &amp; A.A.S., Southwest Texas Junior College</td>
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</tr>
</tbody>
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RESIDENCE HALL STAFF

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Estella C. Luna .................................................................................. Supervisor, Ettie R. Garner Hall
SOUTHWEST TEXAS JUNIOR COLLEGE
INSTITUTIONAL VISION STATEMENT

Southwest Texas Junior College creates and nurtures a learning-centered environment in which students, faculty, staff, and the community at-large can achieve their greatest potential.

SOUTHWEST TEXAS JUNIOR COLLEGE STATEMENT OF MISSION

Southwest Texas Junior College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.

SOUTHWEST TEXAS JUNIOR COLLEGE STATEMENT OF ROLE AND SCOPE

The college implements its mission through a clearly defined set of programs and services that include the following:

COLLEGE-LEVEL CREDIT PROGRAMS

The college offers credit courses leading to associate degrees and certificates in technical fields and designed-to-transfer majors.

CONTINUING EDUCATION PROGRAMS

The college provides professional and occupation development to individuals, businesses, industries, and government and health agencies. A variety of non-credit activities for personal enhancement are also available.

ADULT BASIC EDUCATION

The college provides programs in Adult Basic Education (ABE) and English as a Second Language (ESL) which are designed to assist students in acquiring a General Education Diploma (GED).

STUDENT DEVELOPMENT PROGRAMS AND SERVICES

The college offers developmental programs and services to enrolled and prospective students to increase their chances for success and enhance their potential for personal, educational, and professional growth.

ECONOMIC DEVELOPMENT PROGRAMS

The college promotes the economic development of the region by providing work force training for new and expanding industries as well as for transfer of technology to developing businesses. The college also supports economic development agencies by assisting in the recruiting of businesses and industries to the area.
ACCESS PROGRAMS AND SERVICES

The college provides special recruitment, counseling and evaluation services that increase access for students not traditionally serviced by higher education.

Accreditation

Southwest Texas Junior College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts in General Studies, Associate of Arts in Teaching, Associate of Science, Associate of Applied Science 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 Southwest Texas Junior College. Southwest Texas Junior College is also approved by the Texas Education Agency and the Texas Higher Education Coordinating Board.

Credits earned at SWTJC are transferable at full value to any college or university in the state on the same basis as those obtained in any other college or university. They are also acceptable in most colleges and universities of the nation.

Memberships

The college holds membership in the Texas Association of Community Colleges, the Commission on Colleges of the Southern Association of Colleges and Schools, the American Association of Community Colleges, and the American Council on Education.

The People We Serve

The courses and activities set forth in this catalog are of special interest to at least four groups:

1. Those who wish to further their education by completing the first two years of college at a moderate cost with the prospect of earning a degree in a liberal arts college or university.
2. Those who plan to enter one of the professions or fields of specialized services including agriculture, business, education or teaching, engineering, law, dentistry, medicine, nursing, and those who wish to continue their education of higher learning.
3. Those who expect to complete their education after one or two years at SWTJC and who are primarily interested in acquiring either a well-rounded education or practical occupational preparation in such areas as business, farming and ranching, music, and nursing.
4. Adults and others who wish to enroll in refresher courses or other fields of special interest; foreign languages, literature, the fine arts, mathematics, science, psychology, social studies, and non-credit short courses that give the adult certain special information.

Historical Sketch

As far back as 1926 a few far-sighted citizens of Sabinal and Uvalde advocated a junior college for this vast Southwest Texas area to be located in Uvalde, but it was not until twenty years later that this dream became a reality. At the close of World War II, when the Army Air Force Flying School at Garner Field near Uvalde was deactivated, many public spirited citizens saw the need for an educational institution of higher learning to serve the returning veterans and the high school graduates of this area. They saw in the beautiful campus and the existing buildings, valued at three-quarters of a million dollars, a plant ideally suited for a college. With the beginning of the year 1946, a series of events brought about a movement that had as its climax the creation of the first tri-county junior college in Texas.

From 1942 to 1945 the buildings and property the college occupies were a part of an Army Air Force Flying School. When the school closed on July 24, 1945, the original intent of the government was to sell everything possible as salvage, even to the point of digging up the grass, palms and shrubbery, leaving nothing but the bare ground. Many public spirited citizens of Southwest Texas took steps to prevent the destruction of the property.
On January 2, 1946, the Commissioners’ Court of Uvalde County passed a resolution endorsing the plan to establish a combination Government Issue (G.I.) vocational school and junior college on the Garner Field site. The following day, the Uvalde City Council approved a plan to organize a tri-county junior college district composed of Real, Uvalde, and Zavala counties. In rapid succession this plan was endorsed by the senior and junior chambers of commerce and other organizations, and a mass meeting was held at the Uvalde County Courthouse with representatives from the three counties heartily supporting the movement. The Reconstruction Finance Corporation approved Garner Field as a site for the proposed junior college. Petitions were circulated in Real, Uvalde, and Zavala counties requesting the State Board of Education to authorize the establishment of a tri-county district. Upon receiving this approval, an election was held on May 18, 1946 in the proposed district. The propositions were passed by a decisive majority and thus, the first joint-county district in the state of Texas came into being.

On September 13, 1946, the city of Uvalde purchased the Garner Field property and leased it to the board of trustees of the new junior college. The institution was named Southwest Texas Junior College, a president was elected, and September 30, 1946 was set as the opening date. However, more time was needed to complete arrangements and the actual opening date was October 14, 1946.

Early in the fall of 1946, SWTJC was approved by the State Department of Education (now Texas Education Agency) as a junior college of the first class. In the fall of 1947, the college became a member of the American Association of Junior Colleges. The college was given an affiliate membership in the Association of Texas Colleges in the spring of 1947. In the fall of 1964, the college was admitted to membership in the Commission on Colleges of the Southern Association of Colleges and Schools.

On August 14, 1958, the Uvalde City Council presented the Board of Trustees the deed to the 79.28 acres of land on which the college is located.

Physical Plant

The physical plant of the college is presently valued at well over seventeen million dollars. The campus area includes approximately seventy-nine acres, thirty-five of which are now in use. Available space is adequate for many more buildings than are shown on the master plan. Year round maintenance and beautification projects account for the attractive appearance of the campus. Twenty permanent buildings have been erected within the last 36 years: La Forge Hall, Joe Richarz Memorial Administration Building, Garner Science Center, Ettie R. Garner Hall, Sterling H. Fly, Sr. Memorial Building, Imogen Tate Fine Arts Center, Wagner Building, Kincaid Building, R.K. Miller Technical Building, Agriculture Metal Working Building, Will C. Miller Memorial Library, Essie Pearl Richarz Building, Hubbard Hall, W.C. Anderson Building, Physical Education Memorial Building, Rodolfo Espinosa, Jr. Educational Building, Wayne and Evalyn Matthews Student Center, the Tom and Hope Witt Building, Powers and Kirchner Hall Child Development Center, and the Rodolfo R. and Dolores Flores Student Services Center.

ACADEMIC FACILITIES

La Forge Hall houses the Physical Education and Athletic Department, student physical fitness center, and student health clinic. It contains a regulation length basketball court with spectator seating. It also includes dressing rooms, weight rooms with Nautilus and Global weight equipment, racquetball courts, whirlpool, sauna, and an aerobic dance area.

La Forge Hall was constructed in 1959 as the first permanent facility on the college campus and is named in honor of Hershall La Forge, M.D. of Uvalde, charter member of the Board of Trustees who served from 1946-75. The building was completely renovated in 1983.

The Joe Richarz Memorial Building, constructed in 1961 with gifts from Mr. and Mrs. Joe Richarz of Uvalde, is an air-conditioned, two-story brick structure which houses the offices of the college President, the Vice-President for Academic Affairs, and the Dean of College of Applied Sciences on the first floor and the offices of the Vice-President for Administrative Services, the Associate Vice-President for Institutional Advancement, and Outreach on the second floor.
The Garner Science Center was completed in September 1962. Financed by gifts from former Vice-President of the United States, John Nance Garner of Uvalde, this facility includes 13,202 square feet of floor space containing classrooms and laboratories for science and mathematics instructional programs.

The Wagner Building contains the Business Division, the computer center, general lecture rooms, and a faculty office complex. Constructed in 1966, the building was named for Leander Wagner of Crystal City, a charter member of the Board of Trustees with continuous service from 1946 to 1976.

The Kincaid Building houses classrooms and laboratories. Constructed in 1968, it was named in honor of Edgar Kincaid of Sabinal, a charter member of the Board of Trustees with continuous service from 1946 to 1971.

The Agriculture Welding Shop, constructed in 1968, provides space for the college’s Welding and the Automotive Body Repair Technology program. It is one of the most modern and well-equipped shops in southwest Texas.

The Imogen Tate Fine Arts Center contains classrooms, a 228 seat auditorium, practice rooms for music students, and a faculty office complex. This building was constructed in 1969 and named in honor of Mrs. Imogen Tate of Crystal City, a charter member of the Board of Trustees with continuous service from 1946 to 1976.

The Rodolfo Espinosa, Jr. Educational Building was completed in 1977 to provide additional space for the college’s fine arts programs. It includes a cosmetology classroom and lab, and lecture rooms fully equipped for multi-media instructional programs.

The Will C. Miller Memorial Library Building is named in memory of the late Will C. Miller of Houston in appreciation of his interest in education and his generous financial support of SWTJC. This building is a two-story structure which houses the Library and the Media Center.

The R.K. Miller Technical Building houses Automotive Technology and Air-Conditioning and Refrigeration programs. This facility also provides space for faculty offices, classrooms, shops, the college transportation system, Adult Basic Education, and the Testing Center. The 13,000 square feet automotive technology portion of this building was completed in 1969 with an additional 34,000 square feet completed in 1975. This building is named in honor of the late R.K. Miller of La Pryor, who served as a member of the Board of Trustees from 1956 to 1984.

The Essie Pearl Richarz Building, constructed in 1971, is a memorial to Mrs. Joe Richarz of Uvalde, whose estate provided partial financing for its construction. It houses the journalism department, public information office, faculty offices, and the Middle Rio Grande Regional Law Enforcement Academy. The building was completely renovated in 1989.

The Agricultural Barn was constructed in 1971 with the assistance of the Southwest Texas Beef Breeders Association. It is designed for conducting livestock sales, short course instruction and various agricultural projects. Adjacent to the barn is a complete set of modern pens for handling livestock.

The W.C. Anderson Building is named in honor of W.C. Anderson, member of the Board of Trustees from 1957 to 1974. Constructed in 1976, it houses two classrooms, Printing Center, and faculty offices.

The Physical Education Memorial Building was constructed in 1976 and is dedicated to the memory of all SWTJC students who lost their lives in the armed forces. It contains a heated swimming pool, dressing rooms, and classrooms. The building was completely renovated in 1990 to include the college’s art studio.

The Farm Mechanics Shop provides laboratory space for instruction in agricultural mechanics. Completed in 1976, the building is completely equipped for instruction in techniques of minor construction and farm machinery repairs.

The Sterling H. Fly, Sr. Memorial Building was opened in 1965 and is named in memory of Sterling H. Fly, Sr. who served as president of the college from 1953 to 1962. Formerly the student center, this building was remodeled in 1980. It houses Student Support Service and the Student Success Center.
The Wayne and Evalyn Matthews Student Center contains 38,000 square feet of space which includes a cafeteria, snack bar, banquet room, ballroom, computer labs, bookstore, conference rooms, office space for the student activities, computer science instructors, and a courtyard. Opened in 1980, this building is named in honor of former college president Wayne Matthews and his wife Evalyn in recognition of their contribution to the development of the college.

The Tom and Hope Witt Building was constructed in 1993 and was financed by proceeds derived from the sale of the Witt Ranch given to the college by Hope Victor Witt. This building contains 10,000 square feet of offices, classrooms and a reception area and is home to our Allied Health Programs.

Southwest Texas Junior College – Del Rio, 207 Wildcat Drive, exists and operates to provide its students with the understanding and skills necessary to function productively in our society. The college further recognized its responsibility to identify and serve the various educational needs of its students that result from differences in academic preparation, various cultural backgrounds, and diverse educational objectives. The center attempts to meet these needs through an ongoing assessment of its student population, academic counseling and testing programs, and a number of other student services.

The first full-time director for Del Rio was appointed in the fall semester, 1975. The first office was located at 708 Bedell. By the late fall of 1980, a new office building had been built and occupied at 207 Wildcat Drive.

SWTJC – Del Rio offers courses leading to an Associate of Arts degree in General Education. Courses taken for this degree parallel core freshman and sophomore university courses and are an integral part of any four-year degree program. The core courses as well as a number of electives are offered each fall, spring, and summer session.

In addition, courses for an Associate of Applied Science degree in Management, Computer Information Systems, Criminal Justice, Child Development, and Administrative Information Technology are offered. These courses offer students an opportunity to learn many technical skills in their respective areas of study.

Southwest Texas Junior College – Eagle Pass was developed in 1973-74 as an off-campus evening center to help those students who, for various reasons, cannot attend classes on the main campus at Uvalde, Texas. SWTJC - Eagle Pass is located at 4003 Highway 277 SE.

The main purpose of SWTJC-Eagle Pass is to provide its students with the understanding and skills necessary to function productively in our society. The faculty and staff recognize their responsibility to identify and serve the various educational needs of its students that may result from differences in academic preparation, cultural background, and educational goals. The administration, faculty and staff attempts to meet these needs through an ongoing assessment of its student population, counseling, and testing.

SWTJC - Eagle Pass is committed to reach the following student objectives:

1. to continue and complete a formal education in upper level and graduate colleges and universities;
2. to complete a formal education;
3. to learn a vocation, technical trade or skill;
4. to engage in continual self-improvement.

The counseling services and programs are designed to help students realistically assess their potential and to assist them in formulating a program of study or degree plan most suited to their own personal needs, desires, and abilities.

SWTJC – Eagle Pass offers courses leading to an Associate of Arts degree in General Education. Courses taken for this degree parallel core freshman and sophomore university courses and are an integral part of any four-year degree program. The core courses as well as a number of electives are offered each fall, spring, and summer session.

Furthermore, courses leading to an Associate of Applied Science degree in Management, Computer Information Systems, Criminal Justice, Child Development, and Administrative Information Technology are offered. These courses offer students an opportunity to learn technical skills in their respective areas of study.
The Powers and Kirchner Hall Child Development Center is a 5,800 square feet facility that was partially financed by the $200,000 gift from Mr. F. B. Kirchner who ranched in Edwards County. Mrs. Mary B. Powers, who was Mr. Kirchner’s mother, willed SWTJC $5,000 for beautification and landscaping the grounds around the building. The facility provides day care services for 45 children and contains a classroom and observation sites for students enrolled in the Child Development Program.

Constructed in 2008, the Rodolfo R. and Dolores Flores Student Services building houses Admissions, Financial Aid, Recruiting, Counseling, Personnel, and the Business Office. The building is named in honor of lawyer/businessman, and current President of the SWTJC Board of Trustees, Rodolfo R. Flores and his wife Dolores.

Dormitories

Ettie R. Garner Hall was constructed in 1964 and was partially financed by gifts from former Vice-President of the United States, John Nance Garner, as a memorial to his wife. This air-conditioned, two-story brick structure contains sixteen two-room suites with interconnecting baths to accommodate sixty-four females. There are two separate kitchenettes, a laundry complete with all equipment, an intercom system for each room, TV cable connection for each room, and a spacious lounge for receiving and entertaining visitors.

Hubbard Hall provides housing for 192 students with each student afforded a semi-private room with an outside entrance and a semi-private bathroom. It also contains a recreational lounge, TV cable connections for each room, and service areas for student use. The building is named in honor of R.L. Hubbard of Leakey, member of the Board of Trustees from 1954 to 1975.

STUDENT RIGHT-TO-KNOW

Graduation and Transfer Rates

In compliance with the Student Right-to-Know Act, Public Law 101-542, Southwest Texas Junior College makes available to current and prospective students information on student graduation and transfer rates upon request from the Office of Institutional Research.

Campus Security and Crime Awareness

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Public Law 101-542, information regarding campus crime and security policies are reported annually in the Campus Safety and Security Report and are distributed to students in Freshman Orientation. This information is also available to all current and prospective students and employees upon request from the Southwest Texas Junior College Police Department or on-line at: http://www.swtjc.net/admin/police/statistics.html.
ADVANTAGES OFFERED BY
SOUTHWEST TEXAS JUNIOR COLLEGE

University Preparation: The College offers the first two years of regular college work leading to higher degrees in liberal arts colleges and professional schools. This work is performed under conditions that are conducive to better learning, better grades, and fewer failures.

Occupational Curricula: Students who do not plan to go beyond the first two years of college may take a two-year course in wildlife management, business training, or in other vocations or semi-professional careers without having to satisfy the requirements of the senior colleges.

Guidance and Orientation: A program of orientation and guidance is provided to help students plan their future in accordance with their aptitude, interest, and needs. This guidance enables students to make intelligent career choices.

The Faculty: The faculty is highly trained and experienced. The salary schedule and academic standards are designed to attract instructors of the highest quality.

Meeting Individual Needs: The College has adopted as its slogan: “We specialize in meeting the needs of the individual.” Our small classes permit closer student relationships and student-faculty cooperation. Students will also find it convenient to confer, at almost any time, with many of the faculty members.

Student Activities: The College sponsors a student activities program that gives each student an opportunity to participate in those activities that promote their specific interests and develop their particular aptitudes.

Lower Costs: Bus transportation, free of charge to all parts of the college district, allows most residents to commute during the week and to spend weekends at home. The cost of room and board on campus is considerably lower than most colleges and universities. Loans, grants, scholarships, and work opportunities help many students complete their college work. These advantages represent savings that permit many to continue at the senior institutions of their choice.

Environment and Location: Uvalde enjoys the reputation of being one of the cleanest and most attractive residential cities in the nation. The college district is composed of Real, Uvalde, and Zavala counties, and embraces parts of the most beautiful scenic areas in the state. The Nueces, Frio, and Sabinal Rivers, as well as smaller streams, traverse the district from north to south; and magnificent Garner State Park is located just twenty-five miles north of the college. The Uvalde Municipal Airport is adjacent to the college campus.

Opportunities for Veterans: Veterans or their children (survivors) who plan to enroll at the college, under the provisions of the “G.I. Bill of Rights,” should obtain a certificate of eligibility well in advance of registration from the regional office of the Veterans Administration. Necessary applications can be obtained from SWTJC. Special efforts are made to aid and encourage all veterans to secure the full benefits from the “G.I. Bill of Rights” during their periods of eligibility. Entrance requirements for veterans are the same as those for non-veterans.

Bus Service: When adequate numbers justify the expense, bus transportation is free to students who reside in the district. All other students must pay a fee. Seven transportation lines to Uvalde are in operation at the present time: (1) Utopia-Sabinal-Knippa; (2) Crystal City-La Pryor; (3) Leakey; (4) Barksdale-Camp Wood; (5) Batesville Route; (6) Asherton-Carrizo Springs, (7) Pearsall/Dilley.

Concurrent Enrollment or Dual Credit: High school juniors and seniors are encouraged to enroll in eligible college classes. Please contact the college registrar for more information.

Student Information Center: The Student Information Center provides information concerning career planning, online career assessment and interpretation, university transfer information and visitor information.
**Student Support Services:** This program provides counseling, specially designed workshops, peer tutoring, and testing in writing and basic math skills. The goal of this federally funded program is to increase the retention and graduation rate of students, who by traditional academic measures, would have difficulty succeeding in college.

The needs of students accepted in the program are thoroughly assessed through testing and counseling. Students are informed of the costs and transferability of post-secondary education, eligibility for financial aid and the application process.

**Distance Learning:** In an effort to increase access to educational opportunities, the college is now offering a variety of courses via interactive instructional telecommunications (two-way interactive television) and through the internet.

**Job Placement Office:** The Job Placement Office provides information on employment opportunities, job placement, resume preparation, and job interview techniques.

**Library Services:** SWTJC Libraries provide 24/7 online access to all SWTJC students and faculty.
Southwest Texas Junior College has an “open door” admissions policy to ensure that everyone who can profit from a college education has an opportunity to enroll. Our friendly admissions staff will work with you to make the admissions process as simple as possible. Students entering SWTJC must take a state-approved exam as required under the Texas Success Initiative. A list of testing dates and times is available in the Admissions Office.
ADMISSION REQUIREMENTS

SWTJC has an “open door” admissions policy, which insures that everyone who can profit from a college education has an opportunity to enroll. To be admitted to SWTJC, students must submit the following:

1. completed admissions application;
2. official high school transcript or GED certificate;
3. official transcripts from all colleges attended;
4. documentation for residency as requested;
5. dormitory deposit of $95, if applicable;
6. must have taken Accuplacer (or other state approved tests) or be Accuplacer exempt.

Students are encouraged to take the Accuplacer test by the spring semester of their senior year.

Admissions Basis

High School Graduate: A high school transcript showing date of graduation and signed by the authorized official of a high school accredited by the Texas Education Agency must be presented.

College Transfer: Southwest Texas Junior College will accept for admission those students transferring from a regionally accredited institution. Transfer work from these institutions will be accepted upon receipt of an official transcript bearing the school seal and signature of the registrar. Students transferring to SWTJC with 12 or more semester hours do not have to fulfill ORIE 0100 requirement.

GED: An applicant who has successfully completed the General Education Development testing program will be accepted. A copy of the GED certificate and/or an official report of test results must accompany the admissions application.

Individual Approval: An individual 18 years of age or older may be admitted upon approval by the Vice-President of Student Services. Students must demonstrate their ability to benefit from the desired course of study. Home-schooled students will be considered under individual approval. Students must have acceptable scores as determined by the Vice-President of Student Services on one or more of the following: ACT, SAT, Accuplacer.

Dual/Concurrent Enrollment of High School Students: Students meeting the following criteria may apply for early enrollment to Southwest Texas Junior College:

1. NEW student must submit an Application for Admission (submit online at www.swtjc.net). FORMER students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must submit an Application for Admission (submit online at www.swtjc.net).
2. All students must have written permission of High School Principal or school official by submitting completed dual/concurrent form (Printable form online at www.swtjc.edu). A high school transcript must be submitted showing TAKS, ACT, SAT, PSAT, PLAN scores.
3. All students must have taken and passed a state approved placement test in areas related to course enrollment. (Students must provide a copy of scores to high school counselor).
4. Dual credit orientation is required for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the Uvalde, Del Rio, Eagle Pass, Crystal City, and Hondo campuses. Students planning to take a dual credit class must register for dual credit orientation at a designated campus.
5. High school students shall not be enrolled in more than two dual credit courses per semester unless they have demonstrated outstanding academic performance and capability. Southwest Texas Junior College recognizes and approves a student of outstanding academic performance and capability as one who scores 2400 on Mathematics and English Language Arts with a writing subsection score of a 3 on TAKS and/or one who meets college entrance required score for more than two classes.
6. Students are eligible for dual credit tuition discounts for the first two courses enrolled per semester. If enrolled in more than two courses per semester, students will be subject to the full tuition rate as a concurrent student. Students must pay all required fees.
7. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.
8. Dual Credit (High School credit and college credit) is governed by the current school/SWTJC agreement.

Readmission: Students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must complete an Application for Admission (submit online at www.swtjc.net). If a student has attended another college since last enrollment at SWTJC, an official transcript from the other college will be required. Proof of current residency may be required.

Applicants not eligible for admission under one of the above categories should contact the Vice-President of Student Services.

Specialized Admissions

International Students: All international students must meet regular admission requirements. They must show adequate proof of competency in English. They must present a letter from their bank that the family will provide full financial support during the student’s stay in the U.S. After the student has met all the above requirements, the college will issue an I-20.

Technical Programs: A number of technical programs have additional admission requirements. Students planning to enroll in these programs should consult the college catalog or contact a SWTJC counselor.

Workforce Education Courses and Programs: Students must be sixteen years or older to enroll in Workforce Education courses and programs. In some cases, especially those involving external agency licensure and certification, other minimum age requirements must be met. Students planning to enroll in Workforce Education courses and programs should consult the college catalog or contact the Workforce Education office for additional guidance.

Resident Status

It is the student’s responsibility when registering to use the proper residence classification. If there is any question as to right of classification as a resident of Texas or the Southwest Texas Junior College taxing district, it is the student’s obligation, prior to or at the time of registration to raise the question with appropriate administrative officials of the institution. Any change in residency status should be reported to the Vice-President of Student Services. Students classified as a non-resident will remain in that status until such time as they have made written application for reclassification and the Admissions Office has officially approved the request. All questions concerning residency status should be directed to the Vice-President of Student Services located in the Rodolfo R. & Dolores Flores Student Services Center.

Residence for tuition purposes is determined by state law and is subject to change by the Texas Legislature. The following is furnished to explain and clarify questions concerning residency under the present law:

1. The residence status of a student under 18 years of age is considered to be the same as his/her parents. If parents are divorced, a minor has the same residency status as the parent with whom he/she is residing.
2. A student 18 years of age or older who comes from out of state is considered a non-resident for tuition purposes as long as he/she remains in Texas for educational purposes.
3. Residence for tuition purposes is established by domicile residence in the state for 12 months and actions unequivocally indicative of a fixed intention to become a Texas resident.
4. Persons in the military service and their dependents are classified residents provided they are assigned to a permanent duty station in Texas or maintain their official home of record in Texas with the military service. Non-resident military personnel must submit certification of active duty in Texas at each registration to be eligible for resident tuition rates.
5. An alien is considered to be a non-resident unless he/she is in the United States on an immigrant visa. Students on immigrant visas are classified in reference to resident status the same as United States citizens.
Aliens Who Are Residents of Texas

Texas law states that an individual can be considered a resident of Texas if the individual resided with a parent, guardian, or conservator at least part of the time while he or she attended a public or private high school in this state, and:

1. Graduated from a public or private high school or received the equivalent of a high school diploma in this state;
2. Resided in this state for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;
3. Registers as an entering student in an institution of higher education not earlier than the 2001 Fall Semester; and
4. Provides to the institution an affidavit that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

Documents for Determining Residency

The following documents have been found acceptable for determining Texas residency by the Texas Higher Education Coordinating Board.

1. Texas high school transcript
2. Texas college or university transcript
3. employer statement of date of employment
4. permanent driver’s license at least one year old
5. Texas voter registration
6. lease agreement which includes student’s name and periods covered
7. property tax payments
8. canceled checks
9. utility bills

Academic Fresh Start

Senate Bill 1321 (Barrientos) entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This bill has been called the “Right to an Academic Fresh Start.” This bill gives students the option of electing to have coursework, taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll, either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment.

Credit for Military Experience

The college accepts military credit through the ACE Guide. There is no limit placed on the number of credits accepted. However, students who plan to graduate with an A.A., A.S., A.A.T., A.A.S. degrees and certificates must complete 25 percent of the required semester hours at Southwest Texas Junior College.

Credit for Experiential Learning

Other than credit for military experience, the college does not accept any other form of experiential credit.
Credit for Professional Certification

SWTJC awards advanced placement credit (grade “P”) to students who are currently certified in fields for which there is an equivalent technical program curriculum in place. In order for credit to be granted, learning outcomes of the course must directly parallel the competencies designated in the certification process. Described below are the advanced placement course options available to SWTJC students:

1. In the Criminal Justice program, students take up to five courses with curriculum regulated by the Texas Commission on Law Enforcement Standards and Education (TCLEOSE). A student already licensed as a Texas Peace Officer, certified as a Texas Jail Guard, and/or certified as a Telecommunications Operator may apply for advanced placement credit for the appropriate courses. See Criminal Justice Advanced Placement Policy.

2. In the Vocational Nursing program, students take one course in basic nursing skills based on a curriculum regulated by the State Board of Nursing Examiners. Certified Nurse Aide (CNA) training contains an identical basic skills component. A student already certified as a CNA may apply for advanced placement credit for the basic skills course. See Vocational Nursing Advanced Placement Policy.

Transfer of Credit

Southwest Texas Junior College accepts transfer of college level (or developmental level) course work taken at other institutions accredited by the Southern, Middle State, New England, North Central, Northwest, or Western Association of Colleges and Schools.

A. Courses are evaluated by course descriptions for content (catalogues of attended institutions) and semester-hours given on a transcript.
B. Quarter-hour credit is evaluated at six-tenths (0.6) of a semester-hour. Credit may be given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester-hours may be required to meet degree requirements at Southwest Texas Junior College.
C. Transcripts from institutions participating in the Texas Common Course Numbering System are evaluated according to their definition of the course content and semester-hour awarded. Credit is given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester hours may be required to meet degree requirements of Southwest Texas Junior College.
D. Transcripts from institutions participating in the Workforce Education Course Manual (WECM) numbering system are evaluated according to their definition of the course content and semester-hour credit given. Additional semester-hours may be required to receive an Associate of Applied Science degree or Level One Certificate from Southwest Texas Junior College.
E. Courses on transcripts for which Southwest Texas Junior College does not have the equivalent are accepted by Southwest Texas Junior College and may be used when applicable (meets a social-studies, fine arts, etc. requirement) toward a degree from Southwest Texas Junior College.
F. Students may appeal their transcript evaluation to the Vice-President of Student Services. Course substitution appeals to meet Southwest Texas Junior College’s degree requirements are to be made to the Vice-President for Academic Affairs.

Catalog Eligibility for Junior College or University Transfers

A student transferring from an accredited public junior college or university has the same choice of catalog, designating degree requirements that would have been possible if the student’s dates of attendance at Southwest Texas Junior College had been the same as the dates of attendance at the other colleges. However, the student’s choice of baccalaureate major and receiving institution may affect whether or not transferable coursework may be counted toward a degree.
TSI INFORMATION
AND
DEVELOPMENTAL EDUCATION POLICIES

Southwest Texas Junior College (SWTJC) maintains an “open door” admissions policy, and as a result, students enter the college in various stages of academic preparedness. Therefore, the presence of a valid and consistent developmental education program is vital to ensure a pathway for academically underprepared students. The following Developmental Education Plan explains the basic requirements of the Texas Success Initiative (TSI) program and provides a procedural overview of the Developmental Education Program at Southwest Texas Junior College.

Mission Statement

The SWTJC Developmental Education Program provides an array of academic, advising, and administrative support services at SWTJC to help underprepared students achieve immediate and long-term academic success. The academic support services include:

1. appropriate testing and placement services
2. student-centered academic advising and counseling
3. student-centered developmental education courses in reading, writing, and mathematics
4. convenient access to computer assisted instruction and tutoring

TSI Basic Information

The Texas Success Initiative (TSI) was mandated by Texas law in 2003 and went into effect September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess academic skills needed to perform effectively in college-level coursework. TSI includes an assessment component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student. Students who do not receive the minimum required score on an approved assessment instrument are considered TSI deficient and must be:

1. Advised regarding developmental education necessary to ensure readiness in performing freshman-level academic coursework, and
2. Provided a plan which shall include developmental education and may include provisions for enrollment in appropriate non-developmental coursework.

The Developmental Education Program at SWTJC complies with the requirements of the Texas Success Initiative as outlined and explained in Title 9, Part 1, Chapter 4, Subchapter C, of the Texas Higher Education Coordinating Board (THECB) Rules.

TSI Exemptions

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements (from Title 19, Part 1, Chapter 4, Subchapter C, Rule 4.54 of the Texas Higher Education Coordinating Board (THECB) Administrative Code):

1. The following students shall be exempt from TSI requirements:
   
   1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:

5 Developmental courses, tutorials, laboratories, and other means of assistance that are included in a plan to ensure the success of a student in performing freshman-level academic coursework.
(a) **ACT**: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;

(b) **Scholastic Assessment Test (SAT)**: a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections;

(2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

(3) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

(4) A student who transfers to SWTJC from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by SWTJC.

(5) A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

(6) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at SWTJC, a public technical institute, or a public state college.

(7) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(8) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

2. Certain non-degree-seeking or non-certificate-seeking students may be exempted.

3. A student may be exempt from placement in developmental education courses if a grade of C or better has been earned in one of the courses listed below for each area of deficiency:

Reading
(1) HIST 1301, 1302 (U.S. History);
(2) ENGL 2321, 2322, 2323 (British Literature);
(3) ENGL 2331, 2332, 2333 (World Literature);
(4) ENGL 2326, 2327, 2328 (American Literature)
(5) PSYC 2301 (General Psychology);
(6) GOVT 2305, 2306

Writing
(1) ENGL 1301 (Composition I) or
(2) ENGL 1302 (Composition II)

Mathematics
(1) MATH 1332 (College Mathematics);
(2) MATH 1314 (College Algebra);
(3) MATH 1316 (Plane Trigonometry);
(4) Higher level math course that has the above as prerequisites

**Exceptions**

SWTJC offers Level I Certificates, (refer to College catalog for programs), which require 42 or less semester hours. Such students are TSI exempt, but must meet individual course TSI requirements. Students in this classification can take only classes listed in the Level I Certificate program. Enrolling in other classes requires the student to meet all TSI requirements.
Transfers

Students who have previously attended a Texas public institution of higher education and are not TSI complete or exempt from TSI requirements must test on a state approved assessment instrument. If the student fails any portion of the assessment, an appropriate developmental education plan will be required that addresses any area of deficiency.

Assessment/Testing

THECB Rule 4.55 requires that an institution assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework. SWTJC complies with this request by requiring assessment of all entering students who do not meet the TSI exemption criteria listed in section 4 above. **Entering students who are not assessed prior to the beginning of their next semester of enrollment are prohibited from registering for additional coursework.**

Students who are TSI exempt or who have been tested with an approved assessment instrument must provide SWTJC with official transcripts or score reports prior to registering for classes. It is recommended that testing be completed at least two weeks prior to registration.

The SWTJC Testing Center administers the Accuplacer. Students should request information from the SWTJC Testing Center to find out the assessment requirements and schedules.

High school and home schooled students who are not exempt from TSI requirements as described in the exemption section and who desire to attend SWTJC must be assessed prior to enrolling. High school and home schooled students are subject to the “SWTJC Academic Dual Credit Course Requirements”. A current copy can be obtained from the SWTJC Outreach Office.

Minimum Passing Standards/Determination of College Readiness

Students who meet any of the following conditions are deemed to be college ready:

1. The following minimum passing standards are used to determine a non-exempted student’s readiness to enroll in freshman-level academic coursework:
   
   (1) ACCUPLACER: Reading Comprehension 78; Elementary Algebra 81; Sentence Skills 80; and Written Essay 6.
   
   (2) THEA/Quick THEA: Reading 230; Mathematics 270; Writing 220 and Writing Sample 5; Writing sample 6 or above is passing regardless of Writing score.
   
   (3) ASSET: Reading Skills 41; Elementary Algebra 38; Writing Skills (objective) 40 and Written Essay 6.
   
   (4) COMPASS: Reading Skills 81; Algebra 39; Writing Skills (objective) 59; and Written Sample 5.

2. Students who present passing THEA test scores in an area of deficiency during the semester may exit the corresponding course with the grade “P” or may continue the course to completion.

3. Students who have completed the highest level of a developmental course with an earned grade of A, B, or C and passed the course’s comprehensive end-of-course exam will be classified as Texas Success Initiative (TSI) complete.

4. Completes the SWTJC Individual Education Plan.
Re-testing

Students who have previously tested may not retest until a minimum of 30 days have elapsed from the day of the previous test. After initial testing only, a student may retest during the first week of the semester regardless of the number of elapsed days.

Placement

Students will be initially placed in a developmental course sequence according to their state approved assessment scores. Sequences are defined as follows:

Reading - READ 0301, 0302, 0303 or READ 0101, 0102, 0103
Writing - ENGL 0301, 0302 or ENGL 0101, 0102
Mathematics - MATH 0301, 0302, 0303 or MATH 0101, 0102, 0103

Current course placement information (levels and scores) can be obtained from the SWTJC Counseling Office. The level of remediation may be modified based on instructor’s assessment and recommendation. Instructor’s assessment will take place during the first week of scheduled instruction.

Individual Student Plans

A student with one or more TSI deficiencies will be provided an individualized developmental education plan that includes developmental education and may include provisions for enrollment in appropriate non-developmental coursework. Each plan for academic success will be designed on an individual basis to provide the best opportunity for the student to succeed in performing freshman-level academic coursework. The student’s individual education plan and the TSI requirements will be updated on a regular basis and made available to the student. SWTJC will consider all federal laws pertaining to individuals with disabilities when assessing and advising such students. The individual education plan will adhere to the following requirements:

(a) The student will be required to remediate in all areas of TSI deficiency until the student is college ready.

(b) A student who is deficient in reading must be continuously remediated in reading.

(c) Full-time students who are deficient in two or more areas must be remediated in at least two areas and enroll in a college success skills course.

(d) Part-time students will be required to maintain a reasonable ratio of developmental education classes.

Advisement

SWTJC requires developmental education advisement for any student who fails to achieve a passing score on any component of the initial assessment instrument. A student who has not fulfilled TSI requirements must register in-person (not online) and is required to meet with a counselor or advisor to review his/her degree plan and individual education plan.

Support Services

SWTJC offers support services for students in the following areas:

1. Academic advisement
2. Career counseling
3. Crisis and personal counseling (referrals)
4. Referral to, and partnerships with, community agencies

---

6 Developmental courses, tutorials, laboratories, and other means of assistance that are included in a plan to ensure the success of a student in performing freshman-level academic coursework.
Attendance

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

The instructor of a developmental education course may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six from a class that meets three times per week (typical MWF schedule), (b) four from a class that meets two times per week (typical TTH schedule), (c) two from a class that meets once per week (typical evening course), and (d) three from a summer class. Attendance counting begins on the official first day of the class. When an instructor requests the withdrawal (drop) on excessive absences of a student from a course, a grade of EW will be given to the student. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the total except when prohibited by State law or statute.

College policy requires that faculty report student attendance at the end of the third and eighth week. Based on this report, the college will review and assess the situation of students not showing regular attendance and withdraw students who do not take corrective action. At times other than these, the option of forced withdrawal is left to the course instructor (see above).

Students who are TSI deficient and whose individual education plan calls for enrollment in one or more developmental education courses must remain enrolled in at least one developmental education course or be withdrawn from all classes.

Restricted Access to College Level Courses

All students regardless of TSI status must observe college course prerequisites, co-requisites, and TSI requirements as described in the current college catalog.

CREDIT BY EXAMINATION

Southwest Texas Junior College provides students with the opportunity to earn Credit By Examination. Any college student may receive credit in certain courses subject to the requirements and policies below.

General Requirements

To receive Credit By Examination a student must meet the following general requirements:

1. The student must be enrolled in SWTJC.
2. The student must be TSI complete in all areas.
3. The students must have completed at least six semester credit hours at SWTJC through regular coursework.
4. Credit By Examination awards are limited to 24 semester credit hours.
Departmental Examinations

Any student with a composite score of 18 on the ACT will be allowed to take departmental exams in those courses where exams are offered. Scores on these departmental exams will be used by the individual departments for grade determination for the student in a particular course. These grades will be recorded on the transcript with the designation of A, B, C, or F. The departmental tests will be given the second week of June and the third week of July. Standardized tests are available at the present time for the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>1301-1302</td>
<td>History</td>
<td>1301-1302</td>
</tr>
<tr>
<td>Biology</td>
<td>1411-1413</td>
<td>Government</td>
<td>2305-2306</td>
</tr>
</tbody>
</table>

ACT Program Examination

Scores from the ACT Program will be used in giving credit for ENGL 1301 as follows:

Standard Score of 29 – Grade A  
Standard Score of 27 – Grade B

SAT Program Examination

Scores from the SAT Program will be used in giving credit for MATH 1314 as follows:

SAT – MATHEMATICS GENERAL EXAM

<table>
<thead>
<tr>
<th>SAT – MATHEMATICS</th>
<th>Score</th>
<th>Sem. Cr. Hrs</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1314</td>
<td>500-560</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>561-800</td>
<td>3</td>
<td>A</td>
</tr>
</tbody>
</table>

College Entrance Examination Board (CEEB) Examinations

Credit by Examination from the College Entrance Examination Board (CEEB) will be awarded as follows:

<table>
<thead>
<tr>
<th>Advanced Placement Exam (A.P.E.)</th>
<th>Score</th>
<th>Semester Credits</th>
<th>Hour</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY</td>
<td>4</td>
<td>BIOL 1406</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>CALCULUS-AB</td>
<td>4 or 5</td>
<td>MATH 2413</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>CALCULUS-BC</td>
<td>3</td>
<td>MATH 2413</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>CALCULUS-BC</td>
<td>4 or 5</td>
<td>MATH 2413-14</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>3</td>
<td>CHEM 1311</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>4</td>
<td>CHEM 1311</td>
<td></td>
<td>A, B</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>5</td>
<td>CHEM 1311-12</td>
<td></td>
<td>A, A</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>4</td>
<td>ENGL 1301-2</td>
<td></td>
<td>A, B</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>5</td>
<td>ENGL 1301-2</td>
<td></td>
<td>A, A</td>
</tr>
<tr>
<td>HISTORY</td>
<td>3</td>
<td>HIST 1301</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>HISTORY</td>
<td>4</td>
<td>HIST 1301-2</td>
<td></td>
<td>A, B</td>
</tr>
<tr>
<td>HISTORY</td>
<td>5</td>
<td>HIST 1301-2</td>
<td></td>
<td>A, A</td>
</tr>
<tr>
<td>PHYSICS-B</td>
<td>4</td>
<td>PHYS 1401</td>
<td></td>
<td>A, B</td>
</tr>
<tr>
<td>PHYSICS-B</td>
<td>5</td>
<td>PHYS 1401-2</td>
<td></td>
<td>A, A</td>
</tr>
<tr>
<td>SPANISH</td>
<td>4</td>
<td>SPAN 1411-12</td>
<td></td>
<td>A, B</td>
</tr>
<tr>
<td>SPANISH</td>
<td>5</td>
<td>SPAN 1411-12</td>
<td></td>
<td>A, A</td>
</tr>
</tbody>
</table>

Ninety Minute English Composition

<table>
<thead>
<tr>
<th>Ninety Minute English Composition</th>
<th>Score</th>
<th>Semester Hours Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>521-565</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>566-610</td>
<td>3</td>
<td>A</td>
</tr>
</tbody>
</table>

CEEB – SAT (English)

<table>
<thead>
<tr>
<th>CEEB – SAT (English)</th>
<th>Score</th>
<th>Semester Hours Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>575-600</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>601-625</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ENGL 1301 &amp; 1302</td>
<td>626-675</td>
<td>6</td>
<td>A, B</td>
</tr>
<tr>
<td>ENGL 1301 &amp; 1302</td>
<td>676-800</td>
<td>6</td>
<td>A, A</td>
</tr>
</tbody>
</table>

1 Some institutions will not accept semester hours granted by Standardized Test Scores.
**College Level Exam Program (CLEP) Examination**

The College Level Exam Program (CLEP) awards three to eight semester hours of credit depending on course. Credit by Examination for the CLEP – a letter grade is awarded for the following scaled scores:

### CLEP – SUBJECT EXAM

<table>
<thead>
<tr>
<th>SUBJECT - SWTJC COURSE</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTORY ACCOUNTING - ACCT 2401</td>
<td>59</td>
<td>52</td>
<td>47</td>
</tr>
<tr>
<td>FEDERAL GOVERNMENT – GOVT 2305</td>
<td>58</td>
<td>55</td>
<td>47</td>
</tr>
<tr>
<td>AMERICAN HISTORY - HIST 1301</td>
<td>59</td>
<td>53</td>
<td>46</td>
</tr>
<tr>
<td>AMERICAN LITERATURE - ENGL 2327</td>
<td>57</td>
<td>50</td>
<td>46</td>
</tr>
<tr>
<td>BIOLOGY - BIOL 1406</td>
<td>61</td>
<td>53</td>
<td>49</td>
</tr>
<tr>
<td>GENERAL CHEMISTRY - CHEM 1311/1111</td>
<td>65</td>
<td>53</td>
<td>48</td>
</tr>
<tr>
<td>FRESHMAN ENGLISH - ENGL 1301</td>
<td>62</td>
<td>55</td>
<td>50</td>
</tr>
<tr>
<td>GENERAL PSYCHOLOGY - PSYC 2301</td>
<td>55</td>
<td>51</td>
<td>47</td>
</tr>
<tr>
<td>COLLEGE SPANISH I &amp; II - SPAN 1411-12</td>
<td>60</td>
<td>55</td>
<td>50</td>
</tr>
<tr>
<td>INTRODUCTORY SOCIOLOGY - SOCI 1301</td>
<td>65</td>
<td>55</td>
<td>47</td>
</tr>
<tr>
<td>TRIGONOMETRY - MATH 1316</td>
<td>62</td>
<td>55</td>
<td>49</td>
</tr>
<tr>
<td>WESTERN CIVILIZATION - HIST 2311</td>
<td>63</td>
<td>56</td>
<td>50</td>
</tr>
</tbody>
</table>

**International Baccalaureate Diploma (IBD)**

In compliance with Senate Bill 111, Southwest Texas Junior College offers at least 24 hours of credit to all IB diploma candidates with subject exam scores of 4 or higher. However, course credit does not have to be awarded on any IB exams where a score earned is a 3 or less. Students must submit an IB transcript to Southwest Texas Junior College and must show proof of meeting the Texas Success Initiative (TSI) requirements prior to enrollment. Southwest Texas Junior College and SACS (Southern Association of Colleges and Schools/Commission on Colleges) policies require students who plan to graduate with an A.A. or A.A.S. degree to complete 25% of the required semester credit hours at SWTJC. Credit with a grade of "P" will be awarded for course work according to the following table.

### IBD – SUBJECT EXAM

<table>
<thead>
<tr>
<th>IBD SUBJECT AREA</th>
<th>IBL SCORE</th>
<th>SWTJC COURSER</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATHEMATICS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS (HL)</td>
<td>4 or higher</td>
<td>MATH 1314 &amp; 1316</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS WITH FURTHER MATHEMATICS</td>
<td>4 or higher</td>
<td>MATH 1314, 1316, &amp; 2342</td>
<td>9</td>
</tr>
<tr>
<td>MATHEMATICAL METHODS</td>
<td>4 or higher</td>
<td>MATH 2413</td>
<td>4</td>
</tr>
<tr>
<td>MATHEMATICAL STUDIES</td>
<td>4 or higher</td>
<td>MATH 1325</td>
<td>3</td>
</tr>
<tr>
<td>MODERN LANGUAGES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LANGUAGE A1 OR A2 (SL)</td>
<td>4 or higher</td>
<td>SPAN 1411 &amp; 1412</td>
<td>8</td>
</tr>
<tr>
<td>SPANISH</td>
<td>4 or higher</td>
<td>SPAN 1411, 1412, 2311, &amp; 2312</td>
<td>14</td>
</tr>
<tr>
<td>LANGUAGE B (HL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPANISH</td>
<td>4 or higher</td>
<td>SPAN 1411 &amp; 1412</td>
<td>8</td>
</tr>
<tr>
<td>LANGUAGE B (SL)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### COLLEGE PREPARATION

The Texas Higher Education Coordinating Board requested each college and university to outline a preparatory program in its catalog as a recommended preparation for high school students. In addition, open door institutions, such as community and technical colleges, are also encouraged to include the college preparatory program and the Local Articulation program in their catalog. This is a recommended preparation for high school students entering transfer technical and Local Articulation degree programs.

**COLLEGE PREPARATION PROGRAM**

<table>
<thead>
<tr>
<th><strong>CORE CURRICULUM</strong></th>
<th><strong>CREDITS</strong></th>
<th><strong>COURSES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPUTER SCIENCE</strong></td>
<td>0-1</td>
<td>Demonstrated Proficiency at Level I</td>
</tr>
<tr>
<td><strong>ENGLISH/LANGUAGE ARTS</strong></td>
<td>4</td>
<td>English I, II, III, &amp; IV</td>
</tr>
<tr>
<td><strong>FINE ARTS</strong></td>
<td>½</td>
<td>½ Credit Minimum</td>
</tr>
<tr>
<td><strong>FOREIGN LANGUAGE</strong></td>
<td>3</td>
<td>Levels I, II, &amp; III, Proficiency of the Same Language</td>
</tr>
<tr>
<td><strong>HEALTH</strong></td>
<td>½</td>
<td>½ Credit Minimum</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>2</td>
<td>Algebra I, Geometry</td>
</tr>
<tr>
<td><strong>PHYSICAL EDUCATION</strong></td>
<td>1 ½</td>
<td>1 ½ Credits</td>
</tr>
<tr>
<td><strong>SCIENCE</strong>*</td>
<td>2</td>
<td>Physical Science, Biology I &amp; II, Chemistry I &amp; II, Physics I &amp; II</td>
</tr>
<tr>
<td><strong>SOCIAL STUDIES</strong></td>
<td>4</td>
<td>U.S. History (1), U.S. Government (½), World History Studies (1), World Geography (1), Economics (½)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18 ½</strong></td>
<td>* Courses to be selected from the State Board of Education approved courses; excluding applied and introductory courses. The above science courses have been approved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ADDITIONAL COURSE WORK</strong>*</th>
<th><strong>COURSES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>2 ½</td>
</tr>
<tr>
<td><strong>FINE ARTS</strong></td>
<td>½</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24 ½</strong></td>
</tr>
</tbody>
</table>

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* Courses to be selected from the State Board of Education approved courses; excluding applied and introductory courses. The above science courses have been approved.

**ADDITIONAL COURSE WORK***
TECHNICAL PREPARATION (LOCAL ARTICULATION) PROGRAM

ADDITIONAL COURSE WORK*

<table>
<thead>
<tr>
<th>19 tac, Chapter 75 courses</th>
<th>ADDITIONAL CR.</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVES</td>
<td>As Appropriate</td>
<td></td>
</tr>
<tr>
<td>ENGLISH/LANGUAGE ARTS</td>
<td></td>
<td>Substitutions for English IV as required for a specific Local Articulation program (e.g. Research/Technical Writing, Business Communications, Introduction to Speech Communications, Public Speaking)</td>
</tr>
<tr>
<td>FINE ARTS</td>
<td></td>
<td>As Appropriate</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>1</td>
<td>1 Minimum credit, as required by a specific Local Articulation program, or Algebra II, Pre-Calculus, Trigonometry, Elementary Analysis, Analytic Geometry, or Advanced Mathematics for Business. An additional fourth math credit may be required.</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>1</td>
<td>1 Minimum credit may be required for a specific Local Articulation program</td>
</tr>
<tr>
<td>SPECIALTY</td>
<td>3</td>
<td>A specified coherent sequence of technology course required for a specific Local Articulation program</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24 ½</td>
<td>* Not presented to the Texas Higher Education Coordinating Board for action as of 07/07/92</td>
</tr>
</tbody>
</table>

LOCAL ARTICULATION ADVANCED PLACEMENT

A registered Local Articulation student who completes the first year of a SWTJC Local Articulation certificate or degree program may apply to change articulated high school course grades from “P” to a letter grade equal to a “C” or the letter grade equivalent of the student’s first year GPA, whichever is greater. The GPA is rounded to the next highest whole number to determine the letter grade. For instance, a GPA of 3.25 is rounded to 4.00 and entered as the letter grade A. The student’s written application must be approved by (1) a College instructor in the student’s Local Articulation program who is personally familiar with the student’s capabilities and the competencies associated with the articulated courses, and (2) a College administrator, preferably either the Vice-President for Academic Affairs or the Outreach Director. Upon approval, the student’s transcript will be changed to reflect the new grade(s). To begin the application process, the student should contact a counselor or the Technical Education Director.

A registered Local Articulation student who completes at least six hours of coursework at SWTJC and who has received a recognized certification or licensure associated with an articulated course may apply for a grade change from “P” to a letter grade. The table below gives the recognized certification and licensures along with corresponding grade change equivalencies. To begin the application process, the student should contact a counselor or the Technical Education Director.

<table>
<thead>
<tr>
<th>Certification/Licensure</th>
<th>Examination Score</th>
<th>Grade Equivalent</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Correctional Officer</td>
<td>Not Applicable</td>
<td>B or Articulated Course Grade Whichever is greater</td>
<td>CJCR 1300</td>
</tr>
</tbody>
</table>
QUALITY INSTRUCTION!

We have an outstanding faculty of instruction. All of our academic instructors have at least a master’s degree in their field and many hold doctorates. Class size averages 25 students which makes it possible for instructors to get to know students on an individual basis. We encourage students to earn the Associate of Arts, Associate of Science or the Associate of Applied Science degrees. More than 300 students annually receive associates degrees at SWTJC.
ATTENDANCE/WITHDRAWAL POLICY

Academic Integrity Statement

Academic integrity is highly valued in our campus community. Academic integrity directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at Southwest Texas Junior College. Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

Class Attendance

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed because of an absence. Any class work missed because of an absence and not subsequently completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work for absences is administered is left to the professional discretion of the individual faculty member. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences except when prohibited by State law or statute. According to State law there may be a valid reason for a student’s absence from class. Acceptable reasons are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the responsibility of the student to inform the instructor of an excused absence related to one or more of the aforementioned categories and to ask for make-up work.

An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTJC criteria for “Excessive Absences” and the student has failed to make the appropriate contact with the Instructor regarding the validity of the absence and the need for make-up work. The SWTJC definition of “Excessive Absences” is when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six absences from a class that meets three times per week (typical MWF schedule), (b) four absences from a class that meets two times per week (typical TTH schedule) and, (c) two absences from a class that meets once per week (typical evening course). Attendance counting begins on the official first day of class. When a student reaches the "Excessive Absence" threshold, the instructor may request that the student be reported to the Vice-President for Academic Affairs. The "Excessive Absences Form" is used for this purpose. If the absences continue, the instructor may initiate a forced withdrawal by using the "Class Withdrawal Form." Following agreement by the Vice-President for Academic Affairs, the student will be dropped from the class. When an instructor requests the forced withdrawal of a student from a class, a grade of “EW” will be considered if the student has at the time of the request a class grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of “F” will be given.

For Students Enrolled in Developmental Classes

For students who have not met college TSI requirements, a special attendance policy applies. See the subsection “Attendance” on the section “TSI Information and Policies.”

MINIMUM SCHOLASTIC STANDARDS

In order to remain in Academic Good Standing, students must maintain a minimum semester and overall GPA of 2.0. Students who fail to maintain this minimum standard will be placed on Scholastic Probation or Scholastic Suspension, as appropriate. In determining whether a student will be placed on probation or suspension, all grades except W, EW, NP, P, or I, will be used in computing GPA. Students are responsible for knowing their scholastic standing. Ineligible students who register with the college will be subject to dismissal with forfeiture of all tuition and fees.
Requests for exceptions to the following policies and procedures must be made in writing to the Vice-President for Academic Affairs.

**Scholastic Probation**

Scholastic Probation is an emphatic warning that the quality of the student’s work has not met minimum scholastic standards. A probationary status is an opportunity for students to continue at SWTJC in order to improve their scholastic performance. Students will be placed on scholastic probation at the end of any semester if their semester OR overall GPA is less than 2.0. Students on Scholastic Probation may register after meeting with an academic advisor.

A student on probation will be limited to enrolling in no more than 12 semester credit hours during a regular term and 3 semester credit hours during a summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students will be encouraged to re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.

**Removal from Scholastic Probation**

A student on Scholastic Probation returns to Academic Good Standing by earning a GPA of 2.0 or higher in the next semester of enrollment AND by having an overall GPA of 2.0 or higher. A student continues on academic probation while either the current semester or the overall GPA is less than 2.0.

**Scholastic Suspension**

A student on Scholastic Probation who fails to earn at least a 2.0 GPA for the next semester of enrollment AND who fails to earn an overall GPA of at least 2.0 by the end of that semester will be placed on scholastic suspension. The student will not be permitted to enroll at SWTJC until a Fall or Spring semester has elapsed.

**Appeal of Scholastic Suspension**

A student placed on Scholastic Suspension may appeal to the Vice-President for Academic Affairs or an appropriate designee. The appeal must be in writing. The “Scholastic Suspension Appeal Form” is available online.

If the Vice-President for Academic Affairs grants the student’s appeal, the student will be admitted under Conditional Probation. If the student’s appeal is denied, the student may appeal to the Academic Appeals Committee. If the appeal is denied by the Committee, the student shall be informed of the right of appeal to the President of the College.

**Conditional Probation**

If the appeal is approved, the student will be admitted under Conditional Probation. A student on Conditional Probation will be limited to enrolling in no more than 6 semester credit hours during any long term and no more than 3 semester credit hours during any summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students must re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.
5. Other conditions may apply as deemed appropriate.

If the student’s semester GPA while on Conditional Probation equals or exceeds 2.0, the student will advance to Scholastic Probation. If the student’s semester GPA is below 2.0, the student will be placed on Scholastic Suspension.

**Removal from Scholastic Suspension**

A student enrolling after a Fall or Spring semester’s lapse due to Scholastic Suspension will automatically be placed on Conditional Probation.

**Admission Following a Scholastic Suspension at Another College**

Students who are on Scholastic Suspension at another college or university may be admitted to SWTJC through the following procedure:

1. Each student must appeal in writing for admission to the Vice-President for Academic Affairs or an appropriate designee.
2. If denied admission by the Vice-President, the student may appeal to the Academic Appeals Committee.
3. In case of denial of admission by the Committee, the student shall be informed of the right of appeal to the President of the College.

**GRADE POINT AVERAGES USED AT SOUTHWEST TEXAS JUNIOR COLLEGE**

**Courses Used**

<table>
<thead>
<tr>
<th>GPA</th>
<th>SWTJC Academic</th>
<th>SWTJC Developmental</th>
<th>Transfer Academic</th>
<th>Transfer Developmental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>SWTJC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>College Level Course</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Sexual Assault**

Southwest Texas Junior College reaffirms the principle that students, faculty, and staff have a right to be free from any form of sexual offense. Sexual offenses are unacceptable and they will not be tolerated. They are also unlawful.

Sexual assaults include rape, sexual battery, corruption of a minor, gross sexual imposition and public indecency.

Any student or employee who believes a sexual offense has occurred is strongly encouraged to report the matter promptly and to preserve any evidence intact.

Resident students should also report any sexual offenses to the most readily available hall director or resident assistant.

Complaints involving sexual abuse will be reported to the police who will take action pursuant to civil law. Victims should contact the police regardless of whether they intend to press charges. It is important that reporting the incident does not obligate the victims to press charges. Going to the hospital does not mean that the victim will have to press charges.

Victims should consider seeking support from a relative, resident assistant, good friend or counselor.

Complaints of sexual offense will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be respected in so far as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited.
A victim who wishes to file an informal or formal complaint of sexual assault against a student should notify the Vice-President of Student Services, who will usually conduct the investigation and any hearing.

Possible sanctions for students found guilty of sexual offenses include those cited in the sanctions portion of the student conduct code in the student handbook.

**Medical Probation**

A student may be placed on medical probation by the Vice-President of Student Services or the Health Committee. Any action of the Vice-President of Student Services or Health Committee may be appealed to the President of the college, and a final appeal may be made to the Board of Trustees.

**Medical Suspension**

Recommendations to suspend a student are made by the Vice-President of Student Services and forwarded to the Health Committee. Students may be suspended by the Health Committee only. Appeals of suspension made by the Health Committee will be forwarded to the President of the college. Appeals of the President’s decision may be forwarded to the Board of Trustees.

**COMPUTER ETHICS POLICY**

Southwest Texas Junior College has adopted a *College Code of Computer Ethics* that is published in the college policy manual. Violations of the code are treated like any other ethical violation as outlined in the Student Handbook and applicable faculty and staff handbooks. The code is based upon information borrowed, with permission, from Iowa State University and EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education. An overview of the code is presented in this catalog. Complete copies of the code are available from the college administration.

**Overview**

The college *Code of Computer Ethics* recognizes that respect for intellectual labor and creativity is crucial to educational activities at the college. Work produced by individuals with the help of computers should be respected for the (a) right to acknowledgement (of author), (b) right to privacy, and (c) right to determine the form, manner and terms of publication and distribution. Because electronic information is so easy to reproduce, it is especially important to be careful to adhere to copyright laws and avoid plagiarism. It is also important to only use computer facilities and access files with the owner’s permission. College computing facilities are a valuable resource and should be used appropriately for educational purposes. Southwest Texas Junior College policies regarding the use of facilities and the ethics of personal behavior apply to the use of all forms of electronic communication. Certain types of communications are expressly forbidden including the random mailing of messages, sending obscene, harassing, or threatening material, or the use of the facilities for commercial or political purposes.
CHANGES AND WITHDRAWALS

Adding, Dropping

Courses may be added, changed, or dropped in the Registrar’s Office. Under special circumstances and with prior approval from the Registrar’s office, a student may drop a course by fax. Please include all personal and course information on the request. Consult academic calendar for date regulations. Late registration, drops and adds will be allowed for only two days following regular registration. Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting. A student who withdraws from a class during the first twelve weeks of the semester until the published last day to withdraw will receive a W for that class. No withdrawals are allowed after the withdrawal deadline published in the Academic Calendar. As mandated by the Texas Higher Education Coordinating Board, the withdrawal deadline is determined at the 75 percent point of a course. After the withdrawal deadline students will receive a grade of A, B, C, D, F or I.

Six Course Drop Rule Policy

Senate Bill (SB) 1231 was passed by the 80th Texas Legislature. This bill provides that, except for several specific instances of good cause, undergraduate students enrolling as first-time freshmen at a public institution of higher education in Fall 2007 or later will be limited to a total of six dropped courses during their entire undergraduate career.

As a result of this bill, Southwest Texas Junior College will not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education. All courses dropped after the Official Census Date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons and for that reason the student could not satisfactorily complete the course:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;
2. The student’s responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student’s ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause;
5. The course is dropped while the student is still in high school;
6. The course dropped is repeated and passed;
7. The change of the student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete the course; or
8. Other good cause as determined by Southwest Texas Junior College.

For purposes of this section, a “member of the student’s family” is defined to be the student’s father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, or step-sibling; a “person who is otherwise considered to have a sufficiently close relationship to the student” is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution, on a case-by-case basis.

This policy affects those beginning with entering first-time-in-college freshmen Fall 2007. Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses
without an approved Drop Exception will incur drop restrictions during all subsequent semesters and may incur other enrollment limitations or requirements.

SWTJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution’s policies and penalties for dropping courses and for approving Drop Exceptions. This policy is in accordance with Section 51.907 of the Texas Education Code.

Withdrawals from the college

Students wishing to withdraw from the college for the remainder of a semester must complete an Exit Questionnaire at the Registrar’s Office. Students who do not follow this procedure will receive an F in all courses registered for that semester. Merely discontinuing class attendance does not constitute a drop or withdrawal. Students should clear all outstanding charges due the institution to avoid holds on official records.

Withdrawals from the college before the end of the twelfth week of the semester will show a W for each subject on the student’s record. Students who withdraw from the college during the thirteenth through the fifteenth week (prior to final exam week) will receive a grade as determined by the instructor.

Time Limitation on Appeals for Grade Changes

The college has established a time limitation for a student to appeal for a grade change. An incorrectly assigned grade may be appealed by a student up to the end of one academic year following the incorrect award.

Students Entering Military Service

Students who have been called to active duty during the semester will be given credit for the courses if they: (1) covered the essential phase of the work, (2) attended at least one-half of the semester, and (3) made satisfactory progress and received authorization from the Vice-President for Academic Affairs.

Access and Privacy of Records

The Family Educational Rights and Privacy Act of 1974, grants students four rights:

1) Right of access to their educational records.
2) Colleges must seek a student’s consent before records are released to third parties.
3) Students have the right to challenge any inaccurate, misleading or inappropriate information in their educational records.
4) Colleges are required to inform students of these access and privacy rights guaranteed by FERPA.

Under this act, certain protected classes of information cannot be released to any third party without the specific written release from the eligible student. Protected classes under FERPA include any information concerning a particular student’s grades, grade point averages, social security number, courses, and other “protected student records” maintained by the college.

FERPA, however, is not a total block on release of student information. The act also provides for the release of “Directory Information” which does not fall under the protected classification. The only time that “Directory Information” may not be released under FERPA occurs when a student has specifically requested in writing that they want no information released without their written consent. A student may do this by submitting this written request to admissions/records personnel. Otherwise, the following “directory information” is allowed to be released:

1. Student’s name
2. Student’s address
3. Student’s telephone
4. Student’s date of birth
5. Student’s major field of study
6. Student’s dates of attendance
Classification of Students

A student who has completed 0-24 semester hours of work, exclusive of Physical Education (KINE) is classified as a freshman. A student who has completed 25 or more semester hours but not more than 60, exclusive of KINE, is classified as a sophomore. Any student taking 12 semester hours will be considered a full-time student.

Students normally carry a minimum of five college courses per semester in addition to the required physical education. Students with inadequate scores on placement examinations may be placed in special English, Math and Reading sections and limited to 17 semester hours. Students are expected to spend an average of two hours preparation for each hour of recitation.

GRADES AND GRADE REPORTS

College level course grades are designated in terms of letters and grade points, which may be interpreted according to the following chart. Grade point averages are computed by assigning value to each grade as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent (90-100)</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good (80-89)</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average (70-79)</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing (60-69)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure (59-Below)</td>
<td>0</td>
</tr>
<tr>
<td>Q</td>
<td>Failure based on attendance</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>(Conditional/Incomplete)</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>0</td>
</tr>
<tr>
<td>EW</td>
<td>Administrative withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported by Instructor</td>
<td>0</td>
</tr>
<tr>
<td>CIP</td>
<td>Course in Progress</td>
<td>0</td>
</tr>
<tr>
<td>Z</td>
<td>Not counted as courses attempted</td>
<td>0</td>
</tr>
</tbody>
</table>

I becomes F if the work is not completed during the designated six-week grace period. The six-week period is to be counted from the beginning of the following semester (including summer school). Mid-term and final grades can be retrieved via WebAdvisor at www.swtjc.net. Please note: Grading policies may vary depending on program. See individual programs in this catalog for specific information.

Developmental courses (college preparatory) are graded on an A, B, C, F, Q, I, P, or W basis. Developmental courses are calculated in the GPA. The grade of EW is for Enforced Withdrawal. Grade point averages are computed by assigning values to each grade as follows:

A ......................... 4 points  F ......................... 0 points  P ......................... 0 points
B ......................... 3 points  Q ......................... 0 points  W ......................... 0 points
C ......................... 2 points

Refer to chart outlining “Grade Point Averages used at SWTJC” previously listed.

In calculating the GPA under the above system, a student with 12 hours of A’s and 3 hours of F’s would have 48 grade points divided by 15 semester hours, thus a GPA of 3.20 for the semester hours attempted. Under this system, a student must have at least a 2.00 for the C average required for graduation. Courses for which the student receives a W, P, or NP, will not be included in determining semester hours attempted for GPA calculation purposes. A GPA below 2.00 is less than a C average. In order for students to graduate from SWTJC, they must have a minimum of two grade points for each semester hour of work based on the college level GPA.
If students repeat a course for which they have credit, the best grade received is the permanent grade for the course. The previous grade must stay on the permanent record, but is not included in determining the GPA.

EXAMINATION POLICIES

A final examination on each course is given at the end of each semester during the officially scheduled “Final Exam Period.” Other examinations are given at the discretion of the instructor. A student who must be absent from a final examination should petition the Vice-President for Academic Affairs for permission to postpone the examination. Postponed examinations must be taken within six weeks from the beginning of the following semester. A student absent without permission from the final examination is graded F. Faculty members may administer the final examination to a student at any time during the semester after the twelfth class day, at their own discretion. This would be done in the case of an outstanding student who has completed the requirements of the course in a very short time.

STUDENT HONORS

Honor Graduates

Students satisfying the requirements for the A.A., A.A.T., A.S., and A.A.S. degree with the following GPA will graduate as follows:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Honors Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90 to 4.00 GPA</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.70 to 3.89 GPA</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.60 to 3.69 GPA</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

Honor Roll

The Vice-President’s Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work, excluding all developmental hours, and who make a GPA of 3.60 or better on their semester grades. The Vice-President’s Honor Roll is published as soon as possible after the close of the fall or spring semesters.

The President’s Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work, excluding all developmental hours, and who make a GPA of 4.0 on their semester grades. The President’s Honor Roll is published as soon as possible after the close of the fall or spring semesters.

AUDITING COURSES

Southwest Texas Junior College discourages auditing of college courses. However, day or evening students who desire to audit a course may be permitted to do so at the discretion of the Vice-President for Academic Affairs, provided that space is available for them in the desired class. Audit students will be required to pay the regular tuition and fees. No more than one course may be audited in any one semester. Under no circumstances can credit be given at any time for college work done as an audit.
Handling the costs of your education, on top of other financial responsibilities, is tough. That’s where we can help! Thousands of our students receive financial aid each year with the hands-on help of our financial aid staff. Eligible students can receive financial aid from the federal and state government, from SWTJC or from private sources. Work study positions are also available for students to earn extra money. Visit with our financial aid office for more information about financing your college education.
## TUITION AND FEE SCHEDULES
### PER SEMESTER

<table>
<thead>
<tr>
<th>Sem</th>
<th>IN-DISTRICT</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>OUT-OF DISTRICT</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Tuition</td>
<td>Registration Fee</td>
<td>General Use Fee</td>
<td>Technology Fee</td>
<td>Campus Access Fee</td>
<td>Total*</td>
<td>Hours</td>
<td>Tuition</td>
<td>Registration Fee</td>
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<td>1</td>
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<td>3</td>
<td>2</td>
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<td>4</td>
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<td>52.00</td>
<td>32.00</td>
<td>5.00</td>
<td>350.00</td>
<td>4</td>
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### NOTES:
* This total does not include lab fees or other miscellaneous fees.

**NOTE:** Students taking a course previously attempted two or more times at SWTJC will be assessed tuition for that course equal to the out-of-state rate.
TUITION AND FEE SCHEDULES
PER
SEMESTER

NON-RESIDENT
(OUT OF STATE & FOREIGN STUDENTS)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>General Use Fee</th>
<th>Technology Fee</th>
<th>Campus Access Fee</th>
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NOTES:

* This total does not include lab fees or other miscellaneous fees.

NOTE: Students taking a course previously attempted two or more times at SWTJC will be assessed tuition for that course equal to the out-of state rate.
### SPECIAL FEES AND CHARGES

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<tr>
<th>Fee Description</th>
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<tr>
<td>Registration Fee -- $ 8.25 per semester hour <em>(The registration fee includes all library and activity fees)</em></td>
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<td>Internet Fee</td>
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<td>Change of Schedule - this fee is waived by the Registrar if the schedule change is made or recommended by the college</td>
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<td>Graduation Tuition <em>(Diploma)</em></td>
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<td>Reinstatement Fee</td>
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<td>General Use Fee -- per semester hour</td>
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<td>Out-of-District Tuition -- per semester hour</td>
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<td>Technology Fee -- per semester hour</td>
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<td>Bad Check Fee -- per insufficient funds check returned to the college</td>
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<td>Health Fee -- required from all day students attending the Uvalde campus</td>
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<td>ID - Meal Ticket Replacement Fee</td>
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<td>ID – Student ID Fee</td>
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<td>Supply Fees-- Welding</td>
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<td>Laboratory Fees -- See Course Description section of the catalog for assessment of lab fees per course.</td>
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<td>Cooperative Education Fees -- See Course Description section of the catalog for assessment of coop fees per course.</td>
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<td>Allied Health Fee</td>
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**General Property Deposit**

A General property deposit of $10 is required of every student enrolled. This deposit will be refunded in full to students at the end of their enrollment at SWTJC, when they present a clearance slip to the Business Office, indicating that they are clear in all departments. A general property deposit, which remains without call for refund for a period of four years from the date of last attendance at the college, shall be forfeited. The deposit shall become a part of the Pioneer Scholarship Fund.

**Dormitory Deposit**

A $95 room deposit, a $10 key deposit, and a $10 mail key deposit are required of all students residing in the college’s dormitories. An application for admission to the college must be submitted before a dorm deposit will be accepted. This deposit or unused portion of the deposit is refundable when students terminate their education at SWTJC. A written request for a refund must be made within two years of the last date of attendance.

If a room is reserved for a student who does not occupy this room or moves out before the end of the semester, the deposit is forfeited. Requests for refund must be received in writing by August 1 of each fall semester and January 1 of each spring semester to prevent loss of deposit.

**Room and Board**

As of January 2012, all entering students including first-time college students, transfer students, or students returning to college after a break in enrollment of at least one fall semester are required to have a bacterial meningitis vaccine at least 10 consecutive days prior to the first day of the semester for which they are enrolling. Students will not be able to attend classes until proof of vaccination is on file with the Admissions Office.

Room and board are computed on the semester basis and may be paid by the semester or three installments. The room and board payment schedule per semester is as follows:

- **Plan I** ................................................................. $1800 (total)

  Or

- **Plan II (three installments)** ......................... $1800 (total)
  - First Installment ......................................................... $720
  - Second Installment ..................................................... $540
  - Third Installment ...................................................... $540

Room and board per summer session is $800.00, which is paid at the time of registration.

Private dorms are based on availability. The cost per semester is an additional $1000 and an additional $500 per summer session.

**Tuition Rebate**

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few extraneous courses as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

The program is authorized by Section 54.0065 of the Texas Education Code. To be eligible for rebates under this program, students must meet **ALL** of the following conditions:

1. they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
(2) they must have received a baccalaureate degree from a Texas public university,

(3) they must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree and,

(4) they must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

In order to facilitate students participating in this program, Southwest Texas Junior College will provide opportunities for students to enroll in the equivalent of at least 12 semester credit hours that apply toward their degrees during each fall and spring semester. If you are interested in finding out more about this program, please contact one of the counselors at Southwest Texas Junior College.

Senior Citizens Audit Class

Senior citizens (age 62) may enroll in courses up to six hours of credit without payment of tuition if class space is available.

Tuition and Fee Installment Plan/Ecashier

A tuition installment plan is available for students enrolled in a regular 16-week term for payment of tuition and fees. The installment plan is offered prior to the first day of classes via the e-cashier link on www.swtjc.net.

Any balance over 60 days past due will be referred to a collection agency and additional collection fees will be added. The account holder will be liable for those fees.

Payment Methods

Southwest Texas Junior College accepts cash, checks money orders, and cashier’s checks. Major credit cards accepted are Visa, MasterCard, Discover and American Express.

Students have two payment options they may choose:

Ecashier is available through the college website, www.swtjc.net. Ecashier is to pay tuition as an installment plan or to pay in full with a $2.00 fee.

Ecommerce is available through WebAdvisor on the college’s website. This payment method is to pay tuition in full without a fee.

Restitution of funds is the responsibility of the student when a bank returns a check. A $25 fee per check will be charged to the student’s account. Southwest Texas Junior College will stop accepting checks if this activity continues to occur. A stop payment on tuition checks will be considered as NSF which may also cause the withdrawal of students from courses. To officially withdraw, contact the Admissions Office.

Tuition Charges for Repeated Courses

If a student taking a course previously attempted two or more times at SWTJC will suffer an economic hardship resulting from the out-of-state tuition charges for that class, the student will be exempt from the payment of the higher tuition rate. The student must submit a request, in writing to the Business Office, asking for the
exemption and explaining the student’s position. The Business Office, working in conjunction with the Financial Aid Office, will make a determination based on the student’s written request and other factors.

**Refund Policy**

If enrollment is terminated for any reason, the unpaid balance of tuition and fees are due immediately. Refunds will be based on total tuition and fee charges and not on tuition and fees paid; any remaining installment payments due are deducted from the refund amount. A student may withdraw during an eligible period and still owe money to the college because of the remaining installments.

Refunds are processed by the issuance of a check from the Business Office or through a third party provider, Higher One. Students will receive a card from Higher One at which time they will have to log in to [www.myrefundcard.com](http://www.myrefundcard.com) to choose their preferred method for receiving refunds. Students will be charged a fee to replace a lost Higher One card.

Students who officially withdraw from the institution shall have their tuition and mandatory fees refunded according to the following schedule after the deduction of $50 minimum tuition charge:

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<tr>
<th></th>
<th>Fall &amp; Spring Semesters</th>
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<th>Summer I &amp; II Sessions</th>
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<tbody>
<tr>
<td>Prior to the first class day</td>
<td>100% (no minimum deducted)</td>
<td>100% (no minimum deducted)</td>
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<tr>
<td>During the first fifteen class days</td>
<td>70%</td>
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<tr>
<td>During the sixteenth through twentieth class days</td>
<td>25%</td>
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<tr>
<td>After the twentieth class day</td>
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<td>NONE</td>
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Students who reduce their semester credit hour load by officially dropping a course or courses, and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule.

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring Semesters</th>
<th>Summer I &amp; II Sessions</th>
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<tbody>
<tr>
<td>During the first fifteen class days (reducing hours only)</td>
<td>70%</td>
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<tr>
<td>During the sixteenth through twentieth class days</td>
<td>25%</td>
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<tr>
<td>After the twentieth class day</td>
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</table>

**Flexible Entry and Non-Semester Length Courses**

Prior to the first class day | 100%
After the first class day | See table below:
<table>
<thead>
<tr>
<th>Length of Class Term By Weeks</th>
<th>Last Day for a 70 percent Refund</th>
<th>Last Day for a 25 percent Refund</th>
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<tbody>
<tr>
<td>2 weeks or less</td>
<td>2</td>
<td>n/a</td>
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<tr>
<td>16 or longer</td>
<td>15</td>
<td>20</td>
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</tbody>
</table>

Any student who maintains an account through the scholarship fund, or who may be entitled to a refund from a scholarship fund will be reimbursed any unused monies from that account after all financial obligations to the college have been satisfied. All reimbursements will be made within one month after the twelfth class day. Student inquiries concerning scholarship account balances should be made at the Business Office.

All students entitled to a refund, through reduction of hours or through total withdrawal, will be reimbursed within four to six weeks after the twelfth class day. Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

Students withdrawing from the institution will receive the same percentage on the parking decal as their tuition and fees if the decal is returned unused. Students will need to show proof of having purchased the decal.

The “pro rata” refund calculation defined in the Higher Education Amendments of 1992 apply to all SFA participating institutions.

Parking and Traffic Regulations

Parking facilities are available on campus for all students, faculty and staff. Handicapped parking is also available (vehicles must display a handicapped placard to park in these spaces). All cars must park in the appropriate parking lots assigned and designated by the decal that may be obtained in the Business Office.

A non-transferable decal for SWTC students may be obtained in the Business Office at no additional charge. Additional decals are available for $5.00.

A non-transferable decal for Sul Ross students valid the current school year may be obtained in the Business Office, at the fees listed below.

If decal is purchased in:
- Fall - $20.00
- Spring - $15.00
- Summer - $10.00 either session

Campus Police enforce parking regulations 24 hours a day, seven days a week. A ticket for not displaying a SWTJ parking decal is $10. Parking in a Fire Lane is $25.00. Parking in a space designated as Handicapped
Parking without a placard is $50. Any other violations start at $10 for the first violation, $15 for the second violation, $20 for the third violation, and $25 for each violation thereafter.

Moving violations will be filed with the Justice of the Peace. When moving violations are filed with the Justice of the Peace, the fine assessed if found guilty, could range from $2 to $200. A fee of $5 shall be assessed when a parked vehicle causes an unsafe situation or is in flagrant violation of parking regulations.

**SWTJC Transcript**

Southwest Texas Junior College transcripts may be obtained by sending a written request to the Registrar’s Office. The request should include the student’s name; the name under which the student attended SWTJC, if different; date of birth; social security number; dates of attendance; the address to which the transcript should be mailed to; and the request must be signed.

**Change of Student Charges**

All student charges are subject to change at any time by the Board of Trustees.
FINANCIAL AID

The Student Financial Aid department at Southwest Texas Junior College offers a variety of resources for students to fund their educational needs. The SFA department participates in both state and federal programs, which include grants, scholarships, loans, exemptions and student work programs. The next few pages detail a list of these programs and specific eligibility requirements. Please review them and contact the SFA department at 830-591-7343 if further information is required.

GENERAL INFORMATION

Student Eligibility

To receive aid from the federal student aid programs students must:

1. Fill out a Free Application for Federal Student Aid (FAFSA).
2. Meet all Department of Education eligibility requirements including but not limited to:
   - Have financial need;
   - Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit ATB). Please see admissions requirements for more information on ATB benefits;
   - Register with the Selective Services, if required;
   - Be a U.S. citizen or eligible non-citizen; and
   - Have a valid Social Security Number.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.

Financial Need

When students apply for federal student aid, the information reported on the FAFSA is used in a formula established by the U.S. Department of Education. The formula determines the students’ Expected Family Contribution (EFC), this is an amount the students and their family are expected to contribute toward the students’ education. The EFC number is utilized in an equation to determine students’ financial need.

Cost of Attendance - Expected Family Contribution (EFC) = Financial Need

Dependency Status

When students complete the FAFSA application there are fifteen questions to help determine if they are independent or dependent students. If students are considered dependent, they will need to include both the students’ and their parents’ income information. If students are considered independent, they will need to report only the students’ income information (and those of the students’ spouse, if married).

Students are classified as dependent or independent to assist in calculating the Expected Family Contribution (EFC). The dependency questions can be found in section 2 of the FAFSA application, please consult the application for further details on each question.

Students are asked to review the Dependency Override information in the Professional Judgment section of this catalog and talk to a financial aid advisor if they believe they have unusual circumstances that would make them independent. Financial aid advisors will advise students on how to put together a case for review by the Financial Aid Appeals Committee. The committee reviews all requests from students for changes in dependency status. All decisions made by the committee are final.
 APPLYING-FAFSA AND RENEWAL FAFSA

The Free Application for Federal Student Aid (FAFSA)

The FAFSA is made available each year by the U.S. Department of Education to determine student eligibility for financial aid. The form must be filled out completely and correctly for a student’s eligibility to be calculated correctly. Prior to beginning the application, specific documentation will need to be collected to assist in the application process. These documents are listed on the application. Each question on the application is followed with a brief description. Read the instructions carefully when completing the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area. Once completed, the student should retain a copy of the finished application, the confirmation page, and all documents used to complete the application.

Renewal FAFSA

Students who applied for federal student aid in the past year should be eligible to file a Renewal FAFSA application. The renewal application may be completed online at www.fafsa.ed.gov. Once a student logs in, the system will automatically detect if there was a prior application on record. The online form will allow students to complete an application with prefilled information and require only a few additional questions to be answered. The financial aid application must be completed on a yearly basis.

WAYS TO SUBMIT A FAFSA APPLICATION TO THE U.S. DEPARTMENT OF EDUCATION

Paper Application

Applications submitted by mail will be processed in approximately four weeks. Students will receive a Student Aid Report (SAR) by mail. At that time, the SAR will list the information provided on the application, and any questions that the U.S. Department of Education may have in response to the application. Each school listed on the application may also receive the student’s application information. If it has been more than four weeks since the application was mailed in and the student has not received a response, they may go by the SWTJC Financial Aid Office to have an advisor check on the status of the student’s application. Students may also check online at www.fafsa.ed.gov. TTY users may call 1-800-730-8913. You can also check online at: www.fafsa.ed.gov

Online Application at www.fafsa.ed.gov

Financial Aid has personal computers located at each of the campus locations in Uvalde, Eagle Pass, Del Rio, and Crystal City or students may login to their personal computer to apply online at www.fafsa.ed.gov. If students apply through the WEB, their application will be processed 7 to 14 days faster than if they mailed in a paper FAFSA. The Department of Education will not accept any applications without either a signature page with original signatures from the student and a parent (if required), or a PIN, which is an electronic signature that the Department of Education assigns to students. If students don’t already have a PIN, they may apply for one now at www.pin.ed.gov. Parents of dependent students should also apply for a PIN so that they can electronically sign the student’s FAFSA. Students should not share PINs with anyone, even if someone else completes the FAFSA/Renewal FAFSA for them.

WHEN DO I APPLY?

FAFSA Applications should be filed sometime after January 1st. Students should not apply prior to this date. It is easier to complete the application when students and parents already have their federal income tax return forms completed, so students and their families are encouraged to file their taxes as early as possible. If applying
by mail, completed applications should be sent in the envelope provided as it is already pre-addressed, and using it will ensure that applications reach the correct address.

**Application Submission Deadlines**

Whether applying online or by mail, for the application to be processed, the U.S. Department of Education (DOE) application processor must receive the student’s application by June 30, 2011 for the 2010-2011 school year and June 30, 2012 for the 2011-2012 school year. The SWTJC Financial Aid Office must receive the processed application information from the U.S. Department of Education by the last day of enrollment in the school year for which they are applying for awards.

**WHAT HAPPENS AFTER I APPLY?**

As soon as applications have been processed by the U.S. Department of Education and sent to SWTJC, the Financial Aid Office will set up a student account and evaluate the student’s application. At this point, one of three things may occur.

1. The SWTJC Financial Aid Office will post students’ award online by utilizing the Web Advisor link from the Financial Aid tab at www.swtjc.net. This occurs when a financial aid application is complete and there are no unresolved eligibility issues, or;

2. Students will be mailed a Missing Information Letter. This occurs when there are issues or questions that need to be resolved before the student’s eligibility may be determined. Many applications submitted to SWTJC have issues or questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA/Renewal FAFSA form was incorrect, a change may have to be submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;

3. The U.S. Department of Education determines for one of several possible reasons that students are not eligible for federal student grant aid. This does not mean that students are not eligible for loans, scholarships, state aid, or work study. If students are interested in any of these types of aid, they should inquire with the Financial Aid Office to determine whether or not students are eligible for one of these other sources of aid.

**APPLICATIONS WHICH ARE QUESTIONED BY THE U.S. DEPARTMENT OF EDUCATION**

The U.S. Department of Education performs several matches of the information that students provide on the FAFSA/Renewal FAFSA form with national databases, including:

- The Selective Service Administration
- The Department of Homeland Security
- The Social Security Administration
- The Department of Justice
- The National Student Loan Data System
- The Veterans Administration

If any of the information that is provided on the application is not consistent with the data that is on these databases, or if these agencies have any information that is relevant to students’ financial aid eligibility, the U.S. Department of Education will alert SWTJC and the issues/questions will have to be resolved before students’ eligibility can be confirmed.
VERIFICATION

Selection of Students for Verification

The U.S. Department of Education randomly selects 33 percent of the FAFSA applications for verification. In addition to this percentage, SWTJC may select a student record for verification if the information submitted appears to be incorrect or fraudulent. Students who are selected for verification must submit the required documentation to the SWTJC Financial Aid Office as soon as possible. The estimated processing time for verification documents is 30 days from the date of receipt. This time frame may decrease or increase according to the amount of workflow in the department. The student record will remain on hold, until the documentation or issue has been resolved.

Acceptable Documentation

Below is a list of all acceptable documentation and forms used:

- Verification Worksheets. These forms are available online, in person or may be mailed to your home address.
- Federal Income Tax Forms for all persons required to file.
- In cases where a conflict is perceived, the financial aid office may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification worksheets from the student. For Example:
  - Untaxed Social Security Benefits – A statement from the Social Security Administration.
  - Unemployment Benefits - A statement from the agency which provided the benefits.

In addition to the above referenced documentation, signatures are required to verify that the submitted information is authentic on the following documents:

- Verification Worksheets
  - Dependent Students - Must be signed by the student and one parent.
  - Independent Students - Must be signed by the student.
- Federal Income Tax Return Forms. Forms must be signed by the tax payer or the tax preparer.

Verification Process

Once all verification documents have been received, the student record will be sent through the verification process. During this procedure, the student financial aid advisor will review the student record based on the documentation received. In certain instances, the student file may not match the submitted documentation. If this occurs, the student financial aid advisor will submit a change to the U.S. Department of Education, which is identified as a correction to the FAFSA application. The correction will take a few days to process. The change will be mailed to the student as well as SWTJC financial aid department. If the student wishes, he or she may check with the Financial Aid Office and see how verification affected their EFC. Once verification is complete the student file will be considered for any grants, scholarships, loans and exemptions.

Conflicting Information

For the purposes of verification, conflicting information is any information that is reviewed during the verification process which does not match the information that the student and parent provided initially. The financial aid advisor who is reviewing the information will make the determination that conflicting information exists. The applicant can reconcile conflicting or inaccurate information with the Financial Aid Office (FAO) by submitting documents showing correct information. For example if conflicting information is related to the calculated adjusted gross income on the income tax return, the FAO will request that the student review all W-2’s to recalculate the adjusted gross income. If the recalculation warrants a change on the income tax return, the
student or parent may need to contact the IRS to resolve this issue. When such conflicts are identified, the
student’s record will remain on hold, and no funds will be approved until the conflict is resolved.

PROFESSIONAL JUDGEMENT

Although the process of determining a student’s eligibility for Federal Student Aid is basically the same for all
applicants, there is some flexibility. All requests for professional judgment are reviewed by the Financial Aid
Appeals Committee. All requests must be documented. Below are three separate sets of circumstances where
professional judgment may be exercised.

Dependency Overrides

Appeals may be made by students to change their status from dependent to independent. Please note, per U.S.
Department of Education regulations, none of the conditions listed below, individually or in combination, qualify
as unusual circumstances or merit a dependency override:

1. Parents refuse to contribute to the student’s education,
2. Parents are unwilling to provide information on the FAFSA application or for verification,
3. Parents do not claim the student as a dependent for income tax purposes,
4. Student is able to demonstrate total self sufficiency.

Professional Judgment/ Cost of Attendance Appeals

A student’s cost of attendance determines the total amount of most types of aid that a student may receive. In
some cases, SWTJC may adjust the student’s cost of attendance to take into account additional costs which are not
included in the normal need calculation. These circumstances could include a family’s unusual medical expenses
and additional costs related to school attendance for students with disabilities. These requests should be submitted
to the Financial Aid Office in writing, with appropriate documentation attached. The Financial Aid Appeals
committee will review cost of attendance professional judgment requests. All decisions made by the committee are
final.

Professional Judgment/ Income Adjustment

An adjustment to the income amounts reported on the student’s FAFSA application may be made if the
student, student’s spouse, or either of the student’s parents (parental information is relevant to dependent students
only) have been recently unemployed, or have experienced a significant decrease in income. If conditions such as
these apply to a student or a student’s family, they must contact the financial aid office. The Financial Aid Advisor
will advise students on how to document their situation and forward the information to the Financial Aid Appeals
Committee. The committee will review all professional judgment requests from students. All decisions made by
the committee are final.

Frequently Requested Addresses, Telephone Numbers and Websites

Students may visit with a financial aid representative in person or via telephone at any SWTJC campus
locations. The website address for Southwest Texas Junior College is www.swtjc.net. A variety of information is
located online in regards to the application process, and direct links to the FAFSA application. If students need
answers right away to questions about Federal Student Aid, they may contact the Federal Student Aid Information
Center between 9 a.m. and 8 p.m. (Eastern Time), Monday through Friday: 1-800-4-FED-AID (1-800-433-3243) 1-
800-730-8913 TDD (for hearing impaired) The Federal Student Aid Information Center can:

• Answer questions about completing the FAFSA.
• Tell students whether a school participates in the federal student aid programs and that school’s student
  loan default rate.
• Explain federal student aid eligibility requirements.
• Explain the process of determining financial need and awarding aid.
• Send federal student aid publications to students.
• Find out if students’ federal student financial aid application has been processed.
• Send students a copy of their Student Aid Report (SAR).
• Change students’ address.
• Send student’s application information to a specific school.

If students have reason to suspect any fraud, waste, or abuse involving federal student aid funds, they may call 1-800-MIS-USED (1-800-647-8733), a toll-free number, which is the hotline to the U.S. Department of Education’s Inspector General’s Office.

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

Federal Pell Grant funds are not required to be repaid like loans. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry). All Pell Grant awards issued by Southwest Texas College reflect an award for a student that is registered for at least 12 credit hours. The Financial Aid Office adjusts the amount of Pell Grant that the student receives if the number of credit hours is below 12 credit hours. The Pell Grant will automatically be adjusted through census date.

How do I qualify?

To determine if students are eligible, the U.S. Department of Education uses a standard formula, to evaluate the information reported when they apply. The formula produces an Expected Family Contribution (EFC) number. Student Aid Report (SAR) contains this number and will tell students if they are eligible. There are many school monitored requirements that can student eligibility for Federal Pell Grant funds, including but not limited to:

• Student enrollment status, the number of credit hours they are registered for and in which instructors confirm students attend class at least once.
• Continued student enrollment within a semester, if students withdraw or are withdrawn from school they may be required to repay funds that have already been awarded to them.
• Student grades, if students do not earn at least one passing grade in a semester they may be required to repay funds that have already been awarded to them.
• The number of developmental courses students have attempted, SWTJC may only fund 30 credit hours (10 classes) of developmental work over a student’s educational career. If a student is otherwise eligible for Pell Grant funds and attempts their 11th or greater developmental course, that course cannot be counted in the students’ enrollment status which determines the amount of his or her Pell Grant award. These adjustments are made after the census day of each semester before final refunds are released.

Attendance

The U.S. Department of Education requires schools be able to document that students are actually in attendance to finalize their Federal Pell Grant eligibility. “If a student doesn’t begin attendance in all of his or her classes, the school must recalculate the student’s award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student’s enrollment status was determined for Federal Pell Grant eligibility.” Southwest Texas Junior College documents attendance for Federal Pell Grant purposes by way of collecting rosters from all instructors after census date. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at least once between the first day of school and the census day of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes. In cases where students do not attend class at least once, Federal Pell Grant eligibility will be adjusted based on the
enrollment status for the number of credits that they are actually attending. If this adjustment results in a student not having sufficient grant funds to pay for any charges or advances that they have incurred or received, that student will be responsible to pay Southwest Texas Junior College for the difference between their adjusted eligibility and the original amount of the cost of their tuition and fees as well as any advances that the student received.

**How much money can I get?**

A student may be eligible to receive two Pell Grants per award year. This is a recent change to the federal regulations. For many years, the Department of Education only allowed a single Pell Grant per award year. Beginning in 2009-2010 award year, students were eligible for consideration for an additional Pell Grant in the summer session. Any student interested in receiving a summer award should contact the Financial Aid Office prior to the summer session beginning to determine the student’s eligibility for Summer. The total amount that a student receives will remain dependent on the student’s EFC, cost of attendance, and enrollment status.

**How will I be paid?**

SWTJC will credit Pell Grant funds to the student’s school account to pay for tuition, fees and other school related costs which appear on the student’s account (institutional charges). If there are any funds remaining, the student may use these funds at the Southwest Texas Junior College Bookstore to purchase books and supplies. Any excess funds may be disbursed, after completing eligibility verification. During this time the Financial Aid Office will confirm students’ attendance and enrollment status. For more information in regards to the methods of receiving financial aid refunds, please review the Refund Policy under the Finance section of the Southwest Texas Junior College Catalog.

**Can I receive a Federal Pell Grant if I am enrolled less than half-time?**

Yes, if students are otherwise eligible. Students will not receive as much as if they were enrolled full time, but SWTJC will disburse student Pell Grant funds in accordance with the student’s enrollment status.

**DIRECT LOAN PROGRAM**

Southwest Texas Junior College began participation in the William D. Ford Federal Direct Loan (Direct Loan) Program July 1, 2010. Students and parents who previously received loans through the Federal Family Education Loan (FFEL) Program now borrow through the Direct Loan Program. The Direct Loan Program offers the same types of loans as the FFEL Program and Direct Loans generally have the same terms and conditions as FFEL Program loans, but instead of a bank lending the money, the U.S. Department of Education (the Department) lends the money directly to students and parents through the student’s school. There are also some differences in the names of the loans. The FFEL Program’s Federal Stafford Loans (Subsidized and unsubsidized) are called Direct Subsidized Loans and Direct Unsubsidized Loans in the Direct Loan Program. Federal PLUS Loans are called Direct PLUS Loans.

For additional information about Direct Loans, visit [www.direct.ed.gov/student.html](http://www.direct.ed.gov/student.html) or contact the Student Financial Aid Office at (830) 591-7343.

**DIRECT SUBSIDIZED LOAN**

Federal Direct Subsidized Loans are available to students who meet certain financial-need criteria and are enrolled in at least 6 core semester hours. If you qualify for this type of loan, the federal government will pay the interest on the loan while you are in school, during a six-month grace period after you leave school or fall below half-time enrollment, and during period when you are authorized to defer your loan payments.
DIRECT UNSUBSIDIZED LOAN

Federal Direct Unsubsidized Loans are available to students enrolled in at least 6 core semester hours, regardless of their financial need. You are responsible for the interest that accumulates on an unsubsidized loan while you attend school, during the grace period and during any periods when you are authorized to defer your loan payments. You have the option to pay the interest during these periods or postpone payment. If you postpone payment, the interest will be added to your principle balance. This addition of interest to your principle balance is known as capitalization.

DIRECT LOAN ANNUAL LOAN LIMITS

Federal law specifies annual loan limits on Direct Loans based on your year in college and your dependency status.

If you are a dependent undergraduate student, you can borrow up to the following amounts each year for loans disbursed on or after July 1, 2008:

** $5,500 if you are a first-year student enrolled in a program of study that is at least a full academic year (up to $3,500 may be borrowed in subsidized loans).

** $6,500 if you are a second-year student enrolled in a program of study that is at least a full academic year (up to $4,500 may be borrowed in subsidized loans).

If you are an independent undergraduate student or a dependent student whose parents are unable to obtain a Federal PLUS loan, you may be able to borrow up to the following amounts each year:

** $9,500 if you are a first-year student enrolled in a program of study that is at least a full academic year (up to $3,500 may be borrowed in subsidized loans).

** $10,500 if you are a second-year student enrolled in a program of study that is at least a full academic year (up to $4,500 may be borrowed in subsidized loans).

DIRECT PARENT LOANS (PLUS)

PLUS loans are available to credit-worthy parents of undergraduate students enrolled in at least 6 core semester hours. PLUS loans are available without regard to financial need. PLUS interest is fixed at 7.90% and parents may borrow the cost of education minus any aid the child is receiving in their own name.

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest Expected Family Contribution (EFC) - and gives priority to students who receive Federal Pell Grants. FSEOG grant funds do not have to be repaid.

What is the difference between the FSEOG and Federal Pell Grant?

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee every eligible student will be able to receive a
FSEOG; students at SWTJC are paid based on the availability of funds, first applied, first complete basis. If a student does not accept or enroll in classes, the SEOG award may be reallocated to other eligible recipients.

**How much money can I get?**

The common SEOG award for SWTJC is usually set at $500.00 per semester. A student must enroll in a minimum of 6 credit hours to qualify for an SEOG award. Awards issued through the SEOG program are automatically adjusted according to enrollment status.

**How will I be paid?**

SWTJC will credit the SEOG Grant funds to the student’s school account to pay for tuition, fees and other school related costs which appear on the student’s account (institutional charges). Please reference the “How will I be paid?” section in the Pell Grant section for more information about the timing and method of payments.

**FEDERAL WORK-STUDY**

**What is Federal Work-Study?**

The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to their course of study. Students interested in working on or off campus should contact the Financial Aid Office at 830-591-7343 or reference our website at [www.swtjc.net](http://www.swtjc.net).

**How much will I make?**

Student Federal Work-Study salary will be at least the current federal minimum wage, but it may be higher, depending on the type of work performed and the skills required. A student’s total Federal Work-Study award depends on when they applied, and their level of need.

**How will I be paid?**

Undergraduate students will be paid by the hour. No commission or fee may be paid to a work-study student. Students employed through the federal work-study program will be paid directly once a month.

**Are Federal Work-Study jobs on campus or off campus?**

Both, students may be assigned to work at any of the SWTJC campus locations or off campus. Employers for students who work off campus will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

**Can I work as many hours as I want?**

No. The amount students earn cannot exceed their total Federal Work-Study award. When assigning work hours, the Work-Study Coordinator will closely monitor funds availability, eligibility requirements, class schedule and students’ academic progress.
FEDERAL ACADEMIC COMPETITIVENESS GRANT***

What is an Academic Competitiveness Grant ACG?

An ACG grant is an additional source of Federal Student Aid that is awarded to students receiving the Federal Pell Grant who meet the following additional requirements:

- Are a natural born or naturalized U.S. Citizen;
- Are a 2005 or later graduate from high school (2006 or later for ACG1 and 2005 for ACG2);
- Graduated with a rigorous high school program (in Texas: Academic Achievement/ Recommended);
- Have completed less than 60 college credit hours (less than 30 for ACG1 and 30-59 for ACG2);
- Are enrolled as a full-time student (12 hours or more);
- Have declared a valid two year or four year degree;
- Have met GPA requirement (2.0 for ACG1 and 3.0 at completion of first 30 hours for ACG2).

How much will I get?

The award amount to be received depends on which ACG grant students are eligible for. If students are a 2006 or later graduate that meets all the requirements of the Pell Grant and the ACG, and have completed less than 30 college credit hours they will be eligible for ACG1. ACG1 will be up to $375.00 per semester depending on need. If students are a 2005 graduate and meet all the requirements of the Pell Grant and the ACG, and have completed 30-59 college credit hours they might be eligible for ACG2. ACG2 will be up to $650.00 per semester depending on need, but are awarded only to students who have met all mentioned requirements and who meet a 3.0 GPA upon completion of their first 30 college credit hours.

Do I have to pay the ACG grant back?

No, an ACG grant is an entitlement students earn by attending their college classes. It follows the same policies as the Pell Grant in regards to attendance. The difference is that if students are not considered full time, the grant will be cancelled not adjusted.

How will I get paid?

SWTJC will credit ACG Grant funds to the student’s school account to pay for tuition, fees and other school related costs which appear on the student’s account (institutional charges). If there are any funds remaining the student may use these funds at the Southwest Texas Junior College Bookstore to purchase books and supplies. Any excess funds may be disbursed, after completing eligibility verification. During this time the Financial Aid Office will confirm students’ attendance and enrollment status. For more information in regards to the methods of receiving financial aid refunds, please review the Refund Policy under the Finance section of the Southwest Texas Junior College Catalog.

How will I be notified that I am eligible?

The Office of Financial Aid will automatically identify most eligible students with information found in school records. However, students who self identified themselves as potential recipients in their FAFSA will be identified and contacted by the Financial Aid Office with more instructions on steps to take to determine their eligibility. Once student eligibility is determined, an award notification will be located on WebAdvisor, which will indicate that an ACG award has been issued.

*** Program funds are subject to change and are based on federal funding.
STATE AID PROGRAMS***

The following state-sponsored programs are only available to students attending schools in Texas. They cannot be used to attend out-of-state institutions. Further information on the following grants, exemptions and scholarships may also be found online at www.collegeforalltexans.com. Please access this website for details on applying and receiving assistance from these and other state-sponsored programs.

*** The funding levels for these programs are subject to change, which may affect program availability.

Exemptions, Grants and Scholarships Towards Excellence, Access, & Success (TEXAS) Grant Program***

The Texas Legislature established the TEXAS Grant program to help deserving well-prepared high school graduates with financial need attend public institutions of higher education in Texas.

Who can apply?

Students who:

• Are Texas residents;
• Complete and submit a Free Application for Federal Student Aid (FAFSA);
• Show financial need;
• If applying for a first-time award, have a family contribution of no more than $4,000;
• If male, register for Selective Service;
• Have graduated from an accredited high school in Texas no earlier than the 1998-1999 school year;
• Complete the Recommended High School Program or Distinguished Achievement Program in high school;
• Enroll within 16 months of graduation from a public or accredited private high school in Texas;
• Are enrolled in at least 3/4 time (9 semester credit hours), have accumulated no more than 30 semester credit hours, excluding those earned for dual or concurrent courses or awarded for credit by examination (AP, IB or CLEP); or
• Have earned an associate's degree from a public technical, state or community college in Texas and;
• Enroll in any public university in Texas no more than 12 months after receiving their associate's degree and;
• Have not been convicted of a felony or crime involving a controlled substance.

*** Program funds are subject to change and are based on state funding.

Texas Educational Opportunity Grant Program TEOG (formerly TEXAS Grant II)***

The purpose of the TEOG Grant Program is to provide grant aid to financially needy students enrolled in Texas public two-year colleges. The continuation of the TEOG Grant Program is subject to the approval of the Texas state legislature, and funding levels are determined yearly.

Who can apply?

Individuals who:

• Are Texas residents;
• Complete and submit a Free Application for Federal Student Aid (FAFSA)
• Show financial need;
• If applying for a first-time award, have a family contribution of no more than $2,000;
• If male register for Selective Service;
• Are enrolled at least 1/2 time (6 semester credit hours), in the first 30 hours in an associate's degree or certificate program at a public two-year college in Texas;
• Have not been granted an associate's or bachelor's degree;
• Have not been convicted of a felony or a crime involving a controlled substance.* An individual convicted of a crime involving a controlled substance can compete for an award in this program two years after he/she has fulfilled his/her obligation to society.

*** Program funds are subject to change and are based on state funding.

Texas Public Educational Grant (TPEG)

• For residents, nonresidents or foreign students.
• For undergraduates or graduates.
• For students attending public colleges in Texas.
• Maximum award based on individual student financial need.
• Students are awarded based on the availability of funds.

Leveraging Educational Assistance Partnership (LEAP), Special Leveraging Educational Assistance Partnership (SLEAP)

• Must be a Texas resident.
• For U.S. citizen or eligible non-citizen.
• Must have a high school diploma or GED.
• For undergraduates enrolled as a regular student in an eligible program.
• For students attending public colleges in Texas.
• Must demonstrate financial need.
• Must meet satisfactory academic progress as measured by institution.
• Cannot be in default on a student loan.
• Cannot owe a refund on a student grant.
• If male, must meet draft registration requirements.
• Program funds are subject to change and are based on federal funding.

Early High School Graduation Scholarships Program***

The purpose of the Early High School Graduation Scholarship Program is to increase the efficiency of the Foundation School Program and provide financial assistance to eligible students. To receive an award though the Early High School Graduation Scholarship Program a student who graduated from high school before September 1, 2005 must:

• Be a Texas resident and have completed the requirements for a high school diploma in no more than thirty-six consecutive months and, have completed all years of high school in Texas;
• Students whose graduation date is before September 1, 2005 may be eligible to receive a $1,000 scholarship to be applied toward the cost of tuition only. To receive an award though the Early High School Graduation Scholarship Program a student who graduated from high school on after September 1, 2005 must:
  • Be a Texas resident and;
  • Be a citizen of the U.S. or lawfully authorized to live in the U.S.;
  • Complete grades 9-12 in the required number of months;
  • Complete majority of high school in Texas;
  • Graduate from a Texas public high school
  • Meet Selective Service requirements;
  • Have successfully completed the Recommended or Distinguished Achievement Program-Advanced High School Program;
  • Students graduating in the spring may not use the scholarship for any summer term immediately following their high school graduation;
  • An eligible person graduating on or after 9-1-05 has six years to use the state award;
• Any student whose scholarship is for "tuition only" will not have an expiration to use their award;
• Students whose graduation date is on or after September 1, 2005 and who completed the Recommended or Distinguished Achievement Program-Advanced High School Program and graduated from high school in 36 consecutive months or less may be eligible to receive a $2,000 scholarship to be applied toward the cost of tuition and fees. The student may also be eligible to receive an additional $1,000 scholarship if he/she graduated with at least 15 college credit hours;
• Students who completed the Recommended or Distinguished Achievement Program-Advanced High School Program and graduated from high school in more than 36 consecutive months, but no more than 41 consecutive months may be eligible to receive a $500 scholarship to be applied toward the cost of tuition and fees. The student may also be eligible to receive an additional $1,000 scholarship if he/she graduated with at least 30 college credit hours. Students who completed the Recommended or Distinguished Achievement Program-Advanced High School Program and graduated from high school in more than 41 consecutive months, but no more than 45 consecutive months may be eligible to receive a $1,000 scholarship to be applied toward the cost of tuition and fees if he/she graduated with at least 30 college credit hours.

*** Program funds are subject to change and are based on state funding.

STATE AID FOR FOREIGN STUDENTS

Texas Education Code 54.07 and 54.052(j) Students who qualify as residents under Texas Education Code 54.07 and 54.052(j) may be eligible to receive Texas State Aid. For details on the requirements, please consult the Resident Status for Students sections of this catalog. Students who feel that they should be considered residents under this policy should begin the process at the SWTJC Office of Admissions and Records.

Non-Resident Texas Public Education Grant Funds

There is a very limited amount of the Non-Resident Texas Public Education Grant (TPEG) funds, which are generated from the funds that non-resident students pay for tuition at SWTJC. These funds are set aside every year to make Non-Resident TPEG awards to non-resident students. These funds are awarded each semester based on the information that applicants provide on the Non-Resident TPEG request forms. The forms contain detailed information on how to apply, including application deadlines. The forms can be requested at the Student Financial Aid Office.

Texas College Work-Study Program***

• For students attending public or non-profit independent colleges in Texas.
• For Texas residents.
• For undergraduate and graduate students enrolled at least half time.
• The number of hours of part-time work is based on the student’s financial need.
• Maximum award is based on a student’s need.

***Program funds are subject to change and are based on state funding.

TUITION AND/OR FEE EXEMPTIONS***

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition, or in some cases, tuition and fees.

Please refer to www.collegeforalltexans.com for a complete list of exemption programs available to Texas residents http://www.collegeforalltexans.com/apps/financialaid/tofa.cfm?Kind=E.

***Program funds are subject to change and are based on state funding.
OTHER ASSISTANCE PROGRAMS

Federal VA Educational Benefits

Federal VA Educational Benefits are available at SWTJC for our degrees and certificate programs as well as our Basic Peace Officer Academy, Lineman Training and Truck Driving Programs. Interested veterans should apply at http://www.gibill.va.gov and submit a copy of their eligibility letter, DD-214, and official military transcript to the SWTJC Financial Aid Office.

Department of Assistive and Rehabilitative Services (DARS)

The Department of Assistive and Rehabilitative Services (DARS) offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Department of Assistive and Rehabilitative Services.

SATISFACTORY ACADEMIC PROGRESS

***Please note that federal regulations effective July 1, 2011 will require a change in the standards of Satisfactory Academic Progress (SAP) at Southwest Texas Junior College. The 2011-2012 SAP policy will be published in June, 2011.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. Southwest Texas Junior College’s Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time).

Students pursuing a Certificate or an Associate degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:

- Qualitative (Cumulative Grade Point Average),
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs/ Earned hrs measured by semester)

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Academic Progress Standards Section of the Southwest Texas Junior College Catalog. SWTJC uses a 4-point scale for grade point average (GPA). Students are required to have a 2.0 cumulative grade point average after each semester.

Quantitative Standard

The quantitative standard is used to accurately measure a student’s progress in a program. There are two components of the quantitative standard:

1. 67% Completion Rate: Students must complete 67% of the overall course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to
meet this requirement. Developmental remedial course work will be counted in the 67 percent calculation after each semester.

67 percent Rule
(Attempted Semester Hours x 67 percent)

<table>
<thead>
<tr>
<th>Attempted Semester Hours</th>
<th>67% Rule</th>
<th>Earned Semester Hours Must Be &gt; or =</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Credit Hours</td>
<td>67%</td>
<td>11</td>
</tr>
<tr>
<td>15 Credit Hours</td>
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<td>14 Credit Hours</td>
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</tr>
<tr>
<td>2 Credit Hours</td>
<td>67%</td>
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</tr>
</tbody>
</table>

MAXIMUM TIME FRAME

Students receiving financial aid funds will be expected to complete their SWTJC educational course of study within a reasonable time frame. The maximum time frame is 150% of the published length of the academic program or certificate (to include all transfer credit hours). Please note that whether attempted hours were earned or not has no bearing on the MTF portion of the Financial Aid Satisfactory Academic Progress Policy.

Note: Any developmental course work beyond 30 credit hours attempted will be counted in Maximum Time Frame calculations.

Example: SWTJC Associate’s Degree = 62 Hours X 150% = 93 hours. 93 hours is the maximum that can be attempted for this program and receive financial aid.

TRANSFER STUDENTS

Transfer students entering SWTJC must be enrolled in a program of study which leads to a degree or certificate at SWTJC. All previous grade transcripts must be submitted to the SWTJC Office of Admissions and evaluated before financial aid may be awarded. All transfer credits evaluated will be counted towards the maximum timeframe (150% of published program) at Southwest Texas Junior College.

How are my grades evaluated under the Standards of Academic Progress?

• The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
• Grades of A, B, C, D, and P earned are considered attempted and earned credit hours.
• Grades of F, W, Q, I, EW, NR, CIP, or Z will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
• Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.
What happens if I fail to meet the Standards of Financial Aid Academic Progress?

If a student fails to meet one of the qualitative or quantitative standards of academic progress, they will be automatically placed on probation. The student will have one year to improve their academic standing. During the probationary period the student will be allowed to receive financial aid funds as long as they are otherwise eligible for the funds.

If the student improves their academic performance to the required qualitative and quantitative standards they will be placed back in good standing and may be eligible to continue to receive financial aid for the following semesters.

If the student should continue to fail to meet the standards of the satisfactory academic progress policy they will be placed on financial aid suspension and denied further funding until he/she meets the standards again.

A student will also be placed on financial aid suspension if they fail to meet both the qualitative and quantitative standards. In this scenario the student will also be denied financial aid funds until these standards are once again attained by the student.

A student who exhausts the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.

How is the policy applied?

A student attending Southwest Texas Junior College will have their academic progress evaluated on a yearly basis. If a student fails to meet either one of the qualitative or quantitative standards described earlier, then the student is placed on financial aid probation. The student then has one year to bring their standings back into compliance. If the student successfully completes at least 67% of the total number of credits that they attempted in the probationary semester and also has a cumulative GPA of 2.0 or better and has not yet reached the maximum time frame limit they will be reinstated to good standing. If a student continues to fail to meet these standards, they will be placed on financial aid suspension. The student will remain on Financial Aid Suspension until they are in compliance with the standards of the policy unless an appeal is approved.

APPEAL PROCESS

Students who do not meet the standards of Southwest Texas Junior College financial aid satisfactory academic progress policy because of unusual circumstances (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension.

• A Financial Aid Appeal form must be obtained and submitted to any SWTJC campus locations.
• Documentation supporting the extenuating circumstances must be provided to the committee with the appeal form for the committee to review.
• Appeals will either be approved or disapproved by the Financial Aid Committee. All decisions made by the committee will be considered final. The committee meets at least once a month and reviews all appeals in the order of the date that they are received.
• It is the student’s responsibility to follow up with the Financial Aid Office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

A complete withdrawal from any program of study will have a negative impact on a student’s financial aid academic progress. If a student withdraws from school during the semester, his or her grades for the semester will
be all Ws. These grades are not passing; therefore the student did not meet the 67% completion rate requirement and will be placed either on financial aid probation or suspension.

**Academic Probation and Suspension**

Students on academic probation or academic suspension will automatically be placed on Financial Aid Probation or Financial Aid Suspension. If a student successfully appeals his academic probation or suspension, the Admissions Office will notify the Student Financial Aid Office and the Financial Aid Academic Progress will be adjusted according to the new academic status.

**Notification of status under the FAO Satisfactory Academic Progress Policy**

Students placed on FA Probation or FA Suspension will be notified in writing of their status after grades are submitted by instructors.

**The Effect of Developmental Course Work on the MTF Calculation**

Thirty credit hours of developmental course work will be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

**The Effect of Dropping a Course**

Students who reduce their course load by dropping a course after the semester has begun risk non-compliance under the 67 percent completion rate requirements.

**Transfer Hours and Maximum Time Frame**

Transfer hours which have an SWTJC equivalent are counted in the Maximum Time Frame calculation.

**The Effect of Financial Aid Suspension on Financial Aid Awards**

Title IV Aid consists of grants and work study; therefore, all grants and work study awards will be cancelled if the student is on Financial Aid Suspension.

**Consortium Agreements and the Satisfactory Academic Progress Policy**

When Southwest Texas Junior College has a consortium agreement with a participating institution, the student must meet the Satisfactory Academic Progress Policy of the institution that is awarding aid.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

**Withdrawals**

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is SWTJC’s Tuition Refund Policy, which is located in the *Finances* section of this catalog. The second policy is the U.S. Department of Education’s Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of
Policy Summary

There are four types of Title IV funds that are affected by the return of Title IV funds policy at SWTJC. They are the Federal Pell Grant, Federal SEOG Grant, and the Federal ACG Grant and the Federal Loan Program. The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student’s education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received.

When a student stops attending or quits attending courses

As per the Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. At Southwest Texas Junior College, if an instructor reports a student as not attending, stopped attending, irregular attendance or quit attending, student may fall into one of these categories of not completing courses.

For Example: if a student attempts three courses, withdraws from one course with a “W” and earns “Q’s” for the other two courses, the SFA office would determine that this student did not complete their courses. The SFA office would be required to recalculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing both Southwest Texas Junior College and the U.S. Department of Education hundreds of dollars.

For students in this situation, the only relief available is related to the date when they stopped coming to school. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Financial Aid Office for dates) and proof of this can be collected, then the Financial Aid Office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities, it must come from either an instructor or in the case of academic advising, the Admissions Office.

Process for students who withdraw themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

The process for students who are withdrawn or dropped by SWTJC

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. The following scenarios will warrant an enforced withdrawal and in most cases require a return of funds:
If a student does not attend class within the first three weeks of class, instructors will report this attendance and the admissions office will automatically withdraw the student.

If the student stops attending classes within the eight week of class, instructors will report this attendance and the admissions office may withdraw the student from classes.

The withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn up to the 50 percent point of the semester. The percentage of aid earned by the student is determined by the withdrawal date up to the 50 percent point of the semester. If the student is withdrawn on or after the 50 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 50 percent.

**Return of Title IV Funds calculation resulting in money owed to Southwest Texas Junior College**

If students withdraw or are enforced withdrawn from all of their classes after the 12th class day of a regular semester, SWTJC will not adjust the cost of tuition and fee. When a return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, the student is responsible to repay those funds to SWTJC. If the student does not pay SWTJC within 45 days, SWTJC will turn the student's account over to an outside collection agency. Students may call Collections Unlimited directly at 1-800-723-2331, or email them at collections.unlimited@pdq.net. The debt must be repaid before the student will be allowed to register for a future semester.

**Return of Title IV Funds calculation resulting in money owed to the U.S. Department of Education**

Students who receive Title IV funds in excess of the costs of tuition and fees, accept the excess funds, and then withdraw or are withdrawn, may be responsible to repay some of those funds. This is a debt that is separate from any amount that a student may owe SWTJC as a result of their withdrawal from the semester. When a student owes money to the Department of Education, he or she has 45 days from the date SWTJC notifies them of the debt to pay the Department of Education. Students who want to repay the Department of Education through SWTJC should contact the Student Financial Aid Office. If the student does not pay SWTJC within 45 days, SWTJC will turn the student's account over to the Department of Education for collections. Students who have been turned over for collections may call ED Collections at 1-800-621-3115, email them at dcshelp@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

**Two Examples of Return of Title IV funds calculations:**

**Example #1**

Joe Student enrolled for 12 credit hours in the Fall semester, attended a few weeks of his classes and decided to leave school. He was eligible for $400.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was $630.00. He did not inform SWTJC of his decision to withdraw, and did not follow the process for withdrawing from school. Joe was dropped from all of his classes for non-attendance, and the Financial Aid office was notified of his withdrawal. The date that he was withdrawn was at the 35 percent point of the semester. To determine the amount of Pell Grant funds that Joe earned, we must multiply the percentage earned by the amount he was eligible to receive. 35.0% X $400.00 = $140.00 Since Joe was enrolled for 35.0 percent of the Fall semester, according to U.S. Department of Education regulations, he has earned $140.00 of his Pell Grant. The Department of Education requires that SWTJC return $260.00 of the unearned funds from the funds that Joe used to pay for his tuition and fees. Because Joe withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Joe will be responsible to repay SWTJC $260.00 because he was withdrawn and the funds are no longer available to cover the cost of his tuition and fees.
Example #2

Sarah Student was enrolled in 12 credit hours for the Spring semester, was not withdrawn and did not initiate
the withdrawal process. She earned all Fs for the Spring Semester. The Financial Aid Office was unable to find
documentation showing that she had attended past the 60 percent point of the semester, and consequently was
required to perform a Return of Title IV funds calculation. Per U.S. Department of Education regulations Sarah is
entitled to 50 percent of her $2,000.00 Pell Grant award. Sarah will be responsible to repay SWTJC $315.00
because SWTJC will be required to return $315.00 to the U.S. Department of Education. Sarah will also be
responsible to pay $342.50 to the U.S. Department of Education. She will have 45 days from the day that the
Financial Aid Office notifies her of her debt to repay the Department of Education through SWTJC. If she chooses
not to repay the debt within 45 days, SWTJC will refer her to the Department of Education for collection. The
Department of Education will suspend her financial aid eligibility until she makes satisfactory repayment
arrangements.
ACADEMIC SCHOLARSHIPS AWARDED
THROUGH THE SCHOLARSHIP COMMITTEE

Approximately 45 scholarships have been provided by civic-minded individuals and organizations. A faculty committee examines all applications and submits its recommendations to the President of the college who considers them for approval. Awards are made primarily on the basis of demonstrated academic achievement and standing (high school grades and ACT or SAT scores); however, extracurricular activities, letters of recommendation, communicating and reasoning skills, financial need and educational objective may influence selection.

All students who receive academic scholarships at SWTJC must maintain “satisfactory grades” in order to continue receiving the scholarships. The term “satisfactory grades” is defined as having a 2.50 cumulative GPA (on a four point scale) and completing at least twelve semester hours each fall and spring semester. “Satisfactory grades” are defined differently for the following scholarships and a recipient should refer to the scholarship description for the correct definition: Central Power and Light Company, the Rose Kohel Memorial, the Pioneer, the Pioneer for Distinguished SWTJC students, and the Vic Leon Tucker Memorial.

A student who receives an academic scholarship must enroll as a full-time student (12 semester hours or more) in order to use the academic scholarship. Students who receive the academic scholarship as entering freshmen are in effect receiving a two-year scholarship for four consecutive long semesters, if they maintain “satisfactory grades.” Students who receive the scholarship as first semester freshmen can expect to receive the scholarship for three consecutive long semesters, if they maintain “satisfactory grades.” Students who receive the scholarship as sophomores can expect to receive the scholarship for two consecutive long semesters if they maintain “satisfactory grades.”

Scholarship applications may be secured from the high school principal or by writing to the Registrar, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, Texas 78801-6297. All scholarship applications for the fall semester are due by April 1 of each year. Mail applications to the attention of the Scholarship Committee. Students applying for scholarships through the Academic Scholarship Committee can use only one awarded scholarship; multiple awards are not allowed. The available scholarships are listed below. Most of these scholarships carry more than one student.

Anna H. Baker Memorial Scholarship ......................................................... $650 per semester toward cost of attendance
The Gilbert C. Bermea Scholarship ............................................................... Tuition & Fees per semester
Ross E. & Bess S. Brumfield Memorial Scholarship .................................$650 per semester toward cost of attendance
Laura & Ashley Bunton Memorial Scholarship ........................................ $650 per semester toward cost of attendance
Randolph H. Burgess Memorial Scholarship ........................................... $650 per semester toward cost of attendance
Reva P. Burns Scholarship ...................................................................... Tuition & Fees per semester
Central Power and Light Company Scholarship ...................................... $250 per semester toward cost of attendance
Charles L. & Polly C. Chandler Scholarship ............................................ $650 per semester toward cost of attendance
Robert W. Culp Memorial Scholarship .................................................... $650 per semester toward cost of attendance
Estella C. Fenley Memorial Scholarship .................................................. $650 per semester toward cost of attendance
Rodolfo R. Flores Scholarship ................................................................ $650 per semester toward cost of attendance
Sterling Harper Fly, Sr. Memorial Scholarship ......................................... $650 per semester toward cost of attendance
Ettie Rheiner Garner Memorial Scholarship Fund ................................... $650 per semester toward cost of attendance
First State Bank of Uvalde –
John Nance Garner Memorial Scholarship ............................................ Tuition & Fees per semester
Tully Garner Memorial Scholarship ......................................................... Tuition & Fees per semester
Georgie Mae Gauthier Memorial Scholarship ......................................... $650 per semester toward cost of attendance
Lupe and Elias Hernandez Memorial Scholarship ...................................... $650 per semester toward cost of attendance
Harry and Kathryn Hornby Memorial Scholarship .................................. $650 per semester toward cost of attendance
Gordon Hudson Memorial Scholarship .................................................. $650 per semester toward cost of attendance
Rose Koehl Memorial Scholarship ........................................................... $650 per semester toward cost of attendance
Stephen Daniel Lindsey Memorial Scholarship ..................................... $650 per semester toward cost of attendance
Mallard-Turner Memorial Scholarship Trust ............................................ Award varies
Wayne, Evalyn and Gary Matthews Memorial Scholarship .................... $650 per semester toward cost of attendance
Gary E. Merritt Memorial Scholarship .................................................... $650 per semester toward cost of attendance
Will C. Miller Memorial Scholarship ......................................................... $650 per semester toward cost of attendance
A.C. & Lucille Mogford Memorial Scholarship ..... To be determined each year by the Scholarship Committee
Rory Scott Molloy Memorial Scholarship ........................................ $650 per semester toward cost of attendance
Bill R. Nunley Scholarship ....................................................... $650 per semester toward cost of attendance
Pioneer Scholarship .................................................................. $800 per semester toward cost of attendance
Pioneer Scholarship for Distinguished SWTJC Students ...................... $800 per semester toward cost of attendance
Mary B. Powers Memorial Scholarship Fund ................................ $650 per semester toward cost of attendance
Baltasar L. Ramirez Memorial Scholarship ..................................... $650 per semester toward cost of attendance
Eloy Reyes Memorial Scholarship .................................................. $650 per semester toward cost of attendance
Dr. Tomas Rivera Memorial Scholarship ....................................... $650 per semester toward cost of attendance
Orville W. Rushing Friend-of-Sabinal Service Scholarship ...................... $100 per semester toward cost of attendance
SWTJC Memorial Scholarship Fund ............................................ $650 per semester toward cost of attendance
Vic Leon Tucker Memorial Scholarship ......................................... $650 per semester toward cost of attendance
Uvalde Rotary Club Scholarship .................................................. $250 per semester toward cost of attendance
Uvalde Rotary Club—John Burns Memorial Foundation .................. $250 per semester toward cost of attendance
Tom and Hope Witt Memorial Scholarship ................................... $650 per semester toward cost of attendance
Zavala County Bank Scholarship ................................................ Tuition and Fees per semester
Zavala County Bank—La Pryor Bank Scholarship ............................. Tuition & Fees per semester

Anna H. Baker Memorial Scholarship

The Board of Trustees of Southwest Texas Junior College has set aside a portion of the earnings from stock in the First State Bank of Uvalde acquired by the college from the estate of Anna H. Baker, a long time resident of Uvalde and friend of the college, to endow a scholarship fund as a memorial to the late Anna H. Baker. The recipients of the scholarship are selected by the SWTJC Scholarship Committee.

The Gilbert C. Bermea Scholarship

This scholarship recognizes the efforts, devotion, commitment, and dedication of this college educator to the Eagle Pass area residents by establishing and directing higher education programs in the Eagle Pass, Texas area. This scholarship demonstrates the appreciation for his many years of loyalty to SWTJC and for being there for the students and faculty.

An applicant for this scholarship should:

1. Meet all entrance requirements of SWTJC;
2. Be an Eagle Pass area student showing promise of success and attending the Eagle Pass campus;
3. Have a scholastic record that would justify consideration for a scholarship;
4. Pursue either an A.A. or A.A.S. degree.

This scholarship will pay tuition and fees while the student is on the scholarship.

Ross E. and Bess S. Brumfield Memorial Scholarship

This scholarship established by the SWTJC Board of Trustees honors the memory of Ross E. and Bess S. Brumfield, long time residents of Uvalde and strong supporters of the college. The scholarship is administered by the SWTJC Scholarship Committee.
Laura and Ashley Bunton Memorial Scholarship

Established by the SWTJC Board of Trustees in memory of Laura and Ashley Bunton of Rio Frio, Texas, friends and supporters of the college. This scholarship is administered by the SWTJC Scholarship Committee.

Randolph H. Burgess Memorial Scholarship

Mr. and Mrs. Randolph Burgess of Utopia, with the assistance of the Exxon Foundation, have established a scholarship fund to assist graduates of Utopia High School attend SWTJC. Earnings from the fund are used to provide scholarships to defray the cost of the students’ tuition and fees while enrolled at the college. This scholarship may be renewed for the second year of education at SWTJC if “satisfactory grades” are maintained. The recipient is selected by the SWTJC Scholarship Committee. Students from other high schools may also be awarded scholarships from this fund if recommended by the scholarship committee.

Reva P. Burns Scholarship

Former students and friends of Mrs. Reva P. Burns have established this scholarship in her honor. A long time resident of Uvalde, Mrs. Burns was a member of the first faculty of SWTJC and a former teacher at Uvalde High School. This scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. The recipient of the scholarship must be a full-time student who resides within the college district. The recipient is selected by the SWTJC Scholarship Committee.

Central Power & Light Company Scholarship

Each year Central Power & Light Company makes available to qualified students two scholarships in business administration, engineering, agriculture or computer technology. The scholarship may be extended each semester through a second year as long as a GPA of 3.00 is maintained and the student completes at least twelve semester hours each long semester.

An applicant for a CPL scholarship must:

1. meet all entrance requirements of SWTJC (including high school transcript, scores on ACT or SAT, admission application, and Accuplacer scores);
2. show promise of success in one of four fields mentioned above as determined by tests and the selection committee;
3. have made a scholastic record that would justify consideration for a scholarship, and be in the upper third of their high school graduating class;
4. follow one of the curricula prescribed for business administration, engineering, agriculture or computer technology;
5. have filed a complete copy of application for scholarship in the Registrar’s Office by April 1;
6. must be United States citizens.

Scholarship applicants from CPL’s service territory will be given preference over students from outside the territory.

By accepting the CPL scholarship, the recipient is giving the scholarship committee permission to release to CPL his or her academic transcript each semester.
Charles L. and Polly C. Chandler Scholarship

Charles L. Chandler and Polly C. Chandler have established a scholarship endowment. The income from this endowment is to be used as a scholarship fund. This scholarship may be extended throughout the second year if requirements are met by the student selected by the SWTJC Scholarship Committee.

A student eligible for this scholarship must:

1. Be a graduate of San Felipe Del Rio Independent School District;
2. Be enrolled in SWTJC for a minimum of twelve (12) hours per semester;
3. Maintain a 2.50 grade point average in all courses, exclusive of developmental courses;
4. Pursue an Associate degree program (A.A.) at SWTJC;
5. Be of good moral character with no record of drug abuse or alcohol abuse or disciplinary action of any kind.

Robert W. Culp Memorial Scholarship

Mr. and Mrs. Henry Culp, in loving memory of their son, Robert Culp, have established a $5,000 scholarship fund. The interest from the endowment is used to provide scholarships for students attending SWTJC. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Estella C. Fenley Memorial Scholarship

Estella C. Fenley was a long-time resident and nurse who lived on a ranch south of Utopia, Texas. She was noted for helping and caring for many Utopia area residents when they were sick. Mrs. Fenley was also a great admirer of the native wildlife and the natural beauty of the Texas hill country. Upon her death, a gift of $10,000 was bequeathed to Southwest Texas Junior College and has been invested. The interest received from this endowment is set aside as a scholarship fund for graduates of Utopia High School attending Southwest Texas Junior College. This scholarship may be extended to include the second year of education if “satisfactory grades” are maintained. The recipients are selected by the Southwest Texas Junior College Scholarship Committee.

Rodolfo R. Flores Scholarship

The Rodolfo R. Flores Scholarship provides scholarships to the students of Southwest Texas Junior College. Mr. Flores is a successful lawyer and businessman and is a strong supporter of Southwest Texas Junior College and is currently serving as President of the Board of Trustees, a position he was first elected to in 1992 having served on the board of trustees since 1975. Mr. Flores graduated from Southwest Texas Junior College and is a Charter Member of Uvalde’s Eta Beta Chapter of Phi Theta Kappa, the international honor society for two-year colleges and universities. The recipient of this scholarship will be selected by the scholarship committee.

Sterling Harper Fly, Sr. Memorial Scholarship

In honor and loving memory of Sterling Harper Fly, Sr., his family created an endowment fund of which the interest is to be used for memorial scholarships for deserving SWTJC students. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.
**Ettie Rheiner Garner Memorial Scholarship Fund**

The Honorable John N. Garner, and his son, Tully C. Garner, have given $25,000 each, in memory of Mrs. Ettie Rheiner Garner, wife and mother, respectively. The $50,000 endowment has been invested and the interest set aside as a scholarship fund for girls. Those eligible for half of the yearly proceeds must be born and reared in Uvalde County and graduated from a high school located in the same area. The balance is awarded without regard to residency.

**First State Bank of Uvalde -- John Nance Garner Memorial Scholarship**

The First State Bank of Uvalde awards two academic scholarships annually to graduates of high schools in the SWTJC district who meet all requirements set by the college. The scholarship pays tuition and fees while the student is on the scholarship. This scholarship may be extended to include the second year if “satisfactory grades” are maintained. The recipients are selected by the SWTJC Scholarship Committee.

**First State Bank of Uvalde -- Tully Garner Memorial Scholarship**

The First State Bank of Uvalde awards two academic scholarships annually to graduates of high schools in the SWTJC district who meet all requirements set by the college. The scholarship pays tuition and fees while the student is on the scholarship. This scholarship may be extended to include the second year if “satisfactory grades” are maintained. The recipients are selected by the SWTJC Scholarship Committee.

**Georgie Mae Gauthier Memorial Scholarship**

The family and friends of Georgie Mae Gauthier, a long time resident and teacher in the Uvalde Independent School District, have established an endowment fund. The interest from this endowment is to be used as a scholarship fund for Uvalde High School graduates majoring in education and attending SWTJC. The scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee. The recipients are selected by the SWTJC Scholarship Committee.

**Lupe and Elias Hernandez Memorial Scholarship**

Lupe and Elias Hernandez, Sr., were devoted parents and advocates of higher education. In their loving memory and honor, Nena H. Ramirez has created an endowment fund whereby accumulated interest would be utilized as a memorial scholarship in her parents’ names. This scholarship may be awarded to a deserving adult student whose scholastic record meets the following criteria:

1. Must exhibit a financial need in order to pursue a college education;
2. Must enroll for at least 12 semester hours;
3. Must maintain a satisfactory scholastic record (2.50 G.P.A. or above), while attending SWTJC.

If there are no adult participants, this scholarship may be awarded to any deserving student attending SWTJC with the same stipulations mentioned above.

**Harry & Kathryn Hornby Memorial Scholarship**

This scholarship endowment has been established in memory of Kathryn and Harry Hornby. Mrs. Hornby served as a member of the Southwest Texas Junior College Board of Trustees from July 16, 1987 to May 21, 1992. Mr. Hornby was the owner/editor of the Uvalde Leader News and played a very active role in supporting the
formation of the Southwest Texas Junior College tri-county taxing district that resulted in the creation of the college.

**Gordon Hudson Memorial Scholarship**

The family and friends of Gordon Hudson, a long time resident of Uvalde and friend of SWTJC, have established an endowment fund. The interest from this endowment is to be used as a scholarship fund for students attending SWTJC. The scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

**Rose Koehl Memorial Scholarship**

Rose Koehl was a friend and mentor to many during her 25 years as an instructor at SWTJC. Her family and friends have established this scholarship in her loving memory. Interest from this fund will be given to the student selected by the SWTJC Scholarship Committee that meets the following criteria:

1. 3.5 GPA in high school;
2. participated in at least one extracurricular activity;
3. be of good character.

The scholarship may be extended for a total of four semesters as long as the student:

1. takes a minimum of 12 hours at SWTJC each semester and maintains a 3.0 GPA;
2. is involved in extracurricular activities at SWTJC;
3. continues to be of good moral character.

**Stephen Daniel Lindsey Memorial Scholarship**

The Stephen Daniel Lindsey Memorial Scholarship was established in loving memory by Marilyn Casson, his mother, and Nolan and Pearl Riggs, his grandparents.

A student for this scholarship must:

1. Be admitted to the SWTJC LVN Program in Del Rio;
2. Maintain a 2.50 grade point average in all courses.

**Mallard-Turner Memorial Scholarship Trust**

In honor and loving memory of her late husband Terrell B. Mallard, Estelle T. Mallard and her parents Frank and Mattie Turner, have created a perpetual scholarship fund with the First State Bank of Uvalde – Trustee. This scholarship is to provide for one or more qualified and worthy individuals who wish to pursue a college education, particularly students enrolling in any program for training nurses (vocational or otherwise). Scholarships are defined to include tuition, books, fees and similar charges, as well as other expenses deemed by the Trustee as necessary and appropriate in order to provide an education.

College faculty and the Trustee will evaluate applicant(s) for scholarship awards by taking the following into consideration:

1. evidence that the applicant(s) are in need of financial aid and deserving of assistance in order to obtain a college education;
2. grades that are satisfactory to the Trustee;
3. scholarship record that is satisfactory to the college;
4. determination to succeed.
Wayne, Evalyn and Gary Matthews Memorial Scholarship

The Wayne, Evalyn and Gary Matthews Memorial Scholarship was given by family and friends in honor of former SWTJC President Wayne Matthews, his wife Evalyn, a longtime speech instructor at SWTJC, and their son Gary. The scholarship committee will select a deserving student pursuing a degree in a technical program.

Garry E. Merritt Memorial Scholarship

In loving memory of Garry E. Merritt, his immediate family has set up an endowment fund of $5,000. The interest from the endowment is to be used as a scholarship fund for deserving students. The scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Will C. Miller Memorial Scholarship

The SWTJC Board of Trustees established this scholarship in memory of Will C. Miller, a Houston businessman and friend of SWTJC. The scholarship is administered by the SWTJC Scholarship Committee.

A.C. & Lucille Mogford Memorial Scholarship Endowment and Scholarship Fund

The First Baptist Church of Crystal City endowed the A.C. & Lucille Mogford Memorial Scholarship. Students eligible for this scholarship must:

1. Be a SWTJC student from within the college’s eleven county service area;
2. Have the desire and intent to become an educator;
3. Have a scholastic record that would justify consideration for a scholarship.

The SWTJC Scholarship Committee will determine the number and amount of scholarships to be awarded each year. If a scholarship award exceeds the total tuition and fees for an individual student, the remainder may be utilized for the purchase of books.

Rory Scott Molloy Memorial Scholarship

In loving memory of Rory Scott Molloy, his family and friends have established an endowment fund. The interest from the fund is to be used for memorial scholarships to deserving SWTJC students. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Bill R. Nunley Scholarship

This scholarship was established to honor Bill R. Nunley, who served as a member of the Southwest Texas Junior College Board of Trustees from 1975-2000. He served as President of the Board for eight years. Mr. Nunley made an annual contribution to the college scholarship fund since becoming a board member. The Sabinal, Texas native was also a graduate of Southwest Texas Junior College and was always an avid supporter of the college. The scholarship is to be administered by the Southwest Texas Junior College Scholarship Committee.
**Pioneer Scholarship**

Southwest Texas Junior College Board of Trustees authorized the Pioneer Scholarship Program in 1987 for academically talented students. To be eligible to receive the scholarship, an applicant must:

1. submit application for admission and scholarship by the date stated in the invitation letter sent by SWTJC;
2. have an ACT composite score of 26 or higher, or SAT verbal and math scores combined of 1150 or higher, on file with the college;
3. enroll for at least 12 semester hours each long semester;
4. be pursuing an associate degree program (A.A. or A.A.S.) at SWTJC;
5. be a first time, entering freshman;
6. must be a resident of the state of Texas as defined for tuition purposes.

Once awarded, the scholarship is for four consecutive long-term semesters if the recipient continues to meet the following criteria. Should the number of qualified applicants for scholarships exceed the funds available, the scholarships will be awarded to the students returning their commitment the earliest. The criteria are:

1. enroll in consecutive long-term semesters;
2. maintain at least a 3.25 GPA (4.00 scale) in all college work;
3. complete a minimum of 12 semester hours during each of the long-term semesters in which the scholarship is received.

**Pioneer Scholarship Fund for Distinguished SWTJC Students**

Southwest Texas Junior College Board of Trustees authorized the Pioneer Scholarship Program in 1987 for academically talented students. The Pioneer Scholarship for Distinguished SWTJC students is designed to help distinguished students continue their second year of education by awarding financial assistance for two long term consecutive semesters. Should the number of qualified applicants for scholarships exceed the funds available, the scholarships will be awarded to those students having the highest GPA. To be eligible to receive this scholarship an applicant must:

1. be pursuing an associate degree program (A.A. or A.A.S.) at time of application;
2. must apply by April 1 for the following fall semester;
3. must be a resident of the state of Texas as defined for tuition purposes;
4. must have completed twenty-four semester hours at SWTJC exclusive of developmental courses with a GPA of 3.50 prior to receiving the scholarship (not prior to applying for the scholarship);
5. must enroll and complete twelve semester hours at SWTJC with a GPA of 3.25 the first semester the scholarship is received to be eligible for the second semester award;
6. must enroll for at least twelve semester hours at SWTJC during the second award.

**Mary B. Powers Memorial Scholarship Fund**

The late Mary B. Powers left approximately $10,000 to SWTJC, which has been invested. The interest received from this endowment is set aside as a scholarship fund for students of SWTJC. This scholarship may be extended to include the second year of education if “satisfactory grades” are maintained. The recipients are selected by the SWTJC Scholarship Committee.

**Baltasar L. Ramirez Memorial Scholarship**

Baltasar L. Ramirez was a fervent supporter of higher education. In honor and loving memory of her late husband, Nena H. Ramirez has created a perpetual scholarship fund from which accumulated interest is to be utilized as a memorial scholarship. This scholarship may be awarded to a deserving Uvalde High School graduate
in need of financial assistance and who exhibits a determination to succeed. The following criteria should also be considered:

1. A scholastic record that justifies consideration for a scholarship;
2. Must enroll for at least 12 semester hours;
3. This scholarship may be extended to include the second year of education if satisfactory grades are maintained, as deemed appropriate by the scholarship committee.

**Eloy Reyes Memorial Scholarship**

This scholarship was established by friends and family to honor Eloy Reyes, a successful businessman in New Mexico. Eloy was a distinguished graduate of Southwest Texas Junior College. The scholarship committee will award this scholarship to a student whose educational objective is business.

**Dr. Tomás Rivera Memorial Scholarship**

In loving memory of Dr. Tomás Rivera, his family has established a fund of which the interest is to be used for memorial scholarships for deserving SWTJC students. Dr. Rivera was born in Crystal City, Texas and was a graduate of SWTJC. He was a higher education professor, an administrator and a Chancellor at the University of California at Riverside. Dr. Rivera was a renowned author in Chicano literature and numerous presentations of formal papers. The recipient of this scholarship is selected by the SWTJC Scholarship Committee.

**Orville W. Rushing Friend-of-Sabinal Service Scholarship**

Friends and admirers of the late Orville W. Rushing, in remembrance of his humility and service to his fellow residents of Sabinal, have established a scholarship fund to assist graduates of Sabinal High School to attend SWTJC. The recipient should be a humble, serving, caring person with an overall average of 80 percent in high school. The attitude behind this scholarship is well expressed by Matthew 23:11 (NIV), “The greatest among you will be your servant.” This scholarship may be extended through the sophomore year if “satisfactory grades” are maintained. The recipient is selected by the SWTJC Scholarship Committee.

**SWTJC Memorial Scholarship Fund**

*In Memory of*

Kenneth Bishop
Jimmy Burroughs
James Cowen
John Allen Davis
Christopher Todd Friederick
Adolph Gottschalk
Roy Lee & Alpha Ham
Ed Heath
J. Lyle Hill
Wayne Hope
Hazel Jones
Boots Kothmann

E.A. Kretzchmar
Gerardo (Jerry Mata)
Gary Matthews
Wayne Matthews
R.K. Miller
Dr. Tomas Rivera

The families and friends of well-known and civic-minded individuals have established a scholarship fund for the continuing remembrance of those who have done so much for the youth of our community. The interest from this fund is used to help deserving students attend SWTJC. The scholarship may be for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarships should be made through the SWTJC Scholarship Committee.

**Vic Leon Tucker Memorial Scholarship**

In loving memory of Vic Leon Tucker, his family and friends have established a memorial scholarship to be given to a deserving graduate of Uvalde High School.

To be eligible to receive this scholarship an applicant must:
1. be a Uvalde High School graduate ranking in the top one-third of the graduating class and have a scholastic record that would justify consideration for a scholarship;
2. meet all entrance requirements of SWTJC and enroll and complete a minimum of twelve semester hours exclusive of developmental courses;
3. Maintain at least a 3.00 GPA (4.00 scale) in all college work in pursuance of an associate degree (A.A or A.A.S.) at SWTJC.

**Uvalde Rotary Club Scholarship**

The Uvalde Rotary Club awards two scholarships annually to students of Uvalde County who plan to attend SWTJC. The scholarship must be utilized during the school year following graduation from high school. If “satisfactory grades” are maintained by the recipient, the scholarship is usually extended to include the second year of education.

**Uvalde Rotary Club – John Burns Memorial Foundation Scholarship**

The Uvalde Rotary Club – John Burns Foundation Scholarship is administered as a permanent endowment by the trustees of the Uvalde Rotary Club John Burns Foundation with the earnings designated to support scholarships for students attending SWTJC. The same conditions governing the scholarships awarded annually by the Uvalde Rotary Club to students attending SWTJC governs this scholarship award.

**Tom and Hope Witt Memorial Scholarship**

This scholarship was established by the SWTJC Board of Trustees to honor the memory of Tom and Hope Witt, benefactors of the college and members of pioneer ranching families from the Camp Wood – Montell area. The scholarship is to be administered by the SWTJC Scholarship Committee.

**Zavala County Bank Scholarship**

Zavala County Bank of Crystal City awards two academic scholarships annually to graduates of high schools in the SWTJC district who meet all requirements set by the college. The scholarship pays tuition and fees for the freshman year of school at Southwest Texas Junior College. This scholarship may be extended to include the second year if “satisfactory grades” are maintained. The recipients are selected by the SWTJC Scholarship Committee.

**Zavala County Bank Scholarship – La Pryor Branch**

The Zavala County Bank through its La Pryor Branch awards an academic scholarship to graduates of La Pryor High School to assist them in attending SWTJC. The scholarship pays tuition and fees for the freshman year of school. The recipients are selected by the SWTJC Scholarship Committee.
OTHER SCHOLARSHIPS

Irene Cardenas Memorial Scholarship

Irene Cardenas dedicated twenty-one years of her life to educating the youth of Del Rio community. Her acts of kindness, devotion and commitment touched the hearts of students, parents and peers. In continuing her dreams of educating children, friends and family have established this scholarship in her honor. This scholarship is offered to Del Rio High School Graduates. The recipient of the scholarship must be a full-time student (12 semester hours) of Southwest Texas Junior College Del Rio Campus with the minimum of 30 semester hours in the discipline of Elementary Education. The recipient must maintain a GPA of 2.50. The scholarship will vary in the amount awarded. The recipient is selected by the Irene Cardenas Memorial Scholarship committee. Application forms may be obtained from the SWJTC Del Rio Campus.

Cesar Chavez Scholarship

The Community Council of Southwest Texas, Inc. offers twenty scholarships a year to migrant/seasonal students who wish to further their education through a post-secondary institution of higher learning. The scholarship was named in honor of Cesar Chavez who worked to give dignity to the migrant farm workers of America. Applications are available at your local Community Council of Southwest Texas, Inc., 713 East Main, Uvalde, Texas 78801. Applicants must be migrant/seasonal farm workers and show proof of being below the federal poverty income guidelines to qualify for the scholarship.

Olen C. Green Scholarship

Mr. Olen C. Green, CLU, Green Insurance and Annuities Agency, Inc., 7400 Louis Pasteur, San Antonio, Texas, has awarded two scholarship funds for a total of $300. Preference will be given to journalism majors or people actively working on student publications. Recipients will be chosen by the Journalism Department. “Satisfactory grades” must be maintained.

Bobby Wayne Hatley Memorial Scholarship

This scholarship was established by friends and family to honor Bobby Wayne Hatley who served as a member of the Southwest Texas Junior College Board of Trustees from 1977-2004. A longtime educator from the Camp Wood area, he influenced many students to pursue higher education. He served as vice-president of the board from 1992-2004 and secretary from 1977-1992. The recipient of this scholarship will be from Camp Wood and will be selected by a special committee from Camp Wood.

The Haskell “Peanuts” Hester Memorial Scholarship

A scholarship or scholarships will be given each year to a deserving student or students selected by the executive committee and sponsors of the Rodeo Club. This scholarship(s) is given by the SWTJC Rodeo Club. The selection of the scholarship is based on citizenship, scholarship, and need. Applications should be submitted to the Rodeo Scholarship Committee.

International Good Neighbor Council Scholarship

The IGNC has established an endowment* to benefit LVN students and general education students attending the SWTJC Del Rio campus. Interest from the endowment will be given as scholarships to students who have been admitted to the LVN program or who have accumulated thirty semester hours toward
a degree with a 3.0 GPA. A part-time student (six semester hours minimum) will be awarded 50% of the amount of a full-time student. Applications should be forwarded to the SWTJC Del Rio campus Scholarship Committee.

*Once the endowment reaches $10,000, 10% of the interest earned each year is to be retained in the endowment for endowment growth.

Criteria for the scholarship award(s) shall include:

1. Must be a resident of Val Verde County or Kinney County.
2. Beginning students must be fully admitted to Southwest Texas Junior College Del Rio Campus, have an overall GPA of at least 3.0, and enrolled at least half-time during the period of award.
3. Continuing students must be in good academic and disciplinary standing at the college, have an overall GPA of at least 3.0 and enrolled at least half-time during the period of award.

**John Robert and Maude Northcutt Kilpatrick Memorial Social Studies Division Scholarship**

Family and friends of John Robert and Maude Northcutt Kilpatrick have contributed funds to establish this special scholarship in honor of Mr. and Mrs. Kilpatrick, the parents of Charles L.F. Pierpont, former instructor of anthropology and sociology at SWTJC. Mr. Kilpatrick gained an international reputation as a builder of flutes of gold and silver, the first completely handmade flute builder in Texas. Mrs. Kilpatrick was a long time employee of Sears, Roebuck Mail Order and a Master National Flower Show Judge.

The purpose of this scholarship is to encourage worthy students to continue their studies at Southwest Texas Junior College. To receive this scholarship, a student needs to be enrolled in the Spring semester and request consideration for the award by the SWTJC Social Studies Division Scholarship Committee granting this award.

**The Jason Kincaid Scholarship**

This scholarship was established by friends and family to honor Jason Kincaid who served as a member of the SWTJC Agriculture program and Rodeo team. The recipient of this scholarship must be a student whose educational objective is agriculture and who is a competing member of the National Intercollegiate Rodeo Association meeting all NIRA eligibility requirements. This scholarship is given by the SWTJC Rodeo Club and selected by the Rodeo Scholarship Committee.

**Kirchner Scholarship Trust Fund**

The Kirchner Scholarship Trust Fund seeks to help academically oriented students with documented financial need to continue their education by awarding scholarships in the amount of $1,000 (consecutive $500 per long term semester). Funds from the scholarship are to help defray the cost of attending classes at SWTJC.

SWTJC students who meet the following criteria are eligible to apply:

1. are pursuing an Associate of Arts in General Studies degree at SWTJC with the goal of securing a bachelor’s degree;
2. during the semester in which the award is made, are enrolled for a minimum of twelve semester hours exclusive of developmental courses;
3. have completed or will complete a minimum of 30 semester hours at SWTJC, exclusive of developmental courses, with a cumulative GPA of 3.00;
4. have established financial aid need for the semester in which the award will be made by completing the appropriate financial aid application;

5. are willing to acknowledge a moral obligation to return to the scholarship fund an amount equivalent to the amount awarded. No time limitation is designated.

Number of awards available is based on the availability of funds. Priority in awarding will be given to residents of the tri-county area of Uvalde, Real, and Zavala counties. Students must complete a minimum of twelve semester hours with a minimum GPA of 3.00 to qualify for the second semester $500 award. Maximum student award from this fund is $1,000. Applications should be made directly to the SWTJC Financial Aid Office.

**Robert R. McKinney Memorial Scholarship**

The friends and family of Robert (Bob) McKinney have established a scholarship in his name. Robert McKinney was an outstanding Economics and Business instructor at Southwest Texas Junior College for 37 years. He helped many students understand the Economics, the Business World, and the Stock Market. The recipient of this scholarship has to be a Business or Economics major and will be selected by the scholarship committee.

**Locke and Zaiglin Wildlife Endowment**

This scholarship was established by Mr. John Locke, area ranch owner, and Bob Zaiglin, Department Chair, Wildlife Management, Southwest Texas Junior College. The recipient of this scholarship must be a student whose educational objective is to obtain an Associate of Applied Science degree in Wildlife Management at Southwest Texas Junior College by demonstrating high academic standards and a strong work ethic. The recipient of this scholarship will be selected by the Wildlife Management Department at SWTJC.

**Partners**

Skip and Terri McCarthy

**Los Palominos Scholarship**

Los Palominos, Grammy-award-winning musical group, has endowed a scholarship to help needy students throughout the college service area. The recipients of this scholarship are selected by the college administration.

**National Science Foundation – STEM Scholarship**

Southwest Texas Junior College has been awarded a grant for scholarships in Science, Technology, Engineering and Mathematics (STEM) from the National Science Foundation (NSF). Eligible students must be pursuing an A.A. in Computer Science, A.A. in Engineering, A.A. with a Field of Study in Math or Science, A.A.S. in Computer Information Technology, or a degree plan leading to a B.A. at a four-year institution in Biological Sciences, Physical Sciences, Geosciences, Mathematics, Engineering, Computer Information Sciences, or Technology. The scholarship is renewable at Southwest Texas Junior College for up to two years. In addition, it may be used to pursue a bachelor’s degree in an eligible major at a university. In all cases, the total number of years is subject to National Science Foundation funding and recipient eligibility. Recipients of this scholarship will be selected by the Southwest Texas Junior College NSF scholarship committee.
Kenneth (Kenny) Shackelford Memorial Scholarship

This scholarship was established by friends and family to honor Kenny Shackelford who served as a member of the Southwest Texas Junior College Board of Trustees from February 2005 to April 2007. A longtime businessman and rancher from Real County, he encouraged many students to attend Southwest Texas Junior College to further their education. Awarding of this scholarship will be based on a merit or need based scholarship with preference for a student from Real County. The recipient will be selected by a member of the Shackelford family.

Scholarship for High School Graduates

Valedictorians of fully accredited Texas high schools receive scholarships, which cover the first year’s tuition at SWTJC, provided they have been so certified to the State Department of Education. Recipients must enroll in the fall semester.

Showmanship Scholarship

Each year the Agricultural Management Department awards a $200 scholarship to the winner of the showmanship award in each of the livestock county classes at the three livestock expositions in the tri-county college district. To take advantage of this award the student must attend SWTJC.

SWTJC Faculty Association

The college Faculty Association recognizes the need and desirability of recognizing outstanding academic and technical achievements. Each year the association awards four $500 scholarships from a list of candidates who meets selective criteria. Two scholarships are awarded to students who have chosen an academic major and two scholarships are awarded to students who have chosen a technical major. Applications may be obtained from the SWTJC Faculty Association Scholarship Committee.

Uvalde Memorial Hospital “LVN Graduates – All A’s” Scholarship

This scholarship was established by Uvalde Memorial Hospital to help new LVN graduates continue their education toward their Registered Nurse degree. $1200 is divided among the present graduating vocational nurses who maintain an “A” average upon completion of the vocational nursing program.

Criteria for the scholarship award(s) shall include:

1. Must have graduated from the Uvalde Vocational Nursing Program for the present year;
   Must have an “A” (90-100) average upon graduation of the vocational nursing program.
Here to Serve You!

From counseling and tutoring, to health services and intramural sports, the SWTJC support staff works to meet the needs of all our students. We have an active student activities program which sponsors student developmental seminars and social activities. Our Student Success Centers provide a broad range of assistance to all students. A large number of clubs are active at SWTJC and the college has a men’s and women’s team in the Texas Collegiate Club Sports League. The college also competes in the National Intercollegiate Rodeo Association.
STUDENT SERVICES AND ACTIVITIES

New Student Orientation

Orientation (ORIE 0100) is required for the following new students:

1. Students who have never attended college.
2. Students who have attended another college, but have completed less than 12 semester hours.
3. Students who plan to graduate from SWTJC with an Associate of Arts Degree, Associate of Applied Science Degree, or a College Certification.

New Student Orientation is offered at the Uvalde, Eagle Pass, and Del Rio campuses. Students planning to attend or have attended classes at the Eagle Pass or Del Rio campuses must register for Orientation at that campus. All other students that are attending or have been attending the Uvalde campus, Crystal City campus, or any other facilities, must be registered for orientation at the Uvalde campus.

Student Information Center

The Student Information Center functions include:

1. The Career Information Center Office offers career planning, online career assessment and interpretation. The service is free to all Southwest Texas Junior College students.
2. The Transfer Information Office offers a university catalog library, transfer equivalency guides, and the Texas Common Application.
3. The Visitor’s Center Office provides information and tours to potential students, parents, and drop-in visitors. Schedule an appointment for a tour ahead of time for the best possible service.

For more information to schedule a visit or tour, contact the Student Information Center (830) 591-7228 or visit our website at www.swtjc.net.

Counseling and Advising Services

Counseling and advising offices provide individual attention to all prospective and current students. These services assist students in achieving educational and personal goals. Students are encouraged to make realistic choices between curricula that are specifically designed to prepare them for an occupation upon completion of course work at SWTJC and those that are designed for an extended academic education in four-year institutions.

Students are encouraged to contact a counselor or advisor when any of the following services are needed:

1. Educational-Academic Counseling/Advising
   Students find help in selecting an educational objective, resolving academic difficulties and planning for further educational pursuits.
2. Transfer Planning
   Students designing a program of study requiring transfer to another institution will be assisted in selecting course work that transfers and fulfills degree requirements.
3. Personal Counseling/Referrals
   Counselors are available to also assist students in personal matters. Consultations are kept confidential. When needed or requested, students are referred to specialized community resources.

There is no charge for these services and confidentiality is assured within the limits set by law. No record of visits is recorded on a student’s official transcript.

Counselors or advisors are available at the Student Support Services department, the Career Center, the Student Activities office, and the Counseling Center.
International Student Services

A designated counselor in the Counseling Center provides all the same services to international students, including guiding them through the student visa application process.

Disability Support Services

Students with permanent disabilities who qualify for support under Section 504 of the Rehabilitation Act and Americans with Disabilities (ADA) must self-identify and register with the DSS counselor at the campus they plan to attend. To be eligible for disability related services, students must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Students seeking academic accommodations need to provide appropriate documentation verifying their disability from a professional who is certified. Documents used in high school such as an Individual Education Plan (IEP), 504 Plan or A.R.D. reports will not substitute for an evaluation or report.

Testing Center

The SWTJC Testing Center is located in the R.K. Miller Technical Building. It is a test center for the following:

- THEA
- Quick THEA
- CLEP
- MOS
- Accuplacer
- TABE
- VCT Exams
- Other Exams & Services

For current test dates, times, and test requirements, visit the SWTJC website at http://inet4.swtjc.cct.xus/testing/swtjc.htm. For additional information concerning registration for one of the above tests, please phone the testing center at (830) 591-2947 or the testing lab at (830) 591-2918.

Testing Accommodations

Special accommodations for testing are available for adults who have a documented Attention Deficit/Hyperactivity Disorder, physical disability, learning disability, or mental disability. Examinees requesting accommodations must contact the Testing Center Director (Chief Examiner) one month in advance before the scheduled testing date to discuss required documentation. Once documentation has been received, the Director will begin the review process for approval. Each request is considered on an individual basis. For additional information concerning accommodations, please contact the Testing Center Director at (830) 591-7346.

Other Testing

Each student entering SWTJC is also encouraged to take the ACT test since ACT scores are required to be eligible for some scholarships at SWTJC. Other tests are available to students who would like to further explore their abilities, aptitudes, and interests. These specialized tests are available in the Career Placement and Recruitment Center.

Student Developmental Seminars

Seminars are designed to assist students for improvement in study and social skills, motivation, career decisions, physical well-being, and other topics. Seminars are offered in the fall and spring semesters and all SWTJC students may attend for free.
Health Services

A health fee of $13 is charged each fall and spring semester for the students on the Uvalde campus. This fee is charged to all students registered in day classes and qualifies them for the health service available at the college infirmary. A registered nurse is available in the college infirmary each day Monday through Friday, to take care of the health needs of the students. Most services on campus are covered by the $13 fee.

The Health Clinic is closed between semesters and during both summer school sessions. It is also closed on weekends and during school holidays. Emergency care can be obtained 24 hours per day at the Uvalde Memorial Hospital Emergency Room. Emergency room services or local doctor office visits and charges are the responsibility of the student.

SWTJC offers a medical insurance policy available through the Vice-President of Student Affairs.

Bookstore

School adopted textbooks are available at the college bookstore. Students are expected to purchase all required books and supplies for their courses. One of the major services of the bookstore is the Buy Back Book Policy. During the week of final exams, the bookstore will repurchase used books if they are to be used the following semester. The Buy Back Book Policy for the summer sessions differ from the fall and spring semesters and students should contact the college bookstore for the Buy Back dates.

SWTJC Libraries

The libraries of Southwest Texas Junior College provide 24/7 online access to all SWTJC students and faculty. The Southwest Texas Junior College libraries has a collection of more than 40,000 titles, maintains subscriptions to approximately 200 periodicals and 12 newspapers, and provides online databases, most with full text articles. The libraries in Del Rio, Eagle Pass, and Uvalde have access to all databases and provide computers for Internet access and word processing software.

SWTJC students in Del Rio and Eagle Pass have access to the entire collection in Uvalde through the online catalog. Requests for materials housed on another campus are made online with the requested items delivered within one week.

Valid updated THE ID cards are required to check out library materials, and computers.

The library web page address is http://www.youseemore.com/swtjc. For reference help or other library related questions, email library@swtjc.edu or call 830-591-7367. Off-campus access to databases and other electronic library resources is available by using the student ID number located on THE ID card at the Login prompt.

Library Hours:

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday – Thursday</th>
<th>Friday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uvalde and Del Rio</td>
<td>7:30 a.m. – 9:00 p.m.</td>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>1:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Eagle Pass</td>
<td>8:00 – 9:00 p.m.</td>
<td>8:00 – 4:00 p.m.</td>
<td>1:00 p.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>
**SWTJC ID Cards**

SWTJC students will receive THE ID card upon registration. This card is used for many purposes throughout the campuses and should always be with the student. It is a closed-loop debit card that can be used to check out books at the library, pay for printing, pay fines at the library and pay for food at the cafeteria. There will also be instances when THE ID card is used to track attendance. It is the students’ responsibility to keep the ID with them at all times. Read more about THE ID card in brochures at the Business Office in the Flores Student Services building.

Each campus will issue THE ID card for students, faculty, and staff. While the first card is free, replacement cards cost $10.00

**Food Services**

Campus food services include both a snack bar and cafeteria in the Student Center for students, faculty, and guests. Fourteen cafeteria meals a week are provided in the regular room and board plan.

**Recreation**

There are ample opportunities for all students to participate in various programs of recreation and sports. These activities include archery, badminton, baseball, basketball, bowling, dancing, golf, softball, swimming, football, air hockey, and tennis. By paying moderate green fees, students may play golf on the beautiful municipal golf course of Uvalde. Off-campus sport activities may include: hunting (deer, turkey, and quail), fresh water fishing, and water sports (skiing, swimming, and boating).

Sports and recreational facilities available on campus are listed below:

1. Intramural Field – The College owns a regulations, fenced field on which intramural games are played.
2. Swimming Pool – The college pool, located near the gymnasium, is 30 feet by 75 feet. The pool has been covered to make an indoor pool.
3. Rodeo and Roping Arena – This modern facility is located on campus and provides opportunity for rodeo practice and school sponsored rodeo events. The arena is lighted for night use.
4. Gymnasium – A regulation basketball court and other physical education and recreation facilities are provided in the La Forge Hall Gymnasium. The downstairs Weight Room contains Nautilus equipment and free weights. The upstairs Weight Room contains ten station Global machines and free weights. Three racquetball courts are located in the gymnasium.

**Stable Rentals**

Students who wish to bring their horses to the college campus may rent a stable through the Agriculture Department.

**Bus Service**

Bus transportation is available to students who live in the region. Area towns now included in the bus service are Utopia, Sabinal, Knippa, Crystal City, Carrizo Springs, La Pryor, Leakey, Barksdale, Batesville, Camp Wood, Pearsall-Dilley, and Asherton. Contact college business office for current fees.
Student Placement Services

A student placement service is available to SWTJC students seeking off-campus employment. Interested students should register by completing a placement card available at the Student Financial Aid Office. Students should also check the help wanted ads posted at the Job Placement Office.

STUDENT ACTIVITIES

Eligibility for Holding Office in Campus Organizations

In keeping with the high ethical standards of the college, the administration and faculty encourage the election of students to various offices in campus organizations who exemplify the highest personal standards of behavior. Any student who is on scholastic or disciplinary probation is not eligible to be a candidate for an office in a campus organization.

College Assemblies

Assemblies are held when programs of special interest and merit present themselves. These assemblies give opportunities for the various organizations to provide programs of education or entertainment value and to serve as a clearinghouse for student activities. In order to derive the fullest benefit from these programs and activities, it is essential that all students attend and participate in these assemblies. They are generally conducted under student leadership.

COLLEGE PUBLICATIONS

The Southwest Texan is a campus newspaper published tri-weekly by the Journalism Department as a writing laboratory for journalism students.

CLUBS AND ORGANIZATIONS

American Chemical Society

The objectives of this chapter shall be to afford an opportunity for students of chemistry, chemical engineering, and related disciplines to:

1. become better acquainted;
2. secure the intellectual stimulation that arises from professional association;
3. obtain experience in preparing and presenting technical material before chemical audiences;
4. foster a professional spirit among the members;
5. install a professional pride in chemistry and chemical engineering;
6. foster an awareness of the responsibilities and challenges of a modern chemist.

The membership of this organization shall be composed of student affiliates and associate members of the American Chemical Society. Students who are not ACS student affiliates or associate members may be chapter members, but may neither hold office nor have voting privileges.

ATPE

The Associate of Texas Professional Educators (ATPE) is designed to develop ideas and power in the lives of prospective teachers, to enrich the spirit of college life, and to advance the interests of the teaching profession.
**Auto Body Tech Club**

The purpose of the Auto Body Tech Club is to increase awareness of the Auto Body Repair occupation in the community. It also promotes professionalism and the development of leadership skills.

**Ballet Folklorico de Southwest Texas Junior College**

Ballet Folklorico de Southwest Texas Junior College is a group formed by students dedicated to the expression of Mexican culture and traditional folk dance. As the only Mexican folk dance group on campus, Ballet Folklorico seeks to enrich the students’ cultural knowledge and to serve as a resource for the greater community. The purpose of the group is to preserve the Hispanic tradition here on campus and to perform at cultural and educational events.

**Business Administration Club**

All students registered for Administrative Information Technology, Computer Information Systems, Economics, Business, or Management courses are invited to become members of this club. Its purpose is to acquaint students with general business practices, to hear outstanding business men and women speak on topics of interest to the business world, to see good films pertaining to business and office practices, and to encourage students to become better acquainted socially.

**Campus Light**

This student religious club was organized to promote Christian fellowship among all students of the college. This club is under the direction of a faculty member who is assisted by the church pastors of Uvalde. It serves all who find an interest in the service that it renders.

**Catholic Student Club**

The primary function of the club is to help Catholic students on campus to develop their faith and enrich their lives. This is accomplished through a balanced program of religious, intellectual, and social activities.

**CHAOS Math Club**

The purpose of this club is to promote an interest in the study of mathematics, to discuss new ideas and jobs in the field of mathematics, and to create an atmosphere where students with similar interests can get together in fellowship. Membership in this organization is open to all SWTJC students.

**Cosmetology Club**

This organization is composed of the men and women in the Cosmetology Program at SWTJC. The main goal of this organization is for the members to achieve artistic knowledge through proper education in classroom studies, floor work, guest speakers and field trips. This will enable them to open the doors to an opportunity for a lifetime career in one of the largest and most respected industries in the world today.

**Creative Writers’ Club**

The Creative Writers’ Group is a group of students who enjoy writing and sharing original poems, stories, and songs.
**Criminal Justice Club**

The Southwest Texas Junior College Law Enforcement Club was organized in March 1980 for the purpose of promoting better relations and involvement with law enforcement agencies and the community as a whole. Membership is open to all students whose educational objective is law enforcement or corrections. The club will arrange several field trips during the year in order to observe actual law enforcement and/or correctional operations.

**Delta Beta Nu**

Delta Beta Nu is a fraternity for students enrolled in sociology and anthropology classes at the college. The fraternity’s purpose is to encourage high academic standards, to broaden the opportunities of study for sociology and anthropology students, and to provide a social program by which students become better acquainted and appreciative of each others’ talents. Every student taking sociology and/or anthropology courses is eligible for membership. Elected officers direct fraternity activities both on-campus and off-campus.

**Delta Psi Omega**

The Palm Players chapter of Delta Psi Omega promotes drama academically and creatively. Delta Psi Omega, a national honorary dramatic fraternity, links the SWTJC Drama Department to all junior college theaters. Membership is offered to any student interested in drama. Two major productions and a children’s show allow students to participate in technical areas and in acting. Cultural field trips include concerts, ballets, and theatrical productions.

**Education Club**

The club provides an opportunity to educate students about the profession of teaching to share experiences and socialize with one another in an atmosphere of mutual trust and respect, and to offer future teachers opportunities to learn leadership skills through service.

**Hispanic Association of Students in Higher Education**

The purpose of this organization is to educate students about the Hispanic culture through various types of programs including lectures and field trips. Members will also be advised of educational opportunities available. Membership is open to all students interested in improving their knowledge of the Hispanic culture and society.

**Kinesiology Club**

The Kinesiology Club was established to help promote physical education as a profession and bring awareness to the opportunities in the field of physical education. The club’s objectives are to promote mental, spiritual, and physical growth and well-being. Membership is open to anyone interested in physical education or sports.

**Mariachi Vaqueros de SWTJC**

The club provides an opportunity for students interested in Mariachi music to join in activities and projects. The club will provide an atmosphere stimulating interest, incentive, and enjoyment.
**Men’s Basketball Team**

Membership in the Men’s Basketball Team is open to all men enrolled at Southwest Texas Junior College. Students must maintain a 2.0 GPA and be enrolled in a minimum of 12 credit hours. Membership is limited to 10-15 students.

**Phi Theta Kappa Honor Society**

Phi Theta Kappa Honor Society is the international honorary scholastic society for two-year colleges. Eta Beta Chapter at Southwest Texas Junior College - Uvalde was chartered October 20, 1949. Alpha Omega Iota Chapter at SWTJC – Del Rio was chartered March 6, 1994. Beta Lambda Gamma Chapter at SWTJC – Eagle Pass was chartered November 22, 2002.

Those students who meet the following requirements are invited to apply for membership. The student must:

1. have completed 12 academic hours of work at Southwest Texas Junior College in courses leading toward a degree at a fully accredited university, a four-year college, or at Southwest Texas Junior College. Only course work at SWTJC will be considered in determining membership eligibility;
2. be currently enrolled in at least six academic hours;
3. have an overall grade point average of 3.5 in courses taken at Southwest Texas Junior College;
4. adhere to the school conduct code, possess recognized qualities of citizenship, and be able to certify that he/she has not been convicted of a felony or a crime involving moral turpitude.

Provisional members will be selected on an academic basis. Requirements for admission as a provisional member shall be membership in a high school honor society or an overall high school average of 90 or grade point average of 3.5 on a 4.0 system.

**Press Club**

The Press Club is responsible for all student publications including the *Southwest Texan*. Membership includes journalism students and other members of the publication staff.

**Psychology Club**

The purpose of the Psychology Club is to provide information and programs to enhance the members understanding of Psychology, to create an atmosphere where students can present ideas, opinions, and feelings about Psychology, to insure broad student involvement in campus and community activities, and to provide a social and intellectual setting in which members discuss issues pertaining to Psychology.

**Rodeo Club**

The Rodeo Club was organized in 1950 by a group of students desiring to promote intercollegiate rodeo and the western way of life on campus. Its purpose is to promote interest, understanding, appreciation, and vigilance of western life, culture, and western affairs; to promote a closer relationship among persons interested in its activities and all other school activities; and to encourage prospective college students to enroll in this institution. This club is the sponsor of the National Intercollegiate Rodeo held each year and of the SWTJC Rodeo Team.
**Sigma Tau**

This is an organization affiliated with national Sigma Tau and is composed of all women living in the dormitory. Various social activities are planned throughout the year. Officers are president, vice-president, secretary, treasurer, reporter, and parliamentarian.

**Student Activities Board**

The chair is appointed by the Director of Student Activities. The main function of the board is to assist the Director of Student Activities in planning, coordinating, and conducting the various campus activities.

**Student Ambassadors Organization**

The Student Ambassadors are members of a student service organization dedicated and committed to enhancing the image and promoting Southwest Texas Junior College. As Ambassadors of SWTJC, they are committed to the encouragement of educational success and assist with the recruitment and retention of SWTJC students. Through a variety of activities, both off and on campus, Student Ambassadors provide a valuable service by representing the student perspective of college life to prospective and new students to SWTJC.

Those students who meet the following requirements are invited to apply for membership. The student must:
1. Be currently enrolled at SWTJC, and;
2. Have a cumulative GPA of 2.0 or above.

**Student Senate**

This is an organization whose main function is to serve the student body. It is headed by the president of the Student Senate and is under faculty sponsorship. The Senate is a governing body, whose members are elected by the student body. The aims of the Student Senate are fourfold:

1. to promote better understanding between the faculty and the students;
2. to foster improvements;
3. to sponsor activities of joint student-faculty interest;
4. to cultivate good fellowship among students and organizations by helping solve their general problems and coordinating their group activities.

**Veterans Club**

The Veterans Club consists of all veterans at SWTJC who have served in the Armed Forces of the United States. Men and women from the Army, Navy, Marines, and Air Force meet to have fellowship and fun. The veterans have always formed a dependable group on the SWTJC campus, and many of the “first” accomplishments have been due to their efforts.

**Vocational Industrial Club of America (VICA) Skills USA**

(VICA) SkillsUSA is a professional society designed and run by students in technical and vocational programs. Chapter members choose, plan, and conduct their own activities. One important activity for (VICA) SkillsUSA members is to improve their skills by participating in competitions within their field of study.
Vocational Nurses Club

The Vocational Nurses Club is an organization composed of the men and women currently enrolled each year in the nursing program at SWTJC. The purpose of this organization is to enable the students to work together cohesively in order to achieve class goals through various activities and fund raising projects throughout the year. Officers elected at the beginning of the year include president, vice-president, secretary, treasurer, and parliamentarian. Officers are selected on the basis of leadership and dedication to service.

Welding Technology Club

The Welding Technology Club is an organization composed of students enrolled in the Welding Technology Club and those students who are interested in the field of Welding.

Women’s Basketball Team

Membership in the Women’s Basketball Team is open to all women enrolled at Southwest Texas Junior College. Students must maintain a 2.0 GPA and be enrolled in a minimum of 9 credit hours. Membership is limited to 10-15 students.

Zeta Epsilon Chi

This is an organization composed of men and women living in Hubbard Hall. The purpose is to promote better understanding and harmony among residents. Officers are president, vice-president, and secretary-treasurer.
STUDENT RIGHTS AND RESPONSIBILITIES

Student Conduct

Definitions to be used in this catalog shall be as follows:

1. “Vice-President of Student Services” shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the college District.

2. A “student” shall mean one who is currently enrolled in the college District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.

3. The “campus” of the college District is defined as all real property over which the college District has possession and control.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the college Director’s rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling and dishonesty.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test shall include:

a. Copying from another student’s test paper.
b. Using test materials not authorized by the person administering the test.
c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
g. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

4. A student who owes a debt to the college District or who writes an “insufficient funds” check to the College District may be denied admission or readmission to the college District until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on College District property or in connection with College District-sponsored activities may also constitute violations of the College District’s rules and regulations when such violations affect the educational process and goals of the College District.

6. Possession or use of firearms on College District-controlled property except for educational purposes that have the prior approval of the appropriate Vice-President.

7. Interference with teaching, research, administration, or the College District’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”

8. Use of alcoholic or intoxicating beverages and use of drugs on campus not prescribed by a physician.

9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.

10. Endangering the health or safety of members of the College District community or visitors to the campus.

11. Damaging or destroying College District property.

Any student violating this policy shall be subject to discipline, including suspension.

Sex Offender Registration

Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Chapter 62, Code of Criminal Procedure, who is a student at a public institution of higher education shall report that fact to:

1. The authority for campus security for the institution; or

2. If an authority for campus security for the institution does not exist and the person is otherwise required by Chapter 62, Code of Criminal Procedure, to register at the authority, the local law enforcement authority of:
   a. The municipality in which the institution is located; or
   b. The county in which the institution is located, if the institution is not located in a municipality.

The person described above shall provide the authority for campus security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure Section 62.02(b). The person shall notify the authority for campus security or the local law enforcement authority no later than the seventh day after the date of termination of the person’s status as student at the institution.

The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the College District any information received from the person under this article and any information received from the department under Code of Criminal Procedure Section 62.08.

This provision does not impose the requirements of public notification or notification to public or private primary or secondary schools on an authority for campus security; or a local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by Chapter 62, Code of Criminal Procedure, to make notifications.

STUDENT EXPRESSION

First Amendment

The College District shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Board for a redress of grievances. *U.S. Const. Amend. I*
Freedom of Speech

Students do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. At school and school events, students have First Amendment rights, applied in light of the special characteristics of the school environment.

Student expression that is protected by the First Amendment may not be prohibited absent a showing that the expression will materially and substantially interfere with the operation of the school or the rights of others.

Protected Speech


Limitations on Expression

The College District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or
3. The College District can demonstrate reasonable cause to believe that the expression would engender such material and substantially interfere.

The College District shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

Time, Place, and Manner Limitations

The College District may limit student expression in manner, place, or time by means of reasonable and equally applied regulations.

_Shawney v. Northeast Indep. Sch. Dist._, F.2d 960 (5th Cir. 1972) [See also CHE for use of the College District’s mail system]

INTERROGATIONS AND SEARCHES

The District respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school.

If no search warrant is obtained:

1. Any prohibited item within “plain view” is subject to seizure.
2. Dormitory rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.
Areas such as lockers and desks, which are owned and controlled by the District, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of “fishing expeditions” shall be prohibited.

Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

**Limitation**

The above policies shall not apply in the event that law enforcement authorities are involved in a search. School searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.


**IN INVOLVEMENT IN DECISION-MAKING**

The Board shall develop and implant policies that provide the students at the college with a reasonable opportunity to appear before any committee or other entity that is determining whether a food service provider should be selected or retained by the college. The policies shall provide the students with a reasonable opportunity to discuss the performance of a food service provider and the students’ recommendations for qualifications of food service providers.

A contract between the college and a food service provider must require the food service provider to periodically hold meetings or forums to provide the students at the college with a reasonable opportunity to discuss the performance of the food service provider.

_Education Code 51.945._

**STUDENT COMPLAINTS**

**Exclusions**

Student complaints regarding discipline and sexual harassment are covered by separate procedures.

**Purpose**

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability.

**Representation**

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.
**Level One**

A student who has a complaint shall request a conference with the department chairman or counselor as appropriate, who shall schedule and hold a conference with the student.

**Level Two**

If the outcome of the conference with the department chairman or counselor is not to the student’s satisfaction, the student has ten workdays to request a conference with the Vice-President for Academic Affairs or Vice-President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student’s signature, and the date of the conference with the department chairman or counselor.

**Level Three**

If the outcome of the conference with the Vice-President is not to the student’s satisfaction, the student has ten workdays to request a conference with the college President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statement required at Level Two and the date of the conference with the Vice-President.

**Level Four**

If the outcome of the conference with the college President or designee is not to the student’s satisfaction, the student may submit to the college President a written request to place the matter on the agenda.

The college President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student’s complaint and take whatever action is deemed appropriate.

The Board’s consideration shall be used on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

**Closed Meeting**

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in closed meeting unless the employee complained about requests it to be public.
DISCIPLINE AND PENALTIES

Authority

The District has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. Speake v. Grantham, 317 F.Supp. 1253 (S.D. Miss. 1970)

Students who cause disorders and disrupt the school’s educational environment may be disciplined. Lansdale v. Tyler Junior College, 318 F.Supp. 529 (E.D. Tex. 1970)


Suspension

The District may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited behavior. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal. Foley v. Benedict, 55 S.W.2d 805 (Tex. Comm. App. 1932); Cornette v. Aldridge, 408 S.W.2d 935 (Tex. Civ. App. 1966); Jenkins v. Louisiana State Board of Education, 506 F.2d 992 (5th Cir. 1975); Shamloo v. Mississippi State Board of Trustees, etc., 620 F.2d 515 (5th Cir. 1980)

Expulsion of Certain Foreign Students

The Board may expel from the District any student who is a citizen of a country other than the United States attending the District under a nonimmigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by state law. Education Code 51.909(a)

Hearing Committee

In cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a hearing committee.

The hearing committee shall be impartial and shall be designated by the college President or selected according to procedures approved by the college President.

The hearing committee shall preside over a fair hearing for the student and the college District’s administration. The student and the college District may be represented by counsel at the hearing.

Notice

The hearing committee shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten workdays after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

Contents of Notice

The notice shall:
1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
   a. To be represented by counsel at the hearing;
   b. To call witnesses, request copies of evidence in the college District’s possession, and offer evidence and agreement in his or her own behalf;
   c. To have the hearing recorded verbatim and have a stenographic digest made of the recording;
   d. To ask questions of each witness who testifies against the student.

3. Contain the names of witnesses who shall testify against the student and a description of documentary and other evidence that will be offered against the student.

4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.

5. State the proposed punishment or range of punishments that may be imposed.

**Failure to Appear for Hearing**

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student’s absence.

**Hearing Procedure**

The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the college District’s case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the college District’s case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by a majority vote.
10. The decision shall be communicated to the student in writing within 15 workdays of the hearing.

**Evidence**

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the college District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the hearing. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.
**Decision**

The hearing committee shall render a written decision as to the accused student’s guilt or innocence of the charges; if it finds the student guilty, it shall set forth finding of facts in support of its decision. The penalty shall also be stated in the decision. The Vice-President shall administer the penalty, if any.

**Hearing Records**

The disciplinary records and proceedings shall be kept confidential and separate from the student’s academic record.

**Types of Penalties**

The hearing committee may impose one or more of the following penalties:

1. **Reprimand** – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

2. **Conditional Probation** – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the college. Conditional probation may include social and behavioral restrictions, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

3. **Suspension** – Forced withdrawal from the college for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

4. **Expulsion** – Permanent forced withdrawal from the college. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or exam. The instructor shall make a written report of the incident and of the planned action to his or her respective dean. Depending upon the seriousness of the academic misconduct, the college District may impose any of the earlier-listed punishments.

**Appeal**

Any student disciplined pursuant to this policy may, within 15 days of receiving notice of the hearing committee’s decision, petition in writing the college President and Board to review the decision. The student’s petition shall state with particularity why the decision is believed to be incorrect or unfair. The college President or Board may, in its sole discretion, choose to allow oral argument on the petition.

Within 30 days of receiving the petition, the college President or Board may act to affirm, modify, remand, or reverse the decision. If no action is taken within 60 days, the hearing committee’s decision shall thereby be affirmed.
START HERE AND KEEP GOING!

SWTJC offers a variety of course plans to meet the educational goals of our students, ranging from short-term certificates of a year or less to full two-year associate degrees. Students can take advantage of programs that prepare them for success in the workplace and others that provide for university transfer through completion of the first two years of a bachelor’s degree. Transfer associate degrees include a core curriculum of general education courses that transfer to any Texas public college or university and form the foundation coursework for bachelor’s degrees. Academic advisors and counselors assist students in planning their program of study.
COURSE DESCRIPTION

The course description provides much useful information about courses offered by the college. The curricula of the college are generally set forth through the course descriptions and the curriculum plans that link them together into a coherent sequence of study. The various components that make up a course description are shown in the figure and described below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
<th>Time Commitment per Week</th>
<th>Approval Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1419</td>
<td>Introductory Organic Chemistry I</td>
<td>4 sem. hrs.</td>
<td>(3-4-0)</td>
<td>4005045103</td>
</tr>
</tbody>
</table>

An introduction to the carbon compounds with emphasis on life sciences. Three lecture and four laboratory hours per week. TSI Requirement: M2; R2, R3C; W1. Prerequisite: CHEM 1311 and CHEM 1111. 

Lab Fee - $24

Course Number and Title

The course description begins with the course number. First are four letters representing the subject area or discipline of the course. For example ENGL means the course is in the English discipline. All courses are numbered with four digits. The first digit identifies the course level; those beginning with one are freshman courses, and those beginning with two are of sophomore rank. The second digit indicates the credit value of the course. The third and fourth digits establish the course sequence in which the course is generally taken, odd numbers being offered the first semester and even numbers the second semester. Course numbers beginning with a “zero” designate either a developmental course or a course whose credit is not considered towards certificate or degree attainment. Following the course number is the course title that succinctly describes the content of the course. SWTJC adheres fully to the Texas Higher Education Coordinating Board Common Course Numbering System. This means that the course number, title, and basic description are contained in one of two common catalogs of courses, either the Academic Course Guide Manual or the Workforce Education Course Manual. The only exception to this is a limited number of unique need courses approved by the THECB to address special curricular needs of the college.

Course Credit

The next component of the description gives the course credit to be received after successful completion of the course. College credits are usually computed on the basis of the amount of time and study devoted to complete them. A course meeting 48 lecture hours (e.g., three lecture hours per week in a semester of 16 weeks) is given three semester credit hours (SCH). Credit hours for laboratory work and external experience are evaluated by separate scales, which are developed by the Texas Higher Education Coordinating Board.

Course Time Commitment

Following the course number in a course description is a series of three numeric digits in parentheses that inform the student of the time commitment required by the course. The first digit in parenthesis to the right of the course credit indicates the number of clock hours of lecture per week. The second digit in the
parenthesis indicates the number of clock hours of laboratory per week. The third digit indicates the number of external experience hours (co-op, practicum, clinical, etc. per week).

**Course Approval Number**

All SWTJC courses are approved by the Texas Higher Education Coordinating Board. The series of numbers to the right of the time commitment indicate the state approval number of academic transfer courses.

**Course Description**

Next follows the actual description of the course. It provides in a concise way the overall goals, content, and major topics to be covered. By reading the description, students can determine the subject matter of the course.

**Course TSI Requirement**

To be successful in a course, a student must meet certain minimum competency levels in math (M), reading (R), and writing (W). The TSI Requirement indicates these levels for a specific course in a coded form. The table below gives the meanings of these codes.

<table>
<thead>
<tr>
<th>M0</th>
<th>No math level specified</th>
<th>R0</th>
<th>No reading level specified</th>
<th>W0</th>
<th>No writing level specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1</td>
<td>Completed MATH 0301</td>
<td>R1</td>
<td>Completed READ 0301</td>
<td>W1</td>
<td>Completed ENGL 0301</td>
</tr>
<tr>
<td>M2</td>
<td>Completed MATH 0302</td>
<td>R2</td>
<td>Completed READ 0302</td>
<td>W2</td>
<td>Completed ENGL 0302</td>
</tr>
<tr>
<td>M3</td>
<td>Completed MATH 0303</td>
<td>R3</td>
<td>Completed READ 0303</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If test scores place the student at a level above required completion, the student is considered to have completed the lower level. Further, a letter “C” appearing after a code indicates the associated course must be taken at the same time. In the example above, the TSI Requirement is “M2, R2, R3C, W1”. This means that before enrolling in the course, a student must have:

1. Completed MATH 0302 or tested at the MATH 0303 level or above.
2. Completed READ 0302 or tested at the READ 0303 level or above. If tested only at the READ 0303 level, the student must also be enrolled in READ 0303.
3. Completed ENGL 0301 or tested at the ENGL 0302 level of above.

A student not meeting one or more of the TSI Requirements may be blocked from enrolling in the course.

**Course Prerequisites, Co-requisites, and Fees**

Prerequisites indicate, usually by a listing of courses, the knowledge and skills that students must possess before taking the present course. Prerequisite courses must be successfully completed before enrollment in the present course. Co-requisites are similar except that the knowledge and skills may be acquired while taking the present course. In this case, students must have successfully completed before or be currently enrolled in co-requisite courses if enrolled in the present course. If a student is currently enrolled in a pre/co-requisite college level class that is blocking registration in another college level class, the advisor/counselor may check the mid-term grade and, provided it is a “C” or better, complete and sign an over-ride form. Last in the course description is a listing of any special laboratory or other fees that are charged in addition to normal tuition.
REQUIREMENTS FOR GRADUATION

Southwest Texas Junior College offers the Associate of Arts in General Studies (A.A.) degree, the Associate of Science (A.S.) degree, the Associate of Arts in Teaching (A.A.T.) degree, the Associate of Applied Science (A.A.S.) degree, and certificates. The requirements for each degree and certificate are listed with their respective programs. All students are required to take ORIE 0100 - New Student Orientation; however, this course does not count toward degree requirements. Students entering college for the first time and who are deficient in two or more TSI areas must complete COLS 0300 College Success Skills instead of ORIE 0100 during their first semester of enrollment. In addition, to be eligible for graduation a student must earn at least fifty percent of his/her semester credit hours from other than online courses. There is a 10 year limit to the catalog used for graduation.

Students failing to graduate at the expected time and completing the remaining requirements at another institution may transfer this work back to SWTJC providing the student meets the degree requirements.

Formal application for graduation should be made according to the following schedule:

- May Graduation Application deadline is February 1.
- August Graduation Application deadline is July 15.
- December Graduation Application deadline is October 1.

Students who are eligible to attend the May commencement ceremony each year are those who have completed their degree requirements in December of the previous year or who will complete their degree requirements in May or August of the current year.

Core Curriculum Requirements

Students earning an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree must complete the Core Curriculum below:

<table>
<thead>
<tr>
<th>Component Area</th>
<th>Course Options</th>
<th>Required SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>ENGL 1301/1302, SPCH 1311 or 1321</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 1314, 1324, 1325, 1332, 2312, or 2413</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>BIOL 1406/1407, 1408/1409, 1411/1413, 2401/2402, or CHEM 1405/1407, 1311&amp;1111/1312&amp;1112, 2423/2425, or GEOL 1403/1404, or PHYS 1401/1402, 1405/1407, 2425/2426</td>
<td>8</td>
</tr>
<tr>
<td>Humanities</td>
<td>ENGL 2322, 2323, 2327, 2328, 2332, 2333 or HUMA 1301, 1315 or PHIL 1301, 2306 or SPAN 2311, 2312</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>ARTS 1303, 1304, 1311 or DANC 2303, 2304 or DRAM 1310, 2361, 2362 or MUSI 1306</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>HIST 1301/1302</td>
<td>6</td>
</tr>
<tr>
<td>Government</td>
<td>GOVT 2305/2306</td>
<td>6</td>
</tr>
<tr>
<td>Social &amp; Behavioral</td>
<td>ECON 2301, 2302 or PSYC 2301 or SOCI 1301</td>
<td>3</td>
</tr>
<tr>
<td>Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>BCIS 1405 or COSC 1401 or COSC 1336 or ENGR 2304</td>
<td>3-4</td>
</tr>
<tr>
<td>Kinesiology*</td>
<td>KINE 1100/1110</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

* Waiver of Kinesiology requirement:
  (a) Veterans may have the KINE requirement waived if they have over six months active duty.
  (b) Students may have the KINE requirement waived if physical disabilities are evident. Official approval is required.
Associate of Arts in General Studies Degree

The Associate of Arts in General Studies (A.A.) degree is designed for students who plan to transfer to a senior college or university. This degree includes general education courses such as English, foreign language, history, government, mathematics, and lab science, which are considered to be core requirements for almost all baccalaureate degree programs. (See a listing of core courses above.)

Students should keep in mind the advantages of completing the requirements of a degree at Southwest Texas Junior College even if they are planning to transfer to another college or university to complete a baccalaureate degree. An obvious advantage of completing any degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries.

Associate of Arts in General Studies Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for a total of 62 semester credit hours including 2 semester credit hours of Kinesiology (KINE) and not including semester credit hours earned in ORIE 0100 or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 on all college level courses.
5. Earn twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation in May by February 1, in August by July 15, and in December by October 1.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog used for graduation.

Associate of Science Degree

The Associate of Science (A.S.) degree is designed for students who plan to transfer to a senior college or university and major in science, mathematics, or engineering. This degree includes general education courses such as English, foreign language, history, government, mathematics, and lab science, which are considered to be core requirements for almost all baccalaureate degree programs. Also, it includes additional lab science and mathematics courses required in most science, mathematics, and engineering Bachelors of Science degree programs. (See a listing of core courses above.)

Students should keep in mind the advantages of completing the requirements of a degree at Southwest Texas Junior College even if they are planning to transfer to another college or university to complete a baccalaureate degree. An obvious advantage of completing any degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries.

Associate of Science Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for a total of 62 semester credit hours including 2 semester credit hours of Kinesiology (KINE), 8 semester credit hours of sophomore level lab science, 3 semester credit hours of sophomore level mathematics, and not including semester credit hours earned in ORIE 0100, COLS 0300 or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 on all college level courses.
5. Earn twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation in May by February 1, in August by July 1, and in December by October 1.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog limit used for graduation.

**Associate of Arts in Teaching Degree**

The Associate of Arts in Teaching (AAT) degree is a Board-approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. There are three AAT options:

1. EC-6
2. 4-8, EC-12 Special Education
3. 8-12, EC-12 Other than Special Education

These three AAT’s can only be offered by Texas public community colleges, Lamar State College-Orange, and Lamar State College-Port Arthur, and are fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

Students who complete the AAT will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point average and/or testing requirements. While the degree is designed for transfer purposes, it also meets the “No Child Left Behind” requirements for paraprofessionals. In addition, completion of the AAT is much like that of an Associate of Arts in General Studies degree in that it may qualify students for work that requires at least an associate’s degree. Some AAT courses require field experiences in a pre-kindergarten through twelfth grade (P-12) setting.

Because of the various degree options available within the AAT, students are advised to meet with a counselor to discuss specific details of a degree plan.

**Associate of Arts in Teaching Degree General Requirements**

1. Satisfaction of minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for at least 60 semester credit hours including 2 semester credit hours of Kinesiology (KINE) and not including semester credit hours earned in ORIE 0100, or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 on all college level courses.
5. Earn twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation in May by February 1, in August by July 15, and in December by October 1.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow the current catalog requirements for specific AAT options (See Associate of Associate of Arts in Teaching section). There is a 10 year limit to the catalog used for graduation.

The curricula of the three degree options can be found in the section “Associate of Arts in Teaching Curricula.”
**Associate of Applied Science Degree**

The Associate of Applied Science degrees and certificates are Board-approved collegiate programs consisting of technical courses and integrated general education courses. Students choose among a variety of career areas and acquire skills necessary to compete in the job market.

**Associate of Applied Science Degree Requirements:**

1. Satisfaction of minimum entrance requirements.
2. Completion of specific program and course requirements (see Technical Programs).
3. Computer competencies must be verified by satisfactory completion of ITSC 1301, COSC 1401, or equivalent.
4. Maintain a minimum grade point average (GPA) of 2.0 on all college level courses.
5. Earn twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation in May by February 1, in August by July 15, and in December by October 1.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow the catalog requirements of the academic year when the student first enrolled in the technical program or the current catalog. There is a 10 year limit to the catalog used for graduation.

**Technical Certificates**

Technical certificates are included in some Board-approved collegiate programs. Certificates consist of one year of technical instruction and, in some cases, integrated general education courses. Students choose among a variety of career areas and acquire skills necessary to compete in the job market.

**College Certificate Program Requirements:**

1. Satisfaction of minimum entrance requirements.
2. Completion of specific program and course requirements (see Technical Programs).
3. Maintain a minimum grade point average (GPA) of 2.0 on all college level courses.
4. Earn twenty-five percent of semester credit hours at SWTJC.
5. Make formal application for graduation in May by February 1, in August by July 15, and in December by October 1.
6. Must follow the catalog requirements of the academic year when the student first enrolled in the technical program or the current catalog. There is a 10 year limit to the catalog used for graduation.

**Other Certificates**

The **Core Curriculum Certificate** is awarded to students who complete the Core Curriculum Requirements as outlined above. The Core Curriculum for Southwest Texas Junior College has been approved by the Texas Higher Education Coordinating Board; however, the certificate is an institutional award used to recognize this achievement and encourage continued student success.

The **Field of Study Curriculum Certificate** is awarded to students who complete the required number of semester credit hours satisfying one of the approved fields of study curricula as listed in the catalog (See Field of Study Curricula). Field of study certificates have been approved by the Texas Higher Education Coordinating Board; however, the certificate is an institutional award used to recognize this achievement and encourage continued student success.
TRANSFER PROGRAMS

Southwest Texas Junior College offers transfer programs for those students who wish to pursue a baccalaureate degree at a senior college or university. Before enrolling in courses, students should discuss their career goals with a counselor and explore the requirements for meeting those goals.

Students should consider all options and should define the requirements for each option. Those considerations should include determining whether or not the college or university offers the program of study that they plan to pursue and determining whether or not they are eligible for the program and are able to meet both admission and financial requirements.

Students should discuss test scores with a counselor and understand what they mean and how they may affect the selection of courses. Notice in the course descriptions section of this catalog that many courses require certain reading, writing, or mathematics skills, which are determined by the placement tests students take upon entry.

Counselors are available to help students determine which courses they should take as well as to plan how many courses they should take. The normal load in a spring or fall semester is five academic courses. However, students who work more than ten hours a week, have family obligations, or commute long distances, should take fewer hours.

After talking with a counselor, students should consider other steps involved in selecting courses and completing degree requirements. Students should consider taking review courses or developmental courses if their background is weak in certain subjects or if a long period of time has passed since they studied a particular subject. Students should take courses in the proper sequence. Some courses have prerequisites, meaning that certain courses must be completed prior to enrolling in more advanced courses.

Students who have already completed college credit at another college or university prior to enrolling at Southwest Texas Junior College must submit official transcripts to the Admissions Office. Students pursuing a degree at Southwest Texas Junior College must request that those transcripts be evaluated in order to determine which courses will transfer and apply to their educational objective, which they have selected at Southwest Texas Junior College.

TRANSFER TO SUL ROSS STATE UNIVERSITY – RIO GRANDE COLLEGE

SWTJC and Sul Ross State University – Rio Grande College not only share campuses in Del Rio, Eagle Pass, and Uvalde, we share a determination to help students complete their bachelor’s degree in less time, for less cost, and without leaving home. Working together, we have created a Career Pathways Program that provides students with the information and assistance they may need to accomplish their goal of a bachelor’s degree and a rewarding career. To find out more, contact a SWTJC counselor or advisor.

CONTINUING/WORKFORCE EDUCATION

These courses are organized to meet the special interests of citizens of the college district. Courses may be offered in academic or technical areas. These offerings do not carry academic credit in semester hours; however, the number of clock hours in a non-credit course is recorded in the Registrar’s Office. The college has adopted the Commission on Colleges of the Southern Association of Colleges and Schools’ recommendation of the use of the Continuing Education Unit (CEU). Under the system, ten clock hours in a short course equals one CEU.

Continuing/workforce courses may be offered in any of the communities in the service delivery area. These courses may be offered at any time, provided a sufficient number of students register for them. In state
funded courses, ten students are required to make a class. If the course is funded by tuition and fees only, 15-
20 students are required to make a class.

In order to meet the needs of the community, Southwest Texas Junior College is the host for many
seminars, workshops, and conferences. These are conducted in cooperation with other colleges and
universities, the public schools, and community organizations.

**STUDENT GUARANTEE**

**Academic Courses**

SWTJC guarantees that students will be able to transfer any and all college level courses, with
Coordinating Board Community College Academic Course Guide Manual approved numbers, to all other
public supported Texas colleges and universities. In the event of transfer denial, the student will be allowed
to take alternate pre-approved courses at SWTJC **tuition free.** The student will be charged for all additional
costs associated with the alternate courses.

**Special Conditions**

1. The course must be listed in the transfer degree plan.
2. Limitations of credits accepted, grades required, relevant grade point average, and duration of
   transferability is determined by the receiving institution as stated in that institution’s undergraduate
catalog.
3. To qualify for the guarantee, the student must identify the receiving institution and the degree to be
   pursued at the time of registering at SWTJC.
4. If the above conditions are satisfied and a course is not accepted by the receiving institution, the
   student must notify the Registrar at SWTJC within ten days, so the “Transfer Dispute Resolution”
   process can be initiated.
5. This guarantee became effective August 24, 1992.

**Technical Programs**

SWTJC guarantees that students will possess the job skills necessary to perform as a productive
employee in the occupational field for which they have completed the prescribed course of study. If the
employer decides the student is lacking these skills, SWTJC will provide the student with additional training
**tuition free.** The student will be charged for all additional costs associated with the re-training plan.

**Special Conditions**

1. The student must have satisfactorily completed a technical program listed in the SWTJC catalog.
The graduate will apply to programs listed in the 1992-93 and subsequent catalogs.
2. The student must have completed the program within four years with at least 80 percent of the
   program content earned at Southwest Texas Junior College.
3. The student must be employed within 12 months of program completion in the area for which
   training was received.
4. The employer must certify in writing that the student lacks entry-level job skills and must specify
   the areas of deficiency within 90 days of initial employment.
5. The employer, graduate, Vice-President for Academic Affairs, Director of Technical Programs and
   appropriate faculty member will develop a written educational plan for re-training.
6. The re-training period will be limited to one semester of full-time instruction and must be completed
   within one calendar year.
7. This guarantee does not imply that the graduate will pass any licensing or qualifying examinations
   for a particular career.
ARTICULATION AGREEMENTS

An articulation agreement is a formal, systematic, written collaboration between Southwest Texas Junior College and another college or university. The agreement is designed to identify equivalent courses and clarify requirements for specific degree plans so students can more easily transfer between the two institutions. These agreements are updated periodically to reflect any changes in curriculum or requirements at the institutions.

2 + 2 Degree Plans are the heart of the articulation agreements. A 2 + 2 Degree Plan involves two years of academic study at SWTJC and two years at a university. Articulation Agreements with 2 + 2 Degree Plans are currently in place between Southwest Texas Junior College and some colleges and universities. For specific information, call or visit a college counselor.

Southwest Texas Junior College courses are also transferable to other universities. SWTJC Counselors have transfer equivalency guides and catalogs available from most universities in Texas in order to advise students.

TRANSFER DISPUTE RESOLUTION GUIDELINES

The following guidelines and definitions are established to clarify and enhance Paragraph 6 of Chapter 5, Sub-Chapter A, Section 5.4 of the Texas Higher Education Coordinating Board rule, pertaining to Transfer Curricula and Resolution of Transfer Disputes of Lower-Division Courses.

Definitions

The definitions listed below were established by the Coordinating Board and will serve as criteria to resolve legal questions as specified in Chapter 61, Sub-Chapter C, Section 1.23 of the Education Code Section 61.078. The publications, Transfer of Credit Policies and Curricula of the Texas Higher Education Coordinating Board and Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses of State Appropriations for Texas Public Community Colleges, are the references of this issue: The following criteria for lower-division and upper-division course credit were adopted by the Task Force to Update the Academic Course Guide Manual.

A. Criteria for Lower-Division Course Credit
   Lower-Division (Baccalaureate/Associate Degree) Courses

   Courses offered in the first two years of college study are those which:

   1. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, and
   2. stress development of disciplinary knowledge and skills at an introductory level; or
   3. include basic principles of verbal, mathematical, and scientific concepts associated with an academic discipline.

B. Criteria for Upper-Division Course Credit
   Upper-Division (Baccalaureate) Courses

   Courses offered only in the third or fourth year of a baccalaureate program are those which:

   1. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the third or fourth year of post-secondary study, and
   2. involve theoretical or analytical specialization beyond the introductory level; or
   3. require knowledge and skills provided by previous courses for successful performance by students.
C. Free Transferability

Lower-division courses included in the *Academic Course Guide Manual* and specified in the definition of “Lower-Division Course Credit” shall be freely transferable to and accepted as comparable degree credit by a Texas public institution of higher education, where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board publication, *Community College General Academic Course Guide Manual – A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* (revised 1991). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or developmental courses listed as “basic skills.”

For senior institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical, or developmental courses. Within the spirit of the law, it is realized that differences in interpretation of “same course content” may generate disputes.

D. Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute, the course(s) in question must be offered by the receiving institution denying the credit, or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution’s denial of credit.

Instructions for Completing the “Transfer Dispute Resolution” Form

1. The sending institution whose credit has been denied, or the student working through the sending institution, must initiate the dispute. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.

2. In all disputes, the Texas Higher Education Coordinating Board (THECB) form, CB-TDR “Transfer Dispute Resolution,” must be completed to initiate dispute action. The form will provide notification and documentation of resolution of the dispute or initiate action on the part of the Commissioner to resolve the dispute.

3. The “Transfer Dispute Resolution” form must be completed and forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student.

4. The forms will be available in the chief academic officer’s (CAO) or designee’s office. The student and the CAO of the sending institution will complete appropriate sections of the form, retain copies of the form, and forward it to the CAO of the receiving institution.

5. The CAO or designee of the receiving institution will either resolve the dispute and complete the disputed resolved section of the “Transfer Dispute Resolution” or not resolve the dispute and complete other sections of the form. In either case, the receiving institution will forward copies of the form to the student, the sending institution, and the Commissioner of Higher Education.

6. Failure by the receiving institution to notify the Commissioner in writing, as specified above, within five working days after the 45 calendar day requirement, will allow the student or sending institution to send written notification to the Commissioner and may result in “automatic” acceptance of the credit by the institution which originally denied the credit.
7. When it is required that the Commissioner or his/her designee resolve the dispute, the resolution will be so designated on the form and copies sent to all parties. Both institutions will maintain form files and the Coordinating Board will maintain a file of all resolutions by institutions.

Disputes vs. Problems

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution. Problems may include, but are not limited to, these situations:

1. A student may lose credit hours or have to take additional lower-level credit hours when he or she changes majors.
2. Students may not decide which upper-level/senior institutions they will attend to complete their degree until after they have completed significant lower-level course work. Courses taken may not apply or transfer to the institution selected.
3. A student may take more than 66 lower-level credit hours.
4. A student may have received unsatisfactory grades in lower-level courses.
5. The student may take vocational, technical, or developmental courses that are not defined as general academic courses.
6. Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
7. Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
8. Institutions may not accept work that is considered too old.
9. The student may repeat courses to raise grade point averages. Duplicate credit would not be accepted.
TRANSFER DISPUTE RESOLUTION FORM
TEXAS HIGHER EDUCATION COORDINATING BOARD

This form is to be completed in accordance with the rules and guidelines of the Texas Higher Education Coordinating Board in regard to transfer disputes (Chapter 5, Subchapter A, Section 5.4, Paragraph 6). Definitions, instructions, and examples of "Problems vs. Disputes" are contained in the instructions to Courses: Transfer Curricula and Resolution of Transfer for Lower-Division Courses:

This form shall be initiated at the institution which disputed credit was earned (the sending institution). With regard to time frames, all references to "days" are to calendar days unless otherwise noted.

**Sending Institution:**

Institution: 
Address: 
Chief Academic Officer (CAO): 
Telephone #: FAX #:  
Date of Denial Notification: 
Course(s) Denied: 
Challenge of the Denial: (use additional pages if needed)  

**Student whose Credit is Denied:**

Name: 
I.D. #: Telephone #: 
Address: 
Major: Level/Classification:  

**Receiving Institution:**

Institution: 
Address: 
Chief Academic Officer (CAO): 
Telephone #: FAX #:  
CAO Signature:  
Sending Institution: 
Date:  

CB-TDR 7/91
Dispute Not Resolved:

Course(s) Denied: ____________________________________________

__________________________________________________________

Reason: __________________________________________________

__________________________________________________________

CAO Signature:_____________________________________________

Denying Credit: ____________________________________________

Date: _____________________________________________________

Dispute Resolved:

Resolution: ________________________________________________

__________________________________________________________

CAO Signature:_____________________________________________

Institution Denied:________________________________________

Institution Denying:________________________________________

Date: _____________________________________________________

Disputes Not Resolved:

Commissioner's Resolution: _________________________________

__________________________________________________________

Commissioner's Signature:________________________ Date: __________

Copies:

Student

CAO Institution whose credit was denied

CAO Institution denying credit

Commissioner of Higher Education

Please submit to:

Commissioner of Higher Education

Texas Higher Education Coordinating Board

P.O. Box 12788

Austin, Texas 78711
GET STARTED ON A CAREER IN TEACHING

The Associate of Arts in Teaching (AAT) degree offered at Southwest Texas Junior College is fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification. Because of the various degree options available within the AAT program, students are advised to meet with a counselor to discuss specific details of a degree plan that will meet their individual needs.
ASSOCIATE OF ARTS IN TEACHING CURRICULA

In July 2003, members of an ad-hoc advisory committee met with Texas Higher Education Coordinating Board staff to discuss the feasibility and desirability of developing an Associate of Arts in Teaching (AAT) degree that would be fully transferable from Texas public community colleges to universities having education preparation programs.

A 23 member Teacher Certification Field of Study Advisory Committee (11 members from public community colleges, 11 members from public universities, and one middle school principal) met on three separate occasions to develop recommendations for three fields of study curricula leading to an AAT.

At its April 30, 2009 meeting, the Coordinating Board approved changes to the original AAT curricula listed below:

• EC-6
• 4-8, EC-12 Special Education
• 8-12 - EC-12 Other than Special Education

Southwest Texas Junior College adopted the changes to the associate’s degree. The specific curricula for these degree options follow:

ASSOCIATE OF ARTS IN TEACHING: EC-6

First Semester

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Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0300 do not count toward degree requirements.
### Second Semester

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**GRAND TOTAL** 1168 60
## ASSOCIATE OF ARTS IN TEACHING: 4-8, EC-12 SPECIAL EDUCATION

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Notes: 
1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0300 do not count toward degree requirements.

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### Third Semester

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### Associate of Arts in Teaching: 8-12, EC-12 Other Than Special Education

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Notes: 1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0300 do not count toward degree requirements.

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Notes: 3. Chosen from student’s chosen teaching certification area.

## Fourth Semester

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GRAND TOTAL: 1136 60
Southwest Texas Junior College

Field of Study Curricula

PROFESSIONAL PREPARATION BEGINS HERE!

Southwest Texas Junior College offers specific transfer programs, called fields of study, in the professional areas of business, computer science, criminal justice and engineering. These programs require two years of study and lead to both an Associate of Arts Degree and a special Field of Study certificate. More importantly, they provide direct linkages to Bachelor’s Degree programs at many state universities.

www.swtjc.edu
FIELD OF STUDY CURRICULA

In 1997, the 75th Texas Legislature enacted Senate Bill 148, which defined a field of study curriculum as a “set of courses that will satisfy the lower division requirements for a bachelor’s degree in a specific academic area at a general academic teaching institution.”

The following approved field of study curricula function very much like the core curriculum. If a student satisfactorily completes the lower-division courses that make up an approved field of study curriculum and subsequently transfers to another institution to pursue a bachelor’s degree in the applicable major, the courses transfer as a block and substitute for the lower-division requirements in the major at the receiving institution. Students who satisfactorily complete only part of the field of study curriculum can transfer the courses completed and receive credit in the field of study. However, the receiving institution can require transfer students to complete the remaining lower-division courses.

Key to Degree Plan Abbreviations:

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Field of Study Curriculum: Business

Leading to the Bachelor of Business Administration (BBA) or Bachelor of Arts (BA) or Bachelor of Science (BS) with a major in business, including all business specializations.

First Semester

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**Notes:**
1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0100 do not count toward degree requirements.
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Notes: 1. Student must meet courses prerequisite.

### Third Semester

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GRAND TOTAL 1200 61
Field of Study Curriculum: Computer Science

Leading to the Bachelor of Science (BS) with a major in Computer Science.

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Notes: 1. Required by local policy for all new students.
2. Student must meet course prerequisite.
3. ORIE 0100 and COLS 0100 do not count toward degree requirements.

**Second Semester**

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**Third Semester**

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**Notes:**
4. Refer to senior institution for choice of Differential Equations or Linear Algebra.

### Field of Study Curriculum: Criminal Justice

Leading to the Bachelor of Arts (BA) with a major in Criminal Justice.

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**Notes:**
1. Required by local policy for all new students.
2. ORIE 0100 and COLS 0100 do not count toward degree requirements.
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**GRAND TOTAL**

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Field of Study Curriculum: Engineering

Leading to the Bachelor of Science (BS) with a major in Engineering.

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Notes: 1. Required by local policy for all new students.
2. Suggested for students who are uncertain of engineering as a career and/or who need a review of basic problem solving.
3. Student must meet course prerequisite.
4. ORIE 0100 and ENGR 1201 do not count toward degree requirements.

**Second Semester**

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### Grand Total

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Technical Programs

CAREERS THAT COUNT!

SWTJC technical programs prepare students for careers in vocational nursing, registered nursing, homeland security, business management, radiologic technology, automotive technology, diesel technology, cosmetology, air conditioning/refrigeration, child development, teacher aide, criminal justice, auto body repair, administrative information technology, computer information systems, welding and wildlife management. Most programs require two years of study and lead to the A.A.S. degree. Some technical programs do offer one-year certificates.
GENERAL INFORMATION

Technical programs are intended to provide students with education that leads to employment after approximately one or two years. A student may earn a certificate and/or an Associate of Applied Science degree in the programs as listed on the following pages. These programs of study are not intended for transfer; however, some programs have bachelor’s degree linkages. Consult a SWTJC counselor for more information.

General Education Core for Technical Programs

Students who are interested in obtaining an A.A.S. degree in the technical programs will be required to complete a specific number of semester hours from each of the following groups of general education courses.

<table>
<thead>
<tr>
<th>Social and Behavioral Sciences (Formerly Group I)</th>
<th>Humanities and Fine Arts (Formerly Group II)</th>
<th>Natural Science and Math (Formerly Group III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2301, 2302</td>
<td>ARTS 1303,1304,1311</td>
<td>BIOL 1406,1407,1408,1409</td>
</tr>
<tr>
<td>GOVT 2305,2306</td>
<td>DANC 2303,2304</td>
<td>BIOL 1411,1413,2401,2402</td>
</tr>
<tr>
<td>HIST 1301,1302</td>
<td>DRAM 1310,2361,2362</td>
<td>CHEM 1405,1407</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>ENGL 2322,2323,2327,2328</td>
<td>CHEM 1311&amp;1111,1312&amp;1112</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>ENGL 2332,2333</td>
<td>CHEM 2423,2425</td>
</tr>
<tr>
<td></td>
<td>HUMA 1301,1315</td>
<td>GEOL 1403,1404</td>
</tr>
<tr>
<td></td>
<td>MUSI 1306</td>
<td>MATH 1314,1324,1325,1332</td>
</tr>
<tr>
<td></td>
<td>PHIL 1301,2306</td>
<td>MATH 2312,2413</td>
</tr>
<tr>
<td></td>
<td>SPAN 2311,2312</td>
<td>PHYS 1401,1402,1405,1407</td>
</tr>
</tbody>
</table>

Developmental courses cannot be used to satisfy elective course options in degree plans. ENGL 1301 – Composition I, Speech courses, and freshman level languages cannot be used as Humanities and Fine Arts electives.

Admission Requirements

Students are admitted to the technical programs through regular college admission procedures (see Admission Regulations section).

Students enrolled in an A.A.S. program must adhere to SWTJC TSI requirements as noted in TSI Information and Requirements in Admission Regulations section of catalog. Students enrolled in one-year Certificates, which require 42 or less semester hours, are required to take the Accuplacer prior to enrollment unless they are exempt under TSI requirements (See Exemptions from TSI.) Students enrolled in these one-year certificate programs may not be required to meet all TSI and/or developmental requirements. Refer to individual certificate program requirements. Enrolling in courses other than those required to complete the certificate program requires the student to meet all TSI and/or developmental requirements.

Tuition and Fees per Semester

Regular tuition and fees are charged for all of the technical programs as listed in this section (see Finance section). Additional fees required for technical programs are listed individually under each program.
ADMINISTRATIVE INFORMATION TECHNOLOGY

Uvalde Campus
Limited Course Offerings at Off-Campus Sites

Purpose

The Administrative Information Technology (AIT) Program prepares individuals for high-demand careers needed in today’s computerized workplace. The AIT Program offers a one-year Certificate, a two-year Associate of Applied Science Degree and a Local Articulation Enhanced Skills Certificate. The one-year Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate MOS exam(s) before the end of each semester as applicable to individual courses (see course descriptions in back of catalog). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate. Administrative Information Technology is a Local Articulation program.

Admission Requirements

Students are admitted to the AIT program through the regular college admission procedures (see Admission Regulations section). Students will receive an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (see Curricula section).

Texas Success Initiative (TSI) Requirements

The AIT program carries two award options, the Level 1 one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the Level 1 one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the ENGL 0302 and/or MATH 0302 level are strongly encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year certificate or A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.
ADMINISTRATIVE INFORMATION TECHNOLOGY
CERTIFICATE

Students not receiving advanced-placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100, or or</td>
<td>New Student Orientation</td>
<td></td>
<td>POFT 1301</td>
</tr>
<tr>
<td>COLS 0300</td>
<td>College Success Skills</td>
<td></td>
<td>ELECTIVE ¹</td>
</tr>
<tr>
<td>POFT 1329 ¹</td>
<td>Beginning Keyboarding</td>
<td></td>
<td>ACCT 2401</td>
</tr>
<tr>
<td>ITSC 1301 ²</td>
<td>Introduction to Computers</td>
<td></td>
<td>POFI 1349</td>
</tr>
<tr>
<td>ACNT 1403 ³</td>
<td>Introduction to Accounting I</td>
<td></td>
<td>POFT 1309 ²</td>
</tr>
<tr>
<td>POFI 2301</td>
<td>Word Processing ......................... 3</td>
<td>Total ............................................... 15</td>
<td>Total ............................................... 16</td>
</tr>
<tr>
<td>POFI 1325</td>
<td>Business Math Using Technology .......... 3</td>
<td></td>
<td>POFT 1309 ²</td>
</tr>
<tr>
<td>ELECTIVE ⁴</td>
<td>Sequenced Technical Elective 1 ........... 3</td>
<td></td>
<td>BUSI 1301</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I ............................. 3</td>
<td></td>
<td>ENGL 1301</td>
</tr>
<tr>
<td></td>
<td>Total ........................................ 15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (2 courses required for Certificate) as listed below.
5 Capstone course that consolidates the student’s learning experiences.
6 All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/LOCAL ARTICULATION PLAN

<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science &amp; Math</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
</tr>
<tr>
<td>Total General Education Courses</td>
<td>15</td>
</tr>
<tr>
<td>Total Technical Education Courses</td>
<td>48</td>
</tr>
<tr>
<td>Total Credit Hours for A.A.S</td>
<td>63</td>
</tr>
</tbody>
</table>

Students not receiving advanced placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.
Program of Study

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td>New Student Orientation</td>
<td>POFT 1301</td>
<td>Business English</td>
</tr>
<tr>
<td>POFT 13291</td>
<td>Beginning Keyboarding</td>
<td>ELECTIVE4</td>
<td>Principles of Accounting I – Financial</td>
</tr>
<tr>
<td>ITSC 1301 2</td>
<td>Introduction to Computers</td>
<td>POFI 1349</td>
<td>Spreadsheets</td>
</tr>
<tr>
<td>ACNT 1403 3</td>
<td>Introduction to Accounting I</td>
<td>POFT 1309</td>
<td>Administrative Office Procedures I</td>
</tr>
<tr>
<td>POFI 2301</td>
<td>Word Processing</td>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>POFT 1325</td>
<td>Business Math Using Technology</td>
<td>ELECTIVE4</td>
<td>Sequenced Technical Elective 1</td>
</tr>
<tr>
<td>ELECTIVE4</td>
<td>Sequenced Technical Elective 2</td>
<td>ACCT 2401</td>
<td>Principles of Accounting I – Financial</td>
</tr>
<tr>
<td>ELECTIVE4</td>
<td>Sequenced Technical Elective 3</td>
<td>ITSW 1307</td>
<td>Introduction to Database</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
<td>ELECTIVE Social and Behavioral Sciences</td>
<td>Humanities and Fine Arts</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>ELECTIVE College Level Mathematics</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

| SECOND YEAR |
|---------------|--------|----------------|--------|
| Fall Semester | Credit | Spring Semester | Credit |
| POFI 2331 | Desktop Publishing | POFT 1313 | Professional Workforce Preparation | 3 |
| ACNT 1311 | Introduction to Computerized Accounting | ELECTIVE4 | Sequenced Technical Elective 4 | 3 |
| ELECTIVE4 | Sequenced Technical Elective 3 | POFT 2281 5 | Cooperative Education – Administrative Assistant/Secretarial Science | 2 |
| ITSW 1307 | Introduction to Database | ELECTIVE | Humanities and Fine Arts | 3 |
| ELECTIVE | Social and Behavioral Sciences | ECON 2301 | Principles of Macroeconomics | 3 |
| ELECTIVE | College Level Mathematics | Total | Total Credit Hours for A.A.S. | 14 |
| Total | 18 | Total | 63 |

Notes:
1. Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
2. Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
3. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
4. Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (4 courses required for AAS) as listed below.
5. Capstone course that consolidates the student’s learning experiences.
π. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**Sequenced Technical Electives for Administrative Information Technology**

Sequenced Administrative Information Technology technical electives must be chosen from the list below. To receive graduation credit, **all** courses within the selection option must be completed (One-year Certificate requires first two courses of either option).

**Option 1: Business Applications**
1. BUSI 1307 Personal Finance
2. IMED 1316 Web Design I
3. IMED 1301 Introduction to Digital Media
4. IMED 2309 Internet Commerce
Option 2: Medical Office Applications

1. HITT 1305 Medical Terminology I
2. POFM 1317 Medical Administrative Support
3. POFM 2333 Medical Document Production
4. POFM 1300 Basic Medical Coding

ADMINISTRATIVE INFORMATION TECHNOLOGY
ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Administrative Information Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit

ACCT 2402 Principles of Accounting II - Managerial .......... 4
BMGT 2309 Leadership .................................................. 3
BMGT 1327 Principles of Management ............................. 3
HRPO 2301 Human Resources Management ..................... 3

Total Credit Hours for
Enhanced Skills Certificate ........................................ 13

Total Credit Hours for A.A.S. ........................................... 63

GRAND TOTAL .............................................................. 76

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, trouble shooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (see Admission Regulations section). Students will receive a one-year Certificate, two-year Certificate, and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (see Curricula section).
The Air Conditioning and Refrigeration program carries three award options, a one-year Certificate, two-year Certificate, and an A.A.S. degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

**ONE-YEAR CERTIFICATE**

**Program of Study**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π</td>
<td></td>
<td>HART 1403</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>COLS 0300 College Success Skills</td>
<td>HART 1441 Residential Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1402</td>
<td>Electricity Principles</td>
<td>HART 2438¹ Air Conditioning Installation and Startup</td>
<td>4</td>
</tr>
<tr>
<td>HART 1407</td>
<td>Refrigeration Principles</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MAIR 1449</td>
<td>Refrigerators, Freezers, Window Air Conditioners</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 12

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

**TWO-YEAR CERTIFICATE**

**Program of Study**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π</td>
<td></td>
<td>HART 1403</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td>COLS 0300 College Success Skills</td>
<td>HART 1441 Residential Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1402</td>
<td>Electricity Principles</td>
<td>HART 2438¹ Air Conditioning Installation and Startup</td>
<td>4</td>
</tr>
<tr>
<td>HART 1407</td>
<td>Refrigeration Principles</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MAIR 1449</td>
<td>Refrigerators, Freezers, Window Air Conditioners</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 12

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 2442 Commercial Refrigeration</td>
<td>4</td>
<td>HART 2449 Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>HART 1445 Gas and Electric Heating</td>
<td>4</td>
<td>HART 2445 Residential Air Conditioning Systems Design</td>
<td>4</td>
</tr>
<tr>
<td>HART 2436 Air-Conditioning Troubleshooting</td>
<td>4</td>
<td>HART 2280 Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
<td>Total</td>
<td>10</td>
</tr>
</tbody>
</table>

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science &amp; Math</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td>Total General Education Courses</td>
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<tr>
<td>Technical Education Courses</td>
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<tr>
<td>Total Credit Hours for A.A.S.</td>
<td>62</td>
</tr>
</tbody>
</table>

Program of Study

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td></td>
<td>HART 1403 Air Conditioning Control Principles</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1402 Electricity Principles</td>
<td>4</td>
<td>HART 1441 Residential Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>HART 1407 Refrigeration Principles</td>
<td>4</td>
<td>HART 2438 Air Conditioning Installation and Startup</td>
<td>4</td>
</tr>
<tr>
<td>MAIR 1449 Refrigerators, Freezers, Window Air Conditioners</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTIVE Humanities &amp; Fine Arts</td>
<td>3</td>
<td>COSC 1401 Microcomputer Applications</td>
<td>4</td>
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<tr>
<td>Total</td>
<td>15</td>
<td>Total</td>
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<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE Social and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
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</table>
### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 2442 Commercial Refrigeration</td>
<td>4</td>
<td>HART 2449 Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>HART 1445 Gas and Electric Heating</td>
<td>4</td>
<td>HART 2445 Residential Air Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>HART 2436 Air-Conditioning Troubleshooting</td>
<td>4</td>
<td>Design</td>
<td>4</td>
</tr>
<tr>
<td>ELECTIVE College Level Mathematics</td>
<td>3</td>
<td>HART 2280 Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
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<td>Total</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Credit Hours for A.A.S. ........................ 62

**Notes:**
1. Capstone course that consolidates the student’s learning experiences.
π. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

### Materials for Class Work

Each student must have or must purchase a textbook and tools. A list of tools will be furnished to each student.

1. Tool Set *(approximate cost)* ........................................... $600
2. Textbooks *(approximate cost)* ........................................... $130

### AUTOMOTIVE BODY REPAIR TECHNOLOGY

**Uvalde Campus**

**Purpose**

The purpose of the Automotive Body Repair Technology program is to give students the training needed to repair collision damage, straighten frames and replace body panels. Instruction will also be given in welding, cutting, painting and estimating. Students will learn the use of fiberglass and plastic fillers. Graduates of the program will be employable as entry-level service technicians at an independent shop or dealership.

**Admission Requirements**

Students are admitted to the Automotive Body Repair Technology program through the regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate, two-year Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation *(see Curricula section)*.

The Automotive Body Repair Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet all Texas Success Initiative (TSI) requirements.
AUTOMOTIVE BODY REPAIR TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td></td>
<td>ABDR 1458</td>
<td>4</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td></td>
<td>Intermediate Refinishing</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>ABDR 1449</td>
<td>4</td>
</tr>
<tr>
<td>COLS 0300 College Success Skills</td>
<td></td>
<td>Automotive Plastic and Sheet Molded</td>
<td></td>
</tr>
<tr>
<td>ABDR 1307 Auto Body Welding</td>
<td>3</td>
<td>ABDR 1441</td>
<td>4</td>
</tr>
<tr>
<td>ABDR 1419 Basic Metal Repair</td>
<td>4</td>
<td>Structural Analysis/Damage Repair I</td>
<td>4</td>
</tr>
<tr>
<td>ABDR 1315 Vehicle Trim and Hardware</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABDR 1331 Basic Refinishing</td>
<td>3</td>
<td>Total</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td>Total Credit Hours for Certificate</td>
<td>25</td>
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</tbody>
</table>

Notes:  
1 Capstone course that consolidates the student’s learning experiences.  
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td></td>
<td>ABDR 1458</td>
<td>4</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td></td>
<td>Intermediate Refinishing</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>ABDR 1449</td>
<td>4</td>
</tr>
<tr>
<td>COLS 0300 College Success Skills</td>
<td></td>
<td>Automotive Plastic and Sheet Molded</td>
<td></td>
</tr>
<tr>
<td>ABDR 1307 Auto Body Welding</td>
<td>3</td>
<td>ABDR 1441</td>
<td>4</td>
</tr>
<tr>
<td>ABDR 1419 Basic Metal Repair</td>
<td>4</td>
<td>Structural Analysis/Damage Repair I</td>
<td>4</td>
</tr>
<tr>
<td>ABDR 1315 Vehicle Trim and Hardware</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>ABDR 1331 Basic Refinishing</td>
<td>3</td>
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<tr>
<td>Total</td>
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<td>Total Credit Hours for Certificate</td>
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SECOND YEAR

<table>
<thead>
<tr>
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<th>Credit</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>ABDR 2453 Color Analysis and Paint Matching</td>
<td>4</td>
<td>ABDR 2449</td>
<td>4</td>
</tr>
<tr>
<td>ABDR 2441 Major Collision Repair and Panel Replacement</td>
<td>4</td>
<td>Structural Analysis and Damage Repair III</td>
<td>4</td>
</tr>
<tr>
<td>ABDR 1442 Structural Analysis and Damage Repair II</td>
<td>4</td>
<td>Collision Repair Estimating</td>
<td>2</td>
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<tr>
<td>ABDR 2280 Cooperate Education - Autobody/Collision And Repair Technology/Technician</td>
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<tr>
<td>Total</td>
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<td>Total Credit Hours for Certificate</td>
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</table>

Notes:  
1 Capstone course that consolidates the student’s learning experiences.  
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
AUTOMOTIVE BODY REPAIR TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Program of Study

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td>New Student Orientation</td>
<td>ABDR 1458</td>
<td>Intermediate Refinishing</td>
</tr>
<tr>
<td>ABDR 1307</td>
<td>Auto Body Welding</td>
<td>ABDR 1449</td>
<td>Automotive Plastic and Sheet Molded</td>
</tr>
<tr>
<td>ABDR 1419</td>
<td>Basic Metal Repair</td>
<td>ABDR 1441</td>
<td>Compound Repair</td>
</tr>
<tr>
<td>ABDR 1315</td>
<td>Vehicle Trim and Hardware</td>
<td>COSC 1401</td>
<td>Structural Analysis/Damage Repair I</td>
</tr>
<tr>
<td>ABDR 1331</td>
<td>Basic Refinishing</td>
<td></td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities &amp; Fine Arts</td>
<td>Total</td>
<td></td>
</tr>
<tr>
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<td></td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Summer Session

| ELECTIVE | Speech Communications | 3 |
| ELECTIVE | Social & Behavioral Sciences | 3 |
| | | Total | | 6 |

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ABDR 2453</td>
<td>Color Analysis and Paint Matching</td>
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<td>Advanced Refinishing</td>
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<td>ABDR 2441</td>
<td>Major Collision Repair and Panel Replacement</td>
<td>ABDR 2431</td>
<td>Structural Analysis and Damage Repair III</td>
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<tr>
<td>ABDR 1442</td>
<td>Structural Analysis and Damage Repair II</td>
<td>ABDR 2255</td>
<td>Collision Repair Estimating</td>
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<tr>
<td>ELECTIVE</td>
<td>College Level Mathematics</td>
<td>ABDR 22801</td>
<td>Cooperative Education - Autobody/Collision And Repair Technology/Technician</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>Total</td>
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</tbody>
</table>

Total Credit Hours for A.A.S. 65

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in Finances section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase a tool set.

Tool Set (approximate cost) .............. $600
AUTOMOTIVE TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Technology program is to provide the students training in all eight areas of Automotive Service Excellence (A.S.E.) certification. These areas include: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. At the completion of the one-year Certificate, two-year Certificate and/or the Associate of Applied Science (A.A.S.) degree, students will be required to take the appropriate A.S.E. Student Examinations.

Admission Requirements

Students are admitted to the Automotive Technology program through the regular college admission procedures (see Admission Regulations section). Students will receive a one-year Certificate, two-year Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (see Curricula section).

The Automotive Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the one-year Certificate do not have to pass the Accuplacer exam; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet all Texas Success Initiative (TSI) requirements.

AUTOMOTIVE TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td></td>
<td>AUMT 2434†</td>
<td></td>
</tr>
<tr>
<td>New Student Orientation</td>
<td></td>
<td>AUMT 1416</td>
<td></td>
</tr>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td></td>
<td>Automotive Engine Performance Analysis II...</td>
<td>4</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td></td>
<td>Automotive Suspension and Steering</td>
<td>4</td>
</tr>
<tr>
<td>College Success Skills</td>
<td></td>
<td>Automotive Heating and Air Conditioning...</td>
<td>4</td>
</tr>
<tr>
<td>AUMT 1410</td>
<td>4</td>
<td>AUMT 1445</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Brake Systems</td>
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<td>Total</td>
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<tr>
<td>Automotive Brake Systems</td>
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<td>Total</td>
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<tr>
<td>AUMT 1407</td>
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</tr>
<tr>
<td>AUMT 2417</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Automotive Engine Performance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:  
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
1 Capstone course that consolidates the student’s learning experiences.
# Program of Study

## FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation</td>
<td>AUMT 2434¹</td>
<td>Automotive Engine Performance Analysis II... 4</td>
</tr>
<tr>
<td>AUMT 1410</td>
<td>Automotive Brake Systems</td>
<td>AUMT 1416</td>
<td>Automotive Suspension and Steering Systems 4</td>
</tr>
<tr>
<td>AUMT 1407</td>
<td>Automotive Electrical Systems</td>
<td>AUMT 1445</td>
<td>Automotive Heating and Air Conditioning 4</td>
</tr>
<tr>
<td>AUMT 2417</td>
<td>Automotive Engine Performance Analysis I... 4</td>
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<tr>
<td>Total</td>
<td>.............................................................. 12</td>
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## SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 2413</td>
<td>Automotive Drive Train and Axles</td>
<td>AUMT 2425</td>
<td>Automotive Automatic Transmission and Transaxle 4</td>
</tr>
<tr>
<td>AUMT 2421</td>
<td>Automotive Electrical Lighting and Accessories</td>
<td>AUMT 2428</td>
<td>Automotive Service 4</td>
</tr>
<tr>
<td>AUMT 2443</td>
<td>Advanced Emission Systems Diagnostics</td>
<td>AUMT 2280</td>
<td>Coop Educ – Automobile/Automotive Mechanics Technology/Technician 2</td>
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<td>Total</td>
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</table>

Total Credit Hours for Certificate 46

Notes: 1 Capstone course that consolidates the student’s learning experiences. π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

# AUTOMOTIVE TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science &amp; Math</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
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<tr>
<td>Technical Education Courses</td>
<td>.............................................................. 46</td>
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<td>Total Credit Hours for A.A.S.</td>
<td>.............................................................. 62</td>
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## Program of Study

### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>4</td>
<td>AUMT 2434</td>
<td>4</td>
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<tr>
<td>College Success Skills</td>
<td></td>
<td>Automotive Engine Performance Analysis II</td>
<td></td>
</tr>
<tr>
<td>AUMT 1410 Automotive Brake Systems</td>
<td>4</td>
<td>AUMT 1416</td>
<td>4</td>
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<td>AUMT 1407 Automotive Electrical Systems</td>
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<td>AUTM 1445</td>
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<td>AUMT 2417 Automotive Engine Performance Analysis I</td>
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<td>COSC 1401</td>
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<tr>
<td>ELECTIVE Humanities &amp; Fine Arts</td>
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</table>

### Summer Session

<table>
<thead>
<tr>
<th>Credit</th>
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<tbody>
<tr>
<td>ELECTIVE Social and Behavioral Sciences</td>
</tr>
<tr>
<td>ELECTIVE Speech Communications</td>
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<tr>
<td>Total</td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 2413 Automotive Drive Train and Axles</td>
<td>4</td>
<td>AUMT 2425 Automotive Automatic Transmission and Transaxle</td>
<td>4</td>
</tr>
<tr>
<td>AUMT 2421 Automotive Electrical Lighting and Accessories</td>
<td>4</td>
<td>AUMT 2428 Automotive Service</td>
<td>4</td>
</tr>
<tr>
<td>AUMT 2443 Advanced Emission Systems Diagnostics</td>
<td>4</td>
<td>AUMT 2280' Cooperative Education – Automotive Mechanics Technology/Technician</td>
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</tr>
<tr>
<td>ELECTIVE College Level Mathematics</td>
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<td>Total</td>
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<tr>
<td>Total</td>
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<tr>
<td>Total Credit Hours for A.A.S.</td>
<td>62</td>
<td></td>
<td></td>
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</tbody>
</table>

**Notes:**
1. Capstone course that consolidates the student’s learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

## Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed *(see Course Descriptions).* Each student can also expect to purchase the following required textbooks and tools.

1. Tool Set* *(approximate cost).........................................................$700

* A tool list will be provided by instructor.

Textbooks *(approximate cost).........................................................$325
Purpose

This program carries a one-year Certificate and an Associate of Applied Science (A.A.S.) degree. This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschool and child care centers. Child Development is a Local Articulation Program.

Admission Requirements

Students are admitted to this program through regular college admission procedures (see Admission Regulations section).

The Child Development program carries two award options, the one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements. Adherence to individual course descriptions is required.

**CHILD DEVELOPMENT CERTIFICATE**

Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td>New Student Orientation</td>
<td>CDEC 1319</td>
<td>Child Guidance…………………………………….. 3</td>
</tr>
<tr>
<td>TECA 1311</td>
<td>Educating Young Children …………………… 3</td>
<td>CDEC 1356</td>
<td>Emergent Literacy for Early Childhood ……………… 3</td>
</tr>
<tr>
<td>TECA 1318</td>
<td>Wellness of the Young Child …………………… 3</td>
<td>CDEC 12811</td>
<td>Cooperative Education –Childcare Provider/Aide …………………… 2</td>
</tr>
<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources for Early Childhood Programs …………………… 3</td>
<td>CDEC 2307</td>
<td>Math and Science for Early Childhood ……………… 3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities and Fine Arts…………………… 3</td>
<td>TECA 1303</td>
<td>Families, School &amp; Community ………………… 3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I ……………………………… 3</td>
<td>SPCH 1311</td>
<td>Introduction to Speech Communication ……………… 2</td>
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<tr>
<td>ITSC 1301</td>
<td>Introduction to Computers…………………… 3</td>
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<td>…………………………………………………….. 17</td>
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<td>Total</td>
<td>…………………………………………………….. 18</td>
<td>Total Credit Hours for Certificate</td>
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</table>

Notes:  
1. Capstone course that consolidates the student’s learning experiences.
π. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
## Program of Study

### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation</td>
<td>CDEC 1319</td>
</tr>
<tr>
<td>TECA 1311</td>
<td>Educating Young Children</td>
<td>CDEC 1356</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>CDEC 1281</td>
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<td>Humanities and Fine Arts</td>
<td>CDEC 2307</td>
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<td>Total</td>
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<td>Total</td>
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</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
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</tr>
<tr>
<td>CDEC 1358</td>
<td>Creative Arts for Early Childhood</td>
<td>CDEC 2326</td>
</tr>
<tr>
<td>CDEC 1359</td>
<td>Children with Special Needs</td>
<td>ELECTIVE</td>
</tr>
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<td>CDEC 1321</td>
<td>The Infant and Toddler</td>
<td>MATH 1332</td>
</tr>
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<td>CDEC 2280</td>
<td>Cooperative Education – Childcare Provider/Assistant</td>
<td>TECA 1354</td>
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<td>SOCI 1301</td>
<td>Introductory Sociology</td>
<td>CDEC 2281</td>
</tr>
<tr>
<td>or PSYC 2301</td>
<td>General Psychology</td>
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</tr>
<tr>
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</tbody>
</table>

### Notes:
1. Capstone course that consolidates the student’s learning experiences.
2. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

### Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- CDEC 1311 for TECA 1311 Educating Young Children
- CDEC 1318 for TECA 1318 Wellness of the Young Child
- CDEC 1303 for TECA 1303 Families, School, & Community
- CDEC 1354 for TECA 1354 Child Growth and Development
**Purpose**

The Computer Information Systems (CIS) program provides training for students interested in networking, hardware or software aspects of computer network systems. The curriculum paves the way to attain certifications such as A+ (related to computer maintenance and software administration), CCNA (entry-level network engineers), or Microsoft Active directory 70-64x. Students are encouraged to find ways to actively engage in activities that promote ongoing learning on their own. The IT field is very dynamic, and the only constant is change.

**Admission Requirements**

Students are admitted to the CIS program through regular college admission procedures (see Admission Regulations section). Students will receive an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (see Curricula section).

**COMPUTER INFORMATION SYSTEMS**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science &amp; Math</td>
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</tr>
<tr>
<td>Other</td>
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</tr>
<tr>
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<tr>
<td>Technical Education Courses</td>
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<tr>
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<td>Total Credit Hours for A.A.S.</td>
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</tr>
</tbody>
</table>

**Program of Study**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation</td>
<td>ITSC 1325</td>
<td>Personal Computer Hardware</td>
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<tr>
<td>POFT 1329</td>
<td>Beginning Keyboarding</td>
<td>ITNW 2312</td>
<td>Routers</td>
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<tr>
<td>ITSC 1301</td>
<td>Introduction to Computers</td>
<td>ITNW 1454</td>
<td>Implementing and Supporting Servers</td>
</tr>
<tr>
<td>ITSC 1305</td>
<td>Introduction to PC Operating Systems</td>
<td>ELECTIVE</td>
<td>Select from General Education Core</td>
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<tr>
<td>ITNW 1325</td>
<td>Fundamentals of Networking Technologies</td>
<td>ENGL 1302</td>
<td>Composition II</td>
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<tr>
<td>ITSE 1302</td>
<td>Computer Programming</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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168
SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>ELECTIVE³</td>
<td>Technical Elective</td>
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<tr>
<td>ITSY 1342</td>
<td>Information Technology Security</td>
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<td>ITSY 2300</td>
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<tr>
<td>ITNW 1453</td>
<td>Supporting Network Server Infrastructure</td>
<td>4</td>
<td>ITSY 2441</td>
</tr>
<tr>
<td>ITCW 1307</td>
<td>Introduction to Database</td>
<td>3</td>
<td>ITSC 2280⁴</td>
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<tr>
<td>ELECTIVE</td>
<td>Social and Behavioral Sciences</td>
<td>2</td>
<td>ELECTIVE</td>
</tr>
<tr>
<td>Total</td>
<td>.............................................................. 16</td>
<td>Total</td>
<td>.............................................................. 15</td>
</tr>
</tbody>
</table>

Total Credit Hours for A.A.S. ........................ 62

Notes: 1 Required if keyboarding competencies not verified; however, POFT 1329 does not count toward degree requirements.
2 Required if basic computer competencies not verified; however, ITSC 1301 does not count toward degree requirements.
3 Select from courses for Computer Information Systems Technical Electives as listed below.
4 Capstone course that consolidates the student’s learning experience.
5 See “Core Curriculum Requirements” in the “Curricula” section of this catalog.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Courses for Computer Information Systems Technical Electives

Computer Information Systems technical electives may be chosen from the following courses:

- IMED 1316 Web Design I
- IMED 2309 Internet Commerce
- ACCT 2401 Principles of Accounting I – Financial
- ITSC 2339 Personal Computer Help Desk Support
- ITSY 2317 Wireless Security Development
- ITNW 1313 Computer Virtualization

COSMETOLOGY
Uvalde Campus

Purpose

The Cosmetology program provides graduates with the necessary skills and knowledge to pass the Texas Department of Licensing and Regulation Examination and to function as competent cosmetologists.

Admission Requirements

Students are admitted to the Cosmetology program through the regular college admission procedures (see Admission Regulations section). The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available. Students will receive a one-year Certificate upon satisfactory completion of the program of study and upon making formal application for graduation (see Curricula section).

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, TDLR permit which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) Test.
The Cosmetology program is a one-year Certificate program and does meet the requirements of the Texas Department of Licensing and Regulations. It is based on a fall, spring, and ten week summer session.

College Board policy requires all students to take the Accuplacer exam. Students pursuing this one-year Certificate are not required to achieve minimum passing scores on the exam.

### COSMETOLOGY CERTIFICATE

#### Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100*</td>
<td>New Student Orientation</td>
<td>CSME 2310</td>
<td>Advanced Haircutting and Related Theory .......... 3</td>
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<tr>
<td>or COLS 0300</td>
<td>College Success Skills</td>
<td>CSME 1453</td>
<td>Chemical Reformation and Related Theory .......... 4</td>
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<tr>
<td>CSME 1401</td>
<td>Orientation to Cosmetology</td>
<td>CSME 2401</td>
<td>Principles of Hair Coloring and Related Theory</td>
</tr>
<tr>
<td>CSME 1405</td>
<td>Fundamentals of Cosmetology</td>
<td></td>
<td></td>
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<tr>
<td>CSME 1443</td>
<td>Manicuring and Related Theory</td>
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<td>CSME 1248</td>
<td>Principles of Skin Care</td>
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<td></td>
</tr>
<tr>
<td>CSME 1310</td>
<td>Introduction to Haircutting and Related Theory</td>
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<table>
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<th>Summer Session</th>
<th>Credit</th>
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<tr>
<td>CSME 2337</td>
<td>Advanced Cosmetology Techniques .......... 3</td>
</tr>
<tr>
<td>CSME 2343</td>
<td>Salon Development ....................................... 3</td>
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<tr>
<td>CSME 2441</td>
<td>Preparation for State Licensing Examination ... 4</td>
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<tr>
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</table>

Total Hours for Cosmetology Certificate .......... 42

Notes:  
- *Capstone course that consolidates the student’s learning experiences.*
- All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

#### Contact Hours

To complete the program of study, a student must complete 1,500 contact hours.

#### Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. They can also expect to pay the following additional expenses: (approximate cost)

- Equipment .................. $450
- Books......................... $348
- Uniform Smock ............... $40
- Nail Kit ..................... $60
- State Board supplies .......... $90

#### Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at anytime the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:
1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation (see Curricula section). Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Operator License.

COSMETOLOGY INSTRUCTOR
Uvalde Campus

Purpose

The Cosmetology Instructor program provides graduates with the skills and knowledge necessary to pass the instructor examination administered by the Texas Department of Licensing and Regulation and to serve the cosmetology industry in the teaching field. Only licensed cosmetologists can enroll in the Instructor program.

Admission Requirements

Students are admitted to the Cosmetology Instructor program through the regular college admission procedures (see Admission Regulations section). The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available.

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) test.
3. Hold a valid cosmetology license, Texas Department of Licensing and Regulation.
4. Hold a high school diploma or GED certificate.

INSTRUCTOR CERTIFICATE

Program of Study

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td>New Student Orientation</td>
<td>CSME 2415</td>
<td>Cosmetology Instructor III</td>
<td>4</td>
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<tr>
<td>CSME 1435</td>
<td>Orientation to the Instruction of Cosmetology</td>
<td>CSME 2444</td>
<td>Cosmetology Instructor IV</td>
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<tr>
<td>CSME 1434</td>
<td>Cosmetology Instructor I</td>
<td>CSME 2445</td>
<td>Instructional Theory and Clinic Operation</td>
<td>4</td>
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<tr>
<td>CSME 2414</td>
<td>Cosmetology Instructor II</td>
<td>Total</td>
<td>Total Hours for Instructor’s Certificate</td>
<td>24</td>
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<tr>
<td></td>
<td>Total</td>
<td>12</td>
<td>Total</td>
<td>12</td>
</tr>
</tbody>
</table>

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
Contact Hours

To complete the program of study, a student must complete 750 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in Finances section. Each student can also expect to purchase the following required materials and supplies: (approximate cost)

- Equipment ..................... $125
- Books ............................... $234
- Uniforms ......................... $40
- TDLR Rule Book ................. $14

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at anytime the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:

1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation (see Curricula section). Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Instructor License.

CRIMINAL JUSTICE

Uvalde Campus
Limited Course Offerings at Off-Campus Sites

Purpose

The Criminal Justice program provides education and training for students planning careers in federal, state, or local law enforcement. The Criminal Justice Associate of Applied Science (A.A.S.) program offers students the opportunity to focus on one of three options. The first option, the Basic Peace Officer, is for those students seeking to graduate with an A.A.S. in Criminal Justice and from the Middle Rio Grande Law Enforcement Academy to prepare for the TCLEOSE Texas Peace Officer exam. The second option, Corrections, is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Correctional Systems. The third option, Forensic Science is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Forensic Science. Criminal Justice is a Local Articulation program.
Admission Requirements

Students are admitted to the Criminal Justice program through regular college admission procedures (see Admission Regulations section). Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (see Curricula section).

The Criminal Justice program carries two award options, a one-year Certificate and the two-year A.A.S. degree. College Board policy requires all students to take the Accuplacer exam. Students pursuing the one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

CRIMINAL JUSTICE CERTIFICATE

Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation</td>
<td>CRIJ 1306</td>
<td>Court Systems and Practices 3</td>
</tr>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>Beginning Keyboarding</td>
<td>CJLE 1303</td>
<td>Basic Telecommunication Certification 3</td>
</tr>
<tr>
<td>CRIJ 1313</td>
<td>Juvenile Justice System 3</td>
<td>CRIJ 2314</td>
<td>Criminal Investigation 3</td>
</tr>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice 3</td>
<td>CJSA 2331</td>
<td>Child Abuse: Prevention and Investigation 3</td>
</tr>
<tr>
<td>CRJ 1307</td>
<td>Crime in America 3</td>
<td>CRIJ 1306</td>
<td>Court Systems and Practices 3</td>
</tr>
<tr>
<td>CJSA 1351</td>
<td>Use of Force 3</td>
<td>American Government II 3</td>
<td></td>
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<tr>
<td>ITSC 1301</td>
<td>Introduction to Computers 3</td>
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<td>ELECCTIVE</td>
<td>Humanities and Fine Arts 3</td>
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<td><strong>18</strong></td>
<td><strong>Total</strong></td>
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Notes: 1 Recommended bridging course unless keyboarding competencies verified; POFT 1329 does not count toward degree requirements.
2 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>General Education Courses:</th>
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</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science &amp; Math</td>
<td>3</td>
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<td>Other</td>
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<td><strong>Total General Education Courses</strong></td>
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<td><strong>Technical Education Courses</strong></td>
<td><strong>48 - 54</strong></td>
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<tr>
<td><strong>Basic Use of Computers</strong></td>
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<tr>
<td><strong>Total Credit Hours for A.A.S</strong></td>
<td><strong>66-72</strong></td>
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</table>

Program of Study

The Criminal Justice program provides three options for the A.A.S. degree: namely the Basic Peace Officer Option, the Corrections Option, and the Forensic Science Option. The first year and the fall semester of the second year are the same for both. The spring semester of the second year is completely different for both as noted below.
### Basic Peace Officer Option

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100(\pi) or COLS 0300</td>
<td>New Student Orientation</td>
<td>CRIJ 1306</td>
<td>Court Systems and Practices</td>
</tr>
<tr>
<td>or POFT 1329(\d)</td>
<td>Beginning Keyboarding</td>
<td>CJLE 1308</td>
<td>Basic Telecommunication Certification</td>
</tr>
<tr>
<td>CRIJ 1313</td>
<td>Juvenile Justice System</td>
<td>GOVT 2306</td>
<td>Texas Government (Texas Constitution and Topics)</td>
</tr>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>CRIJ 2314</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>CRIJ 1307</td>
<td>Crime in America</td>
<td>CJSA1282</td>
<td>Cooperative Education – Criminal Justice/Safety Studies</td>
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<tr>
<td>CJSA 1351</td>
<td>Use of Force</td>
<td>CRJ 1300</td>
<td>Basic Jail Course</td>
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<td>ITSC 1301</td>
<td>Introduction to Computers</td>
<td>CRJ 1306</td>
<td>Court Systems and Practices</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities and Fine Arts</td>
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### SECOND YEAR

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<th>Spring Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CRIJ 2328</td>
<td>Police Systems and Practices</td>
<td>CJLE 1506(\d)</td>
<td>Basic Peace Officer I</td>
</tr>
<tr>
<td>CRIJ 2323</td>
<td>Legal Aspects of Law Enforcement</td>
<td>CJLE 1512(\d)</td>
<td>Basic Peace Officer II</td>
</tr>
<tr>
<td>CJSA 2282</td>
<td>Cooperative Education – Criminal Justice/Safety Studies</td>
<td>CJLE 1518(\d)</td>
<td>Basic Peace Officer III</td>
</tr>
<tr>
<td>SPCH 1321</td>
<td>Business and Professional Communication</td>
<td>CJLE 1524(\d), 2</td>
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<td>MATH 1332</td>
<td>Contemporary Mathematics I</td>
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</tr>
<tr>
<td>SOCI 1301</td>
<td>Introductory Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or PSYC 2301</td>
<td>General Psychology</td>
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<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

Note: 1 Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.

2 Student enrolls in TCLEOSE approved Law Enforcement Academy. Basic Peace Officer sequence option is subject to Texas Commission on Law Enforcement Standards and Education (TCLEOSE) rules, including criminal history check – see TCLEOSE enrollment standards below. These courses are eligible for Advanced Placement – see Criminal Justice Advanced Placement Policy below.

3 Capstone course that consolidates the student’s learning experiences.

\(\pi\) All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

### Corrections Option

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100(\pi) or COLS 0300</td>
<td>New Student Orientation</td>
<td>CRIJ 1306</td>
<td>Court Systems and Practices</td>
</tr>
<tr>
<td>or POFT 1329(\d)</td>
<td>Beginning Keyboarding</td>
<td>CJLE 1308</td>
<td>Basic Telecommunication Certification</td>
</tr>
<tr>
<td>CRIJ 1313</td>
<td>Juvenile Justice System</td>
<td>GOVT 2306</td>
<td>Texas Government (Texas Constitution and Topics)</td>
</tr>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>CRJ 2314</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>CRIJ 1307</td>
<td>Crime in America</td>
<td>CRJ 1300</td>
<td>Basic Jail Course</td>
</tr>
<tr>
<td>CJSA 1351</td>
<td>Use of Force</td>
<td></td>
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<td>ITSC 1301</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities and Fine Arts</td>
<td></td>
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</tr>
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<td>Total</td>
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# SECOND YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 2328</td>
<td>Police Systems and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 2323</td>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJSA 2282</td>
<td>Cooperative Education – Criminal</td>
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</tr>
<tr>
<td>SJSA 2282</td>
<td>Justice/Safety Studies</td>
<td>2</td>
</tr>
<tr>
<td>SPCH 1321</td>
<td>Business and Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1432</td>
<td>Contemporary Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Introductory Sociology</td>
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</tr>
<tr>
<td>or PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
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<th>Course Title</th>
<th>Credit</th>
</tr>
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<td>CRIJ 2313</td>
<td>Correction Systems and Practices</td>
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</tr>
<tr>
<td>CRJ 1310</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1358</td>
<td>Rights of Prisoners</td>
<td>3</td>
</tr>
<tr>
<td>CJCR 1304</td>
<td>Probation and Parole</td>
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</tr>
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<td>Police Systems and Practices ..........................</td>
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<td>CRIJ 2323</td>
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<td>SPCH 1321</td>
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</tbody>
</table>

**Total Credit Hours for A.A.S.** 67

**Notes:**
1. Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2. Select from Recommended Courses for Criminal Justice Technical Elective as listed below.
3. Capstone course that consolidates the student’s learning experiences

### Forensic Science Option

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100</td>
<td>New Student Orientation</td>
<td></td>
</tr>
<tr>
<td>or COLS 0300</td>
<td>College Success Skills</td>
<td></td>
</tr>
<tr>
<td>POFT 1329</td>
<td>Beginning Keyboarding</td>
<td></td>
</tr>
<tr>
<td>CRJ 1313</td>
<td>Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1307</td>
<td>Crime in America</td>
<td>3</td>
</tr>
<tr>
<td>CJSA 1351</td>
<td>Use of Force</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 1310</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities and Fine Arts</td>
<td>3</td>
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<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 2306</td>
<td>Court Systems and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CJLE 1303</td>
<td>Basic Telecommunication Certification</td>
<td>3</td>
</tr>
<tr>
<td>CJSA 1282</td>
<td>Cooperative Education – Criminal</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>Texas Government (Texas Constitution and Topics)</td>
<td>3</td>
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<tr>
<td>CRIJ 2314</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJSA 2331</td>
<td>Child Abuse: Prevention and Investigation</td>
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</table>

**Total Credit Hours for A.A.S.** 66

**Notes:**
1. Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2. Capstone course that consolidates the student’s learning experiences
3. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
Recommended Courses for Criminal Justice Technical Elective

Recommended criminal justice technical elective may be chosen from the following courses:
- CJCR 2325  Legal Aspects of Corrections
- CRIJ 2301  Community Resources in Corrections

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- CJS 1322 for CRIJ 1301  Introduction to Criminal Justice
- CJS 1312 for CRIJ 1307  Crime in America

TCLEOSE Enrollment Standards

Students enrolling in the Law Enforcement Academy must comply with TCLEOSE rules including specifically Rule 215.40 below. Failure to comply may result in removal from the course.

215.40. Enrollment Standards and Training Credit

(a) In order for a person to enroll in any law enforcement training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file

1. written documentation that the person is currently licensed by the commission; or
2. if the person is not licensed by the commission, documentation that the person:
   (A) has been fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
   (B) has never been convicted at any time of a felony offense, is not currently on probation or court-ordered community supervision subsequent to being charged with a felony, and has never been convicted of baratry;
   (C) is not prohibited by state or federal law from operating a motor vehicle; and
   (D) is not prohibited by state or federal law from possessing firearms or ammunition.

(b) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from

1. another penal provision of Texas law; or
2. a penal provision of any other state, federal, military or foreign jurisdiction.

(c) A classification of an offense as a felony at the time of the conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas law.

(d) The commission will award training credit for any course conducted by a licensed academy as provided by commission rules unless:

1. the course is not taught as required by commission rules and the advisory board; or
2. the training is not related to a commission license; or
3. the advisory board, the academy, the academy coordinator, the course coordinator, or the instructor substantially failed to discharge any responsibility required by a commission rule.

(e) The enrollment standards established in this section do not preclude the academy license holder from establishing additional requirements or standards for enrollment in law enforcement training programs.

(f) The effective date of this section is September 1, 1997.
Criminal Justice Advanced Placement Policy

In order to receive advanced placement credit for academy completion and/or work experience, the applicant must:

1. Provide appropriate documentation to the Technical Education Director.
2. Apply for admission and complete at least six additional hours of credit at Southwest Texas Junior College.

Students licensed as a Texas Peace Officer will receive advanced placement credit (grade of “P”) for the following courses:

- CJLE 1506 Basic Peace Officer I ...................................... 5 hrs
- CJLE 1512 Basic Peace Officer II ...................................... 5 hrs
- CJLE 1518 Basic Peace Officer III ...................................... 5 hrs
- CJLE 1524 Basic Peace Officer IV ...................................... 5 hrs

Total ................................................................. 20 hrs

Students who are certified by TCLEOSE as a “Basic Jail Guard” will receive advanced placement credit (grade of “P”) for the following course:

- CJCR 1300 Basic Jail Course.................................................. 3 hrs

Students who are certified by TCLEOSE as a “Telecommunications Operator” will receive advanced placement credit (grade of “P”) for the following course:

- CJLE 1303 Basic Telecommunication Certification........... 3 hrs

DIESEL TECHNOLOGY
Eagle Pass Campus

Purpose

The purpose of the Diesel Technology program is to provide students with training in maintaining, troubleshooting, and repairing heavy-duty diesel powered equipment. Coursework emphasizes diesel engines, hydraulics, electrical, air conditioning, and diesel fuel injection systems. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. Typical diesel industry employers include truck and automobile dealerships, trucking, bus, and construction companies; and firms that rent or lease trucks.

Admission Requirements

Students are admitted to the Diesel Technology program through regular college admission procedures (see Admission Regulations section). Students who complete the required program courses must make a formal application for graduation (see Curricula section).

The Diesel Technology program carries three award options, a one-year Certificate, two-year Certificate, and an Associate of Applied Science (A.A.S.) degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.
# DIESEL TECHNOLOGY
## ONE-YEAR CERTIFICATE

### Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100* or COLS 0300</td>
<td>New Student Orientation</td>
<td>DEMR 1449*</td>
<td>Diesel Engine II</td>
</tr>
<tr>
<td>DEMR 1229</td>
<td>Preventative Maintenance</td>
<td>DEMR 1417</td>
<td>Basic Brake Systems</td>
</tr>
<tr>
<td>DEMR 1406</td>
<td>Diesel Engine I</td>
<td>DEMR 1421</td>
<td>Power Train I</td>
</tr>
<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMR 1301</td>
<td>Shop Safety and Procedures</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Total</strong></td>
<td>12</td>
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</table>

Notes: 1 Capstone course that consolidates the student’s learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

## DIESEL TECHNOLOGY
## TWO-YEAR CERTIFICATE

### Program of Study

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100* or COLS 0300</td>
<td>New Student Orientation</td>
<td>DEMR 1449*</td>
<td>Diesel Engine II</td>
</tr>
<tr>
<td>DEMR 1229</td>
<td>Preventative Maintenance</td>
<td>DEMR 1417</td>
<td>Basic Brake Systems</td>
</tr>
<tr>
<td>DEMR 1406</td>
<td>Diesel Engine I</td>
<td>DEMR 1421</td>
<td>Power Train I</td>
</tr>
<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
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</tr>
<tr>
<td>DEMR 1301</td>
<td>Shop Safety and Procedures</td>
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<td></td>
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<td><strong>Total</strong></td>
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#### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>DEMR 1423</td>
<td>Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair</td>
<td>DEMR 2348</td>
<td>Failure Analysis</td>
</tr>
<tr>
<td>DEMR 1423</td>
<td></td>
<td>DEMR 2432</td>
<td>Electronic Controls</td>
</tr>
<tr>
<td>DEMR 1410</td>
<td>Diesel Engine Testing and Repair</td>
<td>DEMR 2281*</td>
<td>Coop Education – Diesel Mechanics</td>
</tr>
<tr>
<td>DEMR 1447</td>
<td>Power Train II</td>
<td>DEMR 1330</td>
<td>Steering and Supervision I</td>
</tr>
<tr>
<td>DEMR 1447</td>
<td></td>
<td></td>
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<tr>
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</table>

Total Credit Hours for Certificate: 25

Notes: 1 Capstone course that consolidates the student’s learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
DIESEL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Program of Study

FIRST YEAR

Fall Semester Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ORIE 0100</td>
<td>New Student Orientation</td>
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<tr>
<td>COLS 0300</td>
<td>College Success Skills</td>
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<tr>
<td>DEMR 1229</td>
<td>Preventative Maintenance</td>
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<tr>
<td>DEMR 1406</td>
<td>Diesel Engine I</td>
<td>4</td>
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<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
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<tr>
<td>DEMR 1301</td>
<td>Shop Safety and Procedures</td>
<td>3</td>
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<td>Humanities &amp; Fine Arts</td>
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| Spring Semester Credit

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>DEMR 1449</td>
<td>Diesel Engine II</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 1417</td>
<td>Basic Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 1421</td>
<td>Power Train I</td>
<td>4</td>
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<tr>
<td>COSC 1401</td>
<td>Microcomputer Applications</td>
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</table>

Summer Session Credit

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ELECTIVE</td>
<td>Speech Communications</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Social and Behavioral Sciences</td>
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<td>Total</td>
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SECOND YEAR

Fall Semester Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tr>
<td>DEMR 1423</td>
<td>Heating, Ventilation, and Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 1447</td>
<td>Power Train II</td>
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<tr>
<td>DEMR 1410</td>
<td>Diesel Engine Testing and Repair I</td>
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Spring Semester Credit

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>DEMR 1330</td>
<td>Steering and Suspension I</td>
<td>3</td>
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<tr>
<td>DEMR 2348</td>
<td>Failure Analysis</td>
<td>3</td>
</tr>
<tr>
<td>DEMR 2432</td>
<td>Electronic Controls</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 2281</td>
<td>Cooperative Education – Diesel Mechanics</td>
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Total Credit Hours for A.A.S...............................................................65

Notes: 1 Capstone course that consolidates the student’s learning experiences.

π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in Finances section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase the following required textbooks and tools.
1 Tool Set* (approximate cost) ...................................... $600

* A tool list will be provided by instructor.

Textbooks (approximate cost) ........................................ $225

LAW ENFORCEMENT ACADEMY

Purpose

The purpose of the Middle Rio Grande Regional Law Enforcement Academy’s Basic Peace Officer course, a 700 clock-hour course of study, is to prepare prospective law enforcement officers for the TCLEOSE Certification Exam. The Academy also offers the County Corrections Officer Course and TCLEOSE in-service courses at both intermediate and advanced levels for the purpose of enhancing the Peace Officers’ level of proficiency and meeting training requirements.

Students who successfully complete the Basic Peace Officer course may receive appropriate college credit. Please refer to the Criminal Justice A.A.S. Program section of the catalog for additional information.

Admission Requirements – Basic Peace Officer Program

To be admitted, a prospective student must:

- be a U.S. citizen.
- be 20.5 years of age (18 w/60 college hours or 2 yrs. active duty).
- must have High School Diploma or GED
- have no felony conviction.
- have no conviction of Class B misdemeanor in the past 10 years.
- not currently be under indictment for any violation.
- have never been convicted of any level of Family Violence.
- not be prohibited by Federal or State law from operating a motor vehicle.
- not be prohibited by Federal or State law from possessing firearms or ammunition.
- must have taken the Ability to Benefit (ATB) Accuplacer. If a student has passed all sections of the Accuplacer, those scores will be accepted in place of Ability to Benefit Accuplacer scores. Persons with a B.S. or B.A. degree or higher will not be required to test.
- complete an SWTJC Application for Admission.
- submit a completed Criminal History Check form (TCLEOSE A-1 Form).
- be physically sound for the performance of duty appropriate to the type of license sought. Submit Physician, psychological and Drug Screening results (TCLEOSE L-2 Form).

A student who has completed all coursework for the A.A.S. Criminal Justice degree except for “Basic Peace Officer” courses (CJLE 1506, CJLE 1512, CJILE 1524, and CJILE 1518) may apply to the Middle Rio Grande Law Enforcement Academy in order to complete these courses.

LINEMAN TRAINING PROGRAM

Purpose

The Lineman Training Program will equip individuals with the education and training needed for an entry level lineman’s apprentice position in the utility industry. Training in the 12-week course will include 10 weeks of lineman specific classroom and field work as well as 2 weeks of truck driver training for a class A
CDL. Upon completion of the course, successful graduates will receive a college certificate in lineman training, a Class A Commercial Driver’s License, and First Aid/CPR certification.

**Admission Requirements:**

- Minimum 18 years of Age
- High School Diploma or GED
- Pass the Reading, Writing, and Math assessment tests
- Hold a Valid Texas Driver's License
- Have a Clear Motor Vehicle Record
- Pass a DOT Physical/Drug Test
- Agree to a Criminal History Check
- Pass a Physical Assessment Test
- Provide Proof of Health Insurance or Purchase Student Insurance

**Lineman Training (400 Hours):**

ELPT 1021 – Introduction to Electrical Safety and Tools

ELPT 1011 – Basic Electrical Theory

ELPT 2023 – Transformers

LNWK 1011 – Climbing Skills

LNWK 2024 – Troubleshooting Distribution Systems

EMSP 1020 - CPR Adult

**Truck Driving for Lineman Training (80 Hours):**

CVOP 1013 - Professional Truck Driver I

**MANAGEMENT**

*Uvalde, Eagle Pass, and Del Rio Campuses*

Limited Course Offerings at Off-Campus Sites

**Purpose**

A nationwide shortage of qualified management and supervisory personnel is hindering the progress of individual companies and curtailing economic growth at all levels. This program is designed to meet both the needs of people preparing for careers in business management as well as men and women who are already actively engaged in business and industry. It is structured to provide functional management theory that can be applied immediately to the job. The Management program includes studies in basic principles of management, general administration, and related areas. The course of instruction outlined for this program is designed to lead to an Associate of Applied Science (A.A.S.) degree. The program is available to both day and evening students. Management is a Local Articulation program.
Admission Requirements

Students are admitted to the Management program through the regular college admission procedures (see Admission Regulations section). Students will receive an A.A.S. degree upon satisfactory completion of the courses below and upon making formal application for graduation (see Curricula section).

MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
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<tr>
<td>Natural Science &amp; Math</td>
<td>3</td>
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<td>Other</td>
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<tr>
<td>Technical Education Courses</td>
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<td>Total Credit Hours for A.A.S.</td>
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Program of Study

FIRST YEAR

<table>
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<tr>
<th>Fall Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation or College Success Skills</td>
</tr>
<tr>
<td>BMGT 1301 BMGT 1382</td>
<td>Introduction to Accounting I or Cooperative Education – Business</td>
</tr>
<tr>
<td>ITSC 1301</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>BCIS 1405 or COSC 1401</td>
<td>Business Computer Applications or Microcomputer Applications</td>
</tr>
<tr>
<td>BMGT 1327 BUSI 1301</td>
<td>Principles of Management or Business Principles</td>
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<tr>
<td>ACCT 2401</td>
<td>Principles of Accounting I – Financial</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BMGT 1383</td>
<td>Cooperative Education – Business</td>
</tr>
<tr>
<td>BMGT 1301 HRPO 2301</td>
<td>Supervision or Human Resources Management</td>
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<tr>
<td>MATH 1332 ENGL 1301</td>
<td>Contemporary Mathematics I or Composition I</td>
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SECOND YEAR

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<tr>
<th>Fall Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BMGT 2382</td>
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<tr>
<td>ELECTIVE</td>
<td>Technical Elective</td>
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<td>Management of Change</td>
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<table>
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<tbody>
<tr>
<td>BMGT 2383</td>
<td>Cooperative Education – Business</td>
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<tr>
<td>SPCH 1321</td>
<td>Business and Professional Communication</td>
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Total Credit Hours for A.A.S. 62

Notes:
1. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
2. Select from Recommended Courses for Management Technical Electives as listed below.
3. Capstone course that consolidates the student’s learning experiences.
4. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
Recommended Courses for Management Technical Electives

Recommended management technical electives may be chosen from the following:

- ACCT 2402 Principles of Accounting II – Managerial
- BMGT 1307 High Performance Work Teams
- BUSG 2309 Small Business Management
- ECON 2302 Principles of Microeconomics
- MRKG 1311 Principles of Marketing

INTERNATIONAL MANAGEMENT
ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Management including specialties are eligible to pursue the Enhanced Skills Certificate consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>IBUS 1305</td>
<td>Introduction to International Business &amp; Trade</td>
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<tr>
<td>IBUS 2345</td>
<td>Import Customs Regulations</td>
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<td>IBUS 1351</td>
<td>Multinational Enterprises and Partnerships</td>
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<tr>
<td>BMGT 2309</td>
<td>Leadership</td>
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</table>

Total Credit Hours for Enhanced Skills Certificate: 12

Total Credit Hours for A.A.S.: 62

GRAND TOTAL: 74

MANAGEMENT, PUBLIC ADMINISTRATION SPECIALTY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Students majoring in Management may choose the public administration program specialty that includes a selection of courses covering technical skills within public and private agencies and institutions. The degree earned will be “Associate of Applied Science – Management, Public Administration Specialty”.

<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>9</td>
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<tr>
<td>Natural Science &amp; Math</td>
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<tr>
<td>Other</td>
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</table>

Total General Education Courses: 21

Technical Education Courses: 37

Basic Use of Computers: 4

Total Credit Hours for A.A.S.: 62
### Program of Study

**FIRST YEAR**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
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<tr>
<td>ACNT 1403</td>
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<tr>
<td>PBAD 1321</td>
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<td>BMGT 1327</td>
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<td>BUSI 1301</td>
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<td>BCIS 1405</td>
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<td>COSC 1401 OR ACCT 2401</td>
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**Spring Semester**

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<tr>
<td>PBAD 1341</td>
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<tr>
<td>BMGT 1383</td>
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<tr>
<td>GOVT 2305</td>
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<td>ENGL 1301</td>
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**SECOND YEAR**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ELECTIVE OR BMGT 2382</td>
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<td>GOVT 2305</td>
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<td>ECON 2301</td>
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<td>MATH 1332</td>
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**Spring Semester**

<table>
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<tr>
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<tbody>
<tr>
<td>BMGT 2303 OR BMGT 2383</td>
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<tr>
<td>GOVT 2306</td>
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<tr>
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<tr>
<td>SPCH 1321</td>
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<td><strong>Total</strong></td>
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</table>

**Total Credit Hours for A.A.S.** 62

**Notes:**
1. Required for students who have not taken high school accounting. ACNT 1403 does not count toward degree requirements.
2. Select from Recommended Courses for Public Administration Specialty Technical Elective as listed below.
3. Capstone course that consolidates the student’s learning experiences.
π. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**Recommended Courses for Management, Public Administration Specialty Technical Elective**

- ACCT 2402 Principles of Accounting II – Managerial
- PBAD 2335 Ethics in the Public Sector
- PBAD 2305 Public Sector Management

**Cooperative Course Work Location**

At least two of the three cooperative courses including BMGT 2383 must involve work in an approved public or private agency or institution.
RADIOLOGIC TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Radiologic Technology program is to provide a quality education in Radiologic Technology and to prepare graduates to perform competently and ethically as entry level Radiologic Technologists.

The Radiologic Technology program at SWTJC will achieve its purpose by preparing and graduating students that can:

• Communicate ideas and information effectively
• Demonstrate professional and ethical responsibility
• Apply knowledge of human anatomy and physiology
• Perform radiographic procedures correctly
• Properly operate radiographic equipment
• Apply radiation safety and protection practices
• Demonstrate critical thinking abilities

Accreditation

The Radiologic Technology program is accredited by the Southern Association of Schools and Colleges (SACS).

Program Prerequisites

The following courses must be completed with a minimum grade of “C” prior to applying to the Radiologic Technology program:

• BIOL 2401 Anatomy and Physiology I ................................................................. (4 sem. hrs)
• BIOL 2402 Anatomy and Physiology II ............................................................... (4 sem. hrs)
• PSYC 2314 Lifespan Growth and Development ................................................... (3 sem. hrs)
• ORIE 0100 New Student Orientation ................................................................. (1 sem. hr)

BIOL 2401 and 2402 have prerequisite courses of BIOL 1413 (Zoology) or BIOL 1411 (Botany). It is suggested that you take the prerequisites. Prior approval from the instructor is required in order to omit these prerequisites.

Admission Requirements and Process

Students are admitted to this program through regular college admission procedures (see Admission Regulations section) and by satisfying the following additional requirements:

• Submit to the Radiologic Technology Office:
  • A Radiologic Technology application by the posted deadline
  • Copies of any professional licenses, certifications, or registrations
  • Official transcripts from all colleges/universities attended other than SWTJC
  • Health care related experience form
  • Tasks and requirements for clinical education form
  • Clinic travel acknowledgement form
• Three statement of recommendation forms
• Essay
• Applicants must have a minimum cumulative GPA of 2.5 on a 4.0 scale
• Take the Accuplacer exam and pass all areas.
• If Accuplacer exempt due to an alternate test, you must provide documentation of acceptable scores. This applies to ACT, SAT, TASP, ASSET, COMPASS, THEA or TAKS (exit level).

Acceptance is based on a point system. An application with incomplete records will not be considered for admission. The admission process is competitive and completion of minimum requirements is not a guarantee of admission. Students will be notified of acceptance in writing. A list of alternates will be established. Upon acceptance in the Radiologic Technology program, the following must be submitted to the Radiologic Technology office:

• Evidence of good physical and mental health as reflected by a recent physical exam (within the past 6 months). The exam must include the following documentation:
  • Proof of negative TB skin test or chest x-ray results
  • Up-to-date immunization record to include the following (all are required): Mumps, rubella, rubeola, varicella, and tetanus. Proof of immunization must be official laboratory reports or a detailed, notarized statement from a physician.
  • The first of three injections of the Hepatitis B vaccination series. Series must be completed within the first year of the program.
• Proof of annual flu shot as required by clinic rotation facilities
• Proof of CPR for Health Care Providers (adult, infant, and child) prior to the first day of class.
• Submit to urine drug screening and criminal background check as directed by a program official.

**Eligibility for ARRT Certification**

The ARRT is the credentialing organization for Radiologic Technologists. In order to become nationally certified (RT(R)) and to receive a Texas Department of State Health Services license (CMRT), graduates of the program must pass the national ARRT examination in Radiography. Completion of all program didactic and clinical requirements DOES NOT guarantee eligibility to take the ARRT examination. Eligibility is also dependent upon ethics review and national criminal background check. Some issues addressed by the ARRT are:

• Conviction of a crime, which includes felony, gross misdemeanor, or misdemeanor, with the only exceptions being speeding and parking violations
• Alcohol and/or drug related violations
• Military court-martials
• Violations or sanctions related to the academic honor code

For further information, please visit the following websites [www.arrt.org](http://www.arrt.org) and [www.dshs.state.tx.us/mrt](http://www.dshs.state.tx.us/mrt), or speak to a program official.
RADIOLOGIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Program of Study

Prerequisites

<table>
<thead>
<tr>
<th>ORIE 0100r or COLS 0300</th>
<th>BIOL 24011</th>
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<td>New Student Orientation</td>
<td>Anatomy &amp; Physiology I</td>
<td>Anatomy &amp; Physiology II</td>
<td>Lifespan Growth &amp; Development</td>
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<tr>
<td>or</td>
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<td>4</td>
<td>3</td>
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<tr>
<td>COLS 0300</td>
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<td>College Success Skills</td>
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<td>BIOL 2402</td>
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<td>Anatomy &amp; Physiology II</td>
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<td>PSYC 2314</td>
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Total .............................................................. 11

FIRST YEAR

<table>
<thead>
<tr>
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<th>Spring Semester</th>
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<tr>
<td>RADR 1311</td>
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<td>RADR 2301</td>
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<td>RADR 1409</td>
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<td>RADR 1160</td>
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<td>RADR 1213</td>
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<td>ENGL 1301</td>
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Total .............................................................. 14

SECOND YEAR

<table>
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<tr>
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<tr>
<td>RADR 1361</td>
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Total .............................................................. 3

General Education Courses:

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<td>Natural Science &amp; Math</td>
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<td>Other</td>
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Total General Education Courses .......................................................... 20

Technical Education Courses ................................................................. 52

Total Credit Hours for A.A.S. ................................................................. 72
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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>RDR 2460</td>
<td>Clinical – Radiologic Technology/Science –</td>
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<tr>
<td></td>
<td>Radiographer</td>
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<tr>
<td>RDR 2331</td>
<td>Advanced Radiographic Procedures</td>
<td>3</td>
</tr>
<tr>
<td>RDR 2305</td>
<td>Principles of Radiographic Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>RDR 2236</td>
<td>Special Patient Applications</td>
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<tr>
<td>RDR 2461</td>
<td>Clinical – Radiologic Technology/Science –</td>
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<td>Radiographer</td>
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<td>RDR 2235²</td>
<td>Radiologic Technology Seminar</td>
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<td>RDR 2233</td>
<td>Advanced Medical Imaging</td>
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<td>RDR 2240</td>
<td>Sectional Anatomy</td>
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<tr>
<td>RDR 2217</td>
<td>Radiographic Pathology</td>
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</table>

Total Credit Hours for A.A.S................. 72

NOTES:  
1. This course must be completed with a minimum grade of “C” prior to applying for admission to the program.
2. Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

### Tuition and Fees

Students enrolling in the Radiologic Technology program pay regular tuition, fees. In addition students accepted in the program will be expected to pay the following additional fees:

**Fall semester of freshman year**

1. Uniforms (scrubs), 3 sets (tops and bottoms), color as specified by the program ($100.00)
2. White lab coat, optional ($35.00)
3. White tennis or nursing shoes (NO color) ($60.00)
4. Program patches, one for each scrub top, and optional lab coat (3-4) ($20.00)
5. Lead x-ray markers (program specific), 2 sets ($35.00)

**Spring semester of sophomore year**

1. ARRT certification exam application ($200.00)
2. Texas DSHS license ($86.00)
3. Graduation cap, gown, and diploma ($50.00)

All costs listed are estimated and are subject to change without notice.

### Withdrawal and Dismissal Policy

SWTJC Radiologic Technology program reserves the right to request the withdrawal of any student whose health, conduct, personal qualities, or scholastic records indicate that it would be inadvisable for the student to continue in the program.

A student wishing to withdraw from the program and remain in good standing at SWTJC must participate in an exit interview with the program director. The student must also comply with the withdrawal procedures as stated in the college catalog under “Changes and Withdrawals” (see Academic Regulations section).

### Refund Policy

See Finances section
**Attendance Policy**

Students are required to adhere to attendance policies as outlined in the college catalog and clinical handbook.

**Graduation Requirements**

Radiologic Technology students will be eligible for graduation upon satisfactory completion of all program didactic and clinical requirements. All courses must be completed with a grade of “C” or higher to qualify for graduation. Students who qualify for graduation are eligible to attend the May commencement ceremony. An associate of Applied Science degree (A.A.S.) will be conferred.

Students in the Radiologic Technology program are expected to adhere to program specific policies and procedures as outlined in the Radiologic Technology Program Student Handbook which can be found on the program’s web page at [www.swtjc.edu](http://www.swtjc.edu).

**SCHOOL OF REGISTERED NURSING**

*Uvalde Campus*

**Purpose**

This program is designed to admit practicing licensed vocational nurses (LVNs) and provide: dynamic, interactive classroom information; simulation experiences to enhance clinical capabilities; simulation scenarios to test clinical expertise; and supervised clinical experiences to complete associate degree nursing requirements necessary to become a registered nurse (RN). This transition program is designed to prepare graduates to practice in a complex and ever-changing health care environment. Preparation for practice will be evidence-based theoretical knowledge followed by structured, supervised clinical practice. This educational process will develop the student as an active participant and through the use of innovative teaching approaches, foster a safe, collaborative and interactive educational environment.

The professional standards of care in nursing will provide the foundation for the development of critical thinking skills, clinical judgment, ethical reasoning and therapeutic communication skills. Designated curriculum, integrated with global issues, evidence-based practice, and pathophysiologic concepts, will insure that graduates will be able to actively participate in society as educated, culturally astute and socially responsible individuals. Functioning within a multi-disciplinary health care team requires diversity and compassion in traditional and/or non-traditional health care environments serving clients across the life span.

The program leads to an Associate of Applied Science in Nursing Degree and can be completed in one calendar year. Upon successful completion of the program, the graduate is eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Program Objectives/Outcomes**

Upon completion of the LVN to RN transition program, the graduate will function within the roles and responsibilities of the Associate Degree nurse and be able to:

1. Implement the standards of care as designated by the Texas Board of Nursing for the State of Texas in a variety of health care settings.
2. Utilize critical thinking, evidence-based practice and cultural diversity knowledge and skill when planning, implementing and evaluating patient care across the life-span.
3. Engage in continuous improvement of cognitive, psychomotor and psychotherapeutic abilities necessary to comprehensively assess and provide safe and effective nursing care.
4. Demonstrate caring behaviors and utilize teaching strategies that promote recovery from illness and the practice of long-term health principles.
5. Communicate and work effectively with patients, family members and the multidisciplinary health care team.
6. Demonstrate ethical and legal principles as a member of the interdisciplinary health care team.
7. Maintain competence as a registered nurse through self evaluation, peer review and continued education.
8. Continue to develop as an accountable and responsible member of the nursing profession.

Accreditation

Southwest Texas Junior College (SWTJC) School of Registered Nursing currently has full accreditation from the Texas Board of Nursing. SWTJC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools of which the School of Registered Nursing is a part. SWTJC is also approved by the Texas Education Agency and the Texas Higher Education Coordinating Board.

Admission Requirements

Students are admitted to this program through regular college admission procedures and by satisfying the following additional requirements:

1. Meet admission requirements to SWTJC
2. Hold a valid/current license to practice as an LVN in the State of Texas
3. Cumulative GPA of 2.5 on a 4.0 scale
4. Official copies of all transcripts on file at the college and the nursing program offices
5. Three letters of reference
6. File application by March 15
7. Interview with assigned faculty advisor prior to April 1
8. All prerequisites must be completed prior to admission into the program. Enrollment in prerequisites during Spring semester prior to admission is acceptable
9. Science courses older than 5 years will be evaluated and recommendations provided to applicant
10. Complete the Assessment Technologies Institute (ATI) TEAS examination that is used as one criterion for admission
11. Criminal Background Check
12. Current Basic Cardiac Life Support (BCLS)
13. Current immunizations including Hepatitis B Series
14. Health report from primary care giver and recommendation from physician or accredited health provider
15. Negative tuberculin screen or chest x-ray
16. Negative drug urine screen
17. Liability Insurance
18. Work experience as an LVN
19. Additional forms and tests may be requested of applicants to identify students at risk that may need additional assistance throughout the program.
### Program of Study

#### Prior Semesters

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ORIE 0100</td>
<td>New Student Orientation</td>
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</tr>
<tr>
<td>or</td>
<td>COLS 0300 College Success Skills</td>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
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<tr>
<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Microbiology for Non-Science Majors</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>PHIL 2306</td>
<td>Introduction to Ethics</td>
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<td>or</td>
<td>HUMA 1301 Introduction to Humanities</td>
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<tr>
<td>RNSG 1311</td>
<td>Nursing Pathophysiology</td>
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**Total: 27**

#### Summer Session I

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<td>RNSG 1201</td>
<td>Pharmacology</td>
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<tr>
<td>RNSG 1227</td>
<td>Transition from Vocational to Prof. Nursing</td>
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<tr>
<td>RNSG 1244</td>
<td>Nursing Skills II</td>
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#### Summer Session II

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<td>Concepts of Clinical Decision-Making</td>
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<tr>
<td>RNSG 2213</td>
<td>Mental Health Nursing</td>
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<tr>
<td>RNSG 2260</td>
<td>Clinical – Nursing - RN Training / Mental Health</td>
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**Total: 6**

#### Fall Semester

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<td>Advanced Concepts of Adult Health</td>
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<td>RNSG 2361</td>
<td>Clinical – Nursing - RN Training/ Adv. Concepts of Adult Health</td>
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<td>RNSG 1343</td>
<td>Complex Concepts of Adult Health</td>
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<tr>
<td>RNSG 2360</td>
<td>Clinical – Nursing – RN Training/ Complex Concepts of Adult Health</td>
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**Total: 12**

#### Spring Semester

<table>
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<tbody>
<tr>
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<td>Care of Children and Families</td>
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<tr>
<td>RNSG 2362</td>
<td>Clinical – Nursing -RN Training/ Care of Children and Families</td>
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<tr>
<td>RNSG 2308</td>
<td>Maternal/Newborn Nursing and Women’s Health</td>
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<td>RNSG 2363</td>
<td>Clinical –RN Training – Maternal/Newborn Nursing and Women’s Health</td>
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<td>RNSG 2221</td>
<td>Management of Client Care</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total: 13**

**Total Credit Hours for A.A.S.: 70**

### Notes:

1. LVN Advanced Placement credits awarded upon successful completion of Summer I and II RNSG courses.
2. This course must be completed with a minimum grade of “C” prior to applying for admission to the ADN program.
3. HUMA 1301 or PHIL 2306 will meet the humanities requirement for the Associate of Applied Science Degree; however, if the applicant wishes to continue in a BSN program PHIL 2306 Ethics is usually a requirement.
4. Capstone course that consolidates the student’s learning experiences.

π All students are required to complete ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
Students enrolling in the Associate Degree Nursing Program pay the regular college tuition, fees and an additional $300 Allied Health surcharge each fall and spring semester. Listed below are some additional fees and expenses that are required throughout the program. Some of these amounts are actual costs and some are approximate to assist the student in financial planning:

**Summer Semesters:**
1. Entrance ATI examination ................................................................. $35.00  
2. TOEFL Exam ......................................................................................... $200.00  
3. WEAVER License .................................................................................. $25.00  
4. Criminal Background Check ................................................................. $50.00  
5. Required Physical Examination ............................................................. $100.00  
6. Immunizations (Hepatitis B Series) ......................................................... $80.00  
7. Meningitis Vaccine .................................................................................. $25.00  
8. Tuberculin Screen .................................................................................. $25.00  
9. Drug Screen ......................................................................................... $45.00  
10. Uniforms – 2 sets (Ordered through Nursing Department) .................. $120.00  
11. White lab coat ..................................................................................... $30.00  
12. White shoes, scrubs .............................................................................. $100.00  
13. School patch (available at bookstore) ................................................... $5.00/each  
14. Textbooks ......................................................................................... 450.00  
15. Nursing equipment (stethoscope, bandage scissors, hemostats, penlight, calculator, and watch with second hand) ................. $150.00  
16. Liability insurance ............................................................................... $24.00  
17. ATI National Assessment and Remediation ........................................... $384.00  
**Total** .................................................................................................... $1,848.00

**Fall Semester:**
1. ATI National Assessment and Remediation ........................................... $259.00  
2. SNA Dues ............................................................................................... $100.00  
3. Textbooks ............................................................................................... $200.00  
4. Allied Health Surcharge .......................................................................... $300.00  
**Total** .................................................................................................... $859.00

**Spring Semester:**
1. ATI National Assessment and Remediation ........................................... $459.00  
2. Textbooks ............................................................................................... $300.00  
3. Licensure application ............................................................................. $140.00  
4. NCLEX Fee ............................................................................................ $200.00  
5. Passport Photo for License .................................................................... $25.00  
6. Graduation Cap, Gown, Tassel, & Diploma ............................................ $50.00  
7. Class Pin ................................................................................................ $100.00  
8. Allied Health Surcharge .......................................................................... $300.00  
**Total** .................................................................................................... $1,574.00

**Withdrawal and Dismissal Policy**

SWTJC Associate Degree Nursing Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue.

Throughout the program, ATI practice and proctored examinations will be administered to assist with success throughout the program and to serve as a predictor for successful completion NCLEX-RN. Benchmark achievements recommended for these ATI examinations are identified in each course syllabus that will contribute to successful progression throughout the program.
Students must achieve an average of 80% on course examinations including the mid-term and final examination in all nursing courses. If 80% is not achieved, the student will not be able to progress in the nursing program and the grade for the course will not exceed the average received on examinations.

Students withdrawing from the nursing program must comply with the withdrawal procedure as stated in the college catalog under “Changes and Withdrawals.” In addition, nursing students must participate in an exit interview from the nursing program to remain in good standing at SWTJC.

**Preparation for Clinical Agency Education & Eligibility to take the NCLEX**

All requirements set forth by the Texas Board of Nursing, Southwest Texas Junior College and the Associate Degree Nursing Program must be met before the student is eligible to work in the clinical area or eligible to apply to take the NCLEX examination. Special notation includes the following:

- All courses must be completed with a grade of “C” or better to qualify for graduation.
- All students must complete a criminal background check through PreCheck, Inc. before they can enter any clinical agency for educational experience.
- Applicants seeking licensure in Texas by endorsement or Examination are required to submit a complete and legible set of fingerprints on a form prescribed by the Board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations.
- The rules listed below must be followed:
  - 213.27 Good Professional Conduct
  - 213.28 Licensure of Persons with Criminal Offenses
  - 213.29 Criteria and Procedure Regarding intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
  - 213.30 Declaratory Order of Eligibility for Licensure
  (To review this information on-line, the student must go to www.bon.state.tx.us. From the homepage, scroll down to “Nursing Law and Rules”. Then right click on “Rules and Regulations”. From that page, click on “BON Rules and Regulations”. This will lead to a page entitled “Texas Administrative Code”, then click on Chapter 213 to find the above rules.)
- All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application as soon as possible after acceptance into the Associate Degree Nursing Program. The Declaratory Order process permits the Board to make decisions regarding an applicant’s eligibility for licensure prior to entering or completing a nursing program.
- The affidavit forwarded to the Texas Board of Nursing to verify that you have completed the requirements to take the NCLEX-RN will be sent after your assigned counselor for Virtual ATI indicates that you have successfully completed the benchmark for each area of content.

**Graduation Requirements**

Students who have met college graduation requirements and all program objectives are eligible to attend the May commencement ceremony and the nursing pinning ceremony. All courses must be completed with a grade of “C” or better to qualify for graduation.
SCHOOL OF VOCATIONAL NURSING
Uvalde, Eagle Pass, and Del Rio

Purpose

The purpose of the SWTJC School of Vocational Nursing Program is to prepare graduate vocational nurses as beginning practitioners who are competent and self-directed to function under the supervision of the registered nurse or physician. The primary role of the entry-level graduate of a vocational nursing program is to provide nursing care in structured health care setting for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The new graduate can readily integrate technical skills and use of computers and equipment into practice. The vocational nursing role represents the beginning level of the nursing practice continuum as members of the profession, provider of patient-centered care, patient safety advocate, and member of health care team.

Students who successfully complete all programs objectives and meet the Texas Board of Nursing requirements will be eligible to register and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and apply to the Texas Board of Nursing for Licensure.

The School of Vocational Nursing consistently strives to promote the highest standards in vocational nurse education and nursing practice. The school operates under the direction of Southwest Texas Junior College, the Texas Board of Nursing, and the Texas Higher Education Coordinating Board.

Program Goals

The goals of Southwest Texas Junior College School of Vocational Nursing are to:

1. Provide and maintain a quality curriculum that incorporates educational requirements and competencies as prescribed by the Texas Board of Nursing (BON).
2. Provide instruction that includes current standards of nursing practice, procedures, and advances in technology (computers, simulation, etc.)
3. Provide a quality learning environment that promotes critical thinking, enhances problem solving abilities, and ensures technical competence.
4. Ensure that students are prepared to successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
5. Ensure that the graduate will function as a vital member of the health care team in meeting the needs of a socially diverse community.

Program Objectives/Outcomes

Upon completion of the Vocational Nursing Program, the graduate will be able to:

1. Safely plan and implement therapeutic nursing interventions within the scope and role of the vocational nurse as an entry level practitioner in a variety of healthcare settings.
2. Demonstrate critical thinking skills in the delivery of safe and effective care.
3. Utilize the nursing process as a conceptual model in the care of patients, families, and communities with commonly occurring health needs throughout the life span.
4. Demonstrate therapeutic communication skills while interacting with patients, families, communities, and members of the interdisciplinary healthcare team.
5. Demonstrate caring behaviors and respect for humans in meeting the needs of patients.
6. Implement a teaching plan for patients with common health problems and well defined learning needs.
7. Demonstrate professional and ethical behaviors in the practice of vocational nursing as stated in the Vocational Nursing Practice Act.
8. Demonstrate accountability for own nursing practice.
9. Participate as an advocate in the activities that focus on improving the health care of patients.
10. Demonstrate behaviors that promote the development and practice of vocational nursing.
Accreditation

SWTJC School of Vocational Nursing is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements

Students are admitted to this program through regular college admission procedures (see Admission Regulations section) and by satisfying the following additional requirements:

1. Application for admission to SWTJC and to the VN Program.
2. Official High School transcript or GED certificate.
3. Official transcripts from all colleges/universities attended other than SWTJC.
4. Take and pass all areas of the THEA.
   a) If exempt due to an alternate test, you must provide documentation of acceptable scores. This applies to ACT, SAT, TAKS, or COMPASS.
5. Three letters of reference that speak to your character and work ethic.
6. Completion of the following college courses with a grade of B or better (Anatomy & Physiology course(s) more than 5 years old must be repeated):
   - Biology 2401 (Anatomy & Physiology I) ..................................... 4 semester hours
   - Biology 2402 (Anatomy & Physiology II) ................................. 4 semester hours
   - Psychology 2301 (General Psychology) ................................. 3 semester hours
   - Psychology 2314 (Lifespan Growth & Development) ................ 3 semester hours
7. A background investigation is required for all SWTJC Nursing Students prior to admission into the nursing program.

After the student applies for admission the SWTJC School of Vocational Nursing will submit the student’s name to the Texas Board of Nursing. Ten business days after the school submits the name, the student will make arrangements to have a fingerprint scanning appointment with L1 Identity Solutions using the originator number (ORI) TX923490Z. The student will pay L1 for both fingerprint scanning services ($9.95) and the cost of the DPS/FBI background check ($34.25). To make an appointment with L1 Identity Solutions go to https://tx.ibtfingerptint.com.

The Texas Board of Nursing will send the results of the DPS/FBI criminal background check to the student (clear background check, positive background check or request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

As a condition of admission, SWTJC School of Vocational Nursing will require the student to provide The School of Nursing with copies of all communications regarding the student’s status received from the Texas Board of Nursing.

8. The following are the requirements set out by the Texas Board of Nursing:

The Texas Board of Nursing requires the following questions be asked of each applicant prior to Licensure:

1. For any criminal offense, including those pending appeal, have you:
   A. been convicted of a misdemeanor?
   B. been convicted of a felony?
   C. pled nolo contendere, no contest, or guilty?
   D. received referred adjudication?
   E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
   F. been sentenced to serve jail or prison time? Court-ordered confinement?
   G. been granted pre-trial diversion?
   H. been arrested or have any pending criminal charges?
   I. been cited or charged with any violation of the law?
J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations).

**Note: Expunged and Sealed Offenses:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed; it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises question to truthfulness and character.

**Note: Orders of Non-Disclosure:** Pursuant to Tex Gov’t Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov’t Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?

3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously or ever fined, censured, reprimanded or otherwise disciplined you?

4. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

5. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

   If “Yes” indicate the condition:
   - Paranoid personality disorder
   - Schizophrenia and/or psychotic disorder
   - Antisocial personality disorder
   - Bipolar disorder
   - Borderline personality disorder

   All students are required to comply with Texas Board of Nursing rules and regulations in order to become licensed.

9. All application requirements must be completed and filed by April 1st. All requirements for admission, including successful background check with the Texas Board of Nursing must be met in order to be considered for admission to the nursing program. The student will receive written notification of acceptance to the SWTJC School of Vocational Nursing.

**Students that have received a letter of acceptance require the following documentation:**

10. A drug screening test is required for all SWTJC Vocational Nursing students.

11. A physical exam conducted by a licensed physician, nurse practitioner, or physician’s assistant that demonstrates evidence of good physical and mental health (received within the last 6 months). The student is responsible for paying for the cost of the physical exam.

   The exam must include the following documentation:
   - Tuberculin Test (PPD) or Chest X-ray
Hepatitis B Vaccine Series (series of three)
MMR (measles, mumps, and rubella vaccine)
Td Booster (administered within 10 years prior to start of nursing school)
Varicella (chickenpox)

12. **Proof of current CPR** for health care professionals.
13. **Proof of privately obtained liability insurance**, or the student must enroll in the liability insurance program at SWTJC. The student is responsible for the cost of liability insurance.

**Re-Admission Policy**

1. Students applying for re-admission to the Vocational Nursing Program (VN) must comply with all current SWTJC admissions requirements, VN program admission requirements, and with VN program re-admission requirements.
2. Students applying for re-admission to the VN program are not automatically granted acceptance. Readmission is contingent upon space availability.
3. A student that fails or is withdrawn from the VN program must submit a letter to the Admissions and Progression Nursing Committee explaining the reason for failure/withdrawal and a plan of action for future success.
4. The Admissions and Progression Committee will evaluate each student on an individual basis and will assess the student’s ability to demonstrate skills, knowledge, professional and ethical behaviors. The decision will also be based on the curriculum in effect at the time of application for re-admission.
5. Students who were withdrawn from the VN program during the fall semester and are accepted for re-admission will be required to repeat all courses for the fall semester regardless of any previous nursing course work successfully completed.
6. Students who were withdrawn from the VN program during the Spring semester will be required to make an appointment with the director of the nursing program during the summer, by May 15th, to schedule the following requirements:
   a. Take a comprehensive exam and a skills exam to demonstrate competency in nursing skills and knowledge proficiency of the fall semester courses.
   b. Score at least 80% on both the comprehensive exam and skills exam in order to be re-admitted in the spring semester. If the score is below 80%, the student must re-apply in the fall semester and repeat all course work for the fall semester regardless of previous course work successfully completed.
7. All students must complete the VN program within two years from initial admission; otherwise, students will be required to re-apply and repeat the VN program entirely regardless of previous course work successfully completed.
8. Re-admitted students must contact the nursing program to make arrangements for a current Criminal Background Check and Drug Screening Test.

**All policies associated with the Vocational Nursing program are subject to change without prior notice in order to keep all College and Program policies in compliance with State and Federal laws and/or with rules regulated to the program’s accrediting agency.**
# VOCATIONAL NURSING CERTIFICATE

## Program of Study

<table>
<thead>
<tr>
<th>Summer Session I</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation</td>
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<tr>
<td>BIOL 2401 or PSYC 2314</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 2402 or PSYC 2301</td>
<td>General Psychology</td>
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<tr>
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<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
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<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>VNSG 1116</td>
<td>Nutrition</td>
</tr>
<tr>
<td>VNSG 1323</td>
<td>Basic Nursing Skills</td>
</tr>
<tr>
<td>VNSG 2331</td>
<td>Advanced Nursing Skills</td>
</tr>
<tr>
<td>VNSG 1122</td>
<td>Vocational Nursing Concepts</td>
</tr>
<tr>
<td>VNSG 1136</td>
<td>Mental Health</td>
</tr>
<tr>
<td>VNSG 1329</td>
<td>Medical/Surgical Nursing I</td>
</tr>
<tr>
<td>VNSG 1126</td>
<td>Gerontology</td>
</tr>
<tr>
<td>VNSG 1227</td>
<td>Essentials of Medication Administration</td>
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<td>VNSG 1360</td>
<td>Clinical - Licensed Vocational Nurse Training</td>
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<th>Spring Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>VNSG 1230</td>
<td>Maternal-Neonatal Nursing</td>
</tr>
<tr>
<td>VNSG 1234</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>VNSG 1432</td>
<td>Medical/Surgical Nursing II</td>
</tr>
<tr>
<td>VNSG 1138</td>
<td>Mental Illness</td>
</tr>
<tr>
<td>VNSG 1231</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>VNSG 1561</td>
<td>Clinical – Licensed Vocational Nurse Training</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
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</tbody>
</table>

Total Credit Hours for VN Program: 48

Notes:
1. Capstone course that consolidates the student’s learning experiences.
2. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

## Tuition and Fees

Students enrolling in the Vocational Nursing Program pay the regular college tuition, fees and an additional $300 Allied Health surcharge each fall and spring semester. Additional fees are also required prior to admission and upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning:
Fall Semester:
1. Required Physical Exam ................................................................. Varies
2. Hepatitis B vaccine series ............................................................... about $80.00
3. Uniforms ordered through the nursing school ............................... $75
4. School Patches (available at bookstore) ......................................... 2.73
5. Textbooks ....................................................................................... about $900.00
6. Nursing Equipment (stethoscope, bandage scissors, hemostat, Penlight, sphygmomanometer, gait belt, goggles) ......................... about $69
7. Liability insurance .......................................................................... $14.50
8. White nursing shoes ....................................................................... Varies
9. Watch with a second hand ............................................................... Varies
10. Four function calculator ............................................................... Varies
11. ATI National Assessment Exams & Remediation ............................ $444.50

Spring Semester:
1. Board of Nurse Examiners for the State of Texas License fee .......... $139.00
2. National Council Licensure examination for Practical Nurses (NCLEX-PN) ................................................................. $200.00
3. Graduation Cap and Gown and Diploma ........................................ $50.00
4. ATI National Assessment Exams & Remediation ............................ $414.50

Withdrawal and Dismissal Policy

Southwest Texas Junior College School of Vocational Nursing reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all nursing courses in order to remain in the nursing program. Students withdrawing from the nursing program must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

Vocational Nursing Advanced Placement Policy

A student who is a Certified Nurse Aid (CNA) may receive credit for:
VNSG 1323 – Basic Nursing Skills (3 hrs.)

To receive advanced placement credit for the vocational nursing certificate of completion, the applicant must:
1. Provide documentation of current CNA certification;
2. Apply and be admitted into the Nursing Program;
3. Have completed at least 6 semester hours at SWTJC;
4. Satisfactorily complete a skills assessment exam with a grade of 80% or better;
5. Make arrangements to take the exam with a nursing faculty 4 weeks before the first day of school.

Students who meet the criteria and satisfactorily pass the skills assessment exam will receive advanced placement credit and a grade of “P” for the course.

Graduation Requirements

Students who have met all program requirements are eligible to attend the May commencement ceremony. Graduates will receive a Vocational Nursing Certificate of Completion.
Purpose

Welding Technology is a one-year certificate program for those who desire to gain advanced knowledge and skills in the field of welding. Skills in Oxy-Acetylene Welding and Cutting and Shielded Metal Arc Welding will be developed along with related learning in areas such as welding math, drafting, layout, blueprint reading and structural and pipe fabrication. Students completing the certificate will be able to seek entry-level employment in pipe and structural welding.

Admission Requirements

Students are admitted through regular college admission procedures (see Admission Regulations section). Students will receive a one-year Certificate upon satisfactory completion of the courses of study and upon making formal application for graduation (see Curricula section).

College Board policy requires all students to take the Accuplacer examination. Students pursuing this one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the MATH 0302 level are encouraged to enroll in the appropriate developmental course.

WELDING TECHNOLOGY
Certification

Program of Study

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester Credit</th>
<th>Spring Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100 or COLS 0300</td>
<td>New Student Orientation</td>
<td>WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) 4</td>
</tr>
<tr>
<td>WLDG 1323 or WLDG 1421</td>
<td>Welding Safety, Tools, and Equipment 3</td>
<td>WLDG 1317 Introduction to Layout and Fabrication 3</td>
</tr>
<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc Welding 4</td>
<td>WLDG 1435 Introduction to Pipe Welding 4</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW) 5</td>
<td>WLDG 1453 Intermediate Layout and Fabrication 4</td>
</tr>
<tr>
<td>WLDG 1311</td>
<td>Intro to Blueprint Reading for Welders 3</td>
<td>Total Credit Hours for Certificate 27</td>
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<tr>
<td>Total</td>
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<td>15</td>
</tr>
</tbody>
</table>

Notes: 1 Capstone course that consolidates the student’s learning experiences. 2 Recommended bridging course for students with limited prior experience in welding. π All students are required to take ORIE 0100/COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in Finances section. Lab and uniform fees are also assessed. (see Course Descriptions).
Purpose

The Wildlife Management program will provide proven principles and skills, which will enable students to practice the science of wildlife management. The program will enable students to acquire the capability to become assistant Wildlife Biologists, Park Managers, Game Refuge Managers, Hunting Preserve Managers, Private Land (Ranch) Hunting Operators, Eco Tourism Managers and Wildlife Photographers. The Wildlife Management program offers a one-year Certificate and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Wildlife Management program through regular college admission procedures (see Admission Regulations section). Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (see Curricula section).

The Wildlife Management program carries two award options, a one-year Certificate and the two-year A.A.S. degree. College Board policy requires all students to take the Accuplacer exam. Students enrolled in the one-year Certificate or A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

WILDLIFE MANAGEMENT CERTIFICATE

Program of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit</th>
<th>Spring Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIE 0100π or COLS 0300</td>
<td>New Student Orientation</td>
<td>WMGT 11641</td>
<td>Practicum – Wildlife and Wildlands</td>
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<tr>
<td>WMGT 1305</td>
<td>Introduction to Wildlife Management</td>
<td>WMGT 1315</td>
<td>Wildlife Outdoor Recreation &amp; Management</td>
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<tr>
<td>WMGT 1310</td>
<td>Wildlife Identification</td>
<td>GISC 1302</td>
<td>Understanding Geographic Information</td>
</tr>
<tr>
<td>AGRI 1231</td>
<td>The Agriculture Industry</td>
<td>AGRI 1309</td>
<td>Range and Wildlife Ecology</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
<td>BIOL 1411</td>
<td>General Zoology</td>
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<tr>
<td>BIOL 1411</td>
<td>General Botany</td>
<td>Total</td>
<td>Total Credit Hours for Certificate</td>
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Total .................................................. 18 Total .................................................. 14 32

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
WILDLIFE MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:

<table>
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<tr>
<th>Course</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>Social &amp; Behavioral Sciences</td>
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</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science &amp; Math</td>
<td>11</td>
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<tr>
<td>Other</td>
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Total General Education Courses................................................................. 26
Technical Education Courses............................................................................. 40
Total Credit Hours for A.A.S................................................................. 66

Program of Study

FIRST YEAR

<table>
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<th>Credit</th>
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<td>or COLS 0300</td>
<td>WMGT 1164</td>
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<td>WMGT 1305</td>
<td>WMGT 1315</td>
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<td>WMGT 1310</td>
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SECOND YEAR

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Total Credit Hours for A.A.S................................. 66

Notes:
1. Capstone course that consolidates the student’s learning experiences.
2. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
TECHNICAL PROGRAMS
DISMISSAL AND SUSPENSION POLICY

The following procedures will be followed regarding the dismissal or suspension of any student from any of the following programs:

Administrative Information Technology
Air Conditioning and Refrigeration
Automotive Body Technology
Automotive Technology
Child Development
Computer Information Systems
Cosmetology
Criminal Justice
Diesel Technology
Management Program
Radiologic Technology
Registered Nursing
Vocational Nursing
Welding Technology
Wildlife Management

The procedures are:

a. A written request, from the instructor or division chairperson initiating the action, must be submitted to the Vice-President for Academic Affairs.

b. The reason for the request must be listed. Excessive absenteeism and unethical behavior are to be considered reasons for immediate dismissal. Failure to achieve and maintain the scholastic probation policy each semester will also be considered a reason for immediate dismissal.

c. The student should be informed that procedures are pending and advised of the available options.
   i. Students can voluntarily accept the recommendations of the instructor and division chairperson, or;
   ii. Students can request a decision from the appropriate Vice-President which they can accept, or;
   iii. The decision of the Vice-President can be appealed to the Disciplinary Committee or the Admissions Committee (scholastic). The recommendations of the committee can be accepted, or;
   iv. The committee’s decision can be appealed to the President of the college. The President’s decision can be accepted, or;
   v. The final decision can be requested from the Southwest Texas Junior College Board of Trustees.
SOMETHING FOR EVERYONE!

Whatever your career goals may be — earn a degree, enhance job skills, prepare for a new career or learn for personal enrichment — our faculty and staff are here to help you succeed. For our students’ convenience we offer numerous distance learning/interactive video courses, as well as courses on the Internet. We also offer dual and concurrent enrollment classes for high school juniors and seniors. Talk to a counselor today.

BELIEVE AND ACHIEVE AT SWTJC.

www.swtjc.edu
The college continually strives to offer all courses listed in the catalog with extensive offerings at Del Rio and Eagle Pass as well as selected courses at other off-campus sites. However, some specialized courses are offered only on student demand or interest.

See the Curricula section for a complete explanation of the parts of a course description.

**ABDR 1307 - Auto Body Welding - 3 sem. hrs. (2-4-0)**
A study of industry and standard welding and cutting procedures. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. **Lab Fee: $24; Uniform Fee: $50**

**ABDR 1315 - Vehicle Trim and Hardware 3 sem. hrs. (2-2-0)**
An in depth study of vehicle trim and glass service. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. **Lab Fee: $24**

**ABDR 1331 - Basic Refinishing - 3 sem. hrs. (2-4-0)**
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. **Lab Fee: $24**

**ABDR 1419 - Basic Metal Repair - 4 sem. hrs. (2-6-0)**
In depth coverage of basic metal principles and working techniques including proper tool usage and product application. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1307. **Lab Fee: $24**

**ABDR 1441 - Structural Analysis and Damage Repair I - 4 sem. hrs. (2-6-0)**
Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR1307, ABDR 1315, ABDR 1419. **Lab Fee: $24; End-of-Course Assessment Fee: $30**

**ABDR 1442 - Structural Analysis and Damage Repair II - 4 sem. hrs. (2-6-0)**
Continuation of general repair and replacement procedures for damaged structural parts and collision damage. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1441. **Lab Fee: $24**

**ABDR 1449 - Automotive Plastic and Sheet Molded Compound Repair - 4 sem. hrs. (2-6-0)**
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1315. **Lab Fee: $24**

**ABDR 1458 - Intermediate Refinishing - 4 sem. hrs. (2-6-0)**
Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1331. **Lab Fee: $24; Uniform Fee: $50**

**ABDR 2255 - Collision Repair Estimating - 2 sem. hrs. (1-2-0)**
An advanced course in collision estimating and development of an accurate damage report. One lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1307, ABDR 1441. **Lab Fee: $24**

**ABDR 2280 - Cooperative Education - Autobody/Collision and Repair Technology/Technician 2 sem. hrs. (1-0-7)**
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-requisite: ABDR 2449, ABDR 2431, ABDR 2255. **Co-op Fee: $24**

**ABDR 2431 - Structural Analysis and Damage Repair III - 4 sem. hrs. (2-6-0)**
Advanced concepts in the application of theories of auto body repair and replacement of major body units. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1307, ABDR 1419. **Lab Fee: $24**

**ABDR 2441 - Major Collision Repair and Panel Replacement - 4 sem. hrs. (2-6-0)**
Instruction in preparation of vehicles for major repair processes. This course covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1307, ABDR 1419. **Lab Fee: $24**
ABDR 2449 - Advanced Refinishing - 4 sem. hrs. (2-6-0)
Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1331, ABDR 1458. Lab Fee: $24; Uniform fee: $50; End-of-Course Assessment Fee: $30

ABDR 2453 - Color Analysis and Paint Matching 4 sem. hrs. (3-3-0)
Advanced course in color theory, color analysis, tinting, and advanced blending techniques for acceptable paint matching. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ABDR 1331 and ABDR 1458. Lab Fee: $24; Uniform Fee: $50

ACCT 2301 - Principles of Accounting I - Financial 3 sem. hrs. (3-0-0) S2103015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Emphasis on financial accounting. Accounting procedures and practices: the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture hours per week. TSI Requirement: M1; R1; W0. Prerequisite: None.

ACCT 2302 - Principles of Accounting II - Managerial 3 sem. hrs. (3-0-0) 5203015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Emphasis on financial accounting. Accounting procedures and practices: the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture hours per week. TSI Requirement: M1; R1; W0. Prerequisite: None.

ACCT 2303 - Principles of Accounting III - Managerial 4 sem. hrs. (3-3-0) 5203015104
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Emphasis on financial accounting. Accounting procedures and practices: the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W0. Lab Fee: $24

ACNT 1311 - Introduction to Computerized Accounting 3 sem. hrs. (2-3-0)
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Record keeping using Quickbooks software. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1; W0. Prerequisite: ACCT 2401. Lab Fee: $24

ACNT 1403 - Introduction to Accounting I – Managerial 3 sem. hrs. (3-3-0)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W0. Prerequisite: None. Lab Fee: $24

AGAH 1323 - Wildlife Conservation and Management 3 sem. hrs. (3-1-0)
Study of the principles and practices used in the production and improvement of North American wildlife resources. Three lecture and one laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $16.25

AGCR 1307 - Range Management 3 sem. hrs. (2-4-0)
Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing. Two lecture and four laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $24

AGMG 1318 - Introduction to Agricultural Economics 3 sem. hrs. (3-0-0)
Study of the fundamental economic principles and their application to the problems of the industry of agriculture. Three lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.
AGMG 1371 - Wildlife Resources - 3 sem. hrs. (2-3-0)
An introduction to wildlife resources of the United States with specific reference to Texas. The history of game management, endangered species, and methods for maintenance and increase of wildlife. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $24

AGMG 2312 - Marketing of Agricultural Products
3 sem. hrs. (3-0-0)
Study of operations in the movement of agricultural commodities from producer to consumer including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Three lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.

AGRI 1231 - The Agricultural Industry - 2 sem. hrs. (2-0-0) 0101035201
Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. Two lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.

AGRI 1307 - Agronomy - 3 sem. hrs. (2-3-0) 0111025101
Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $24

AGRI 1309 - Computers in Agriculture - 3 sem. hrs. (2-2-0) 0110015101
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software. Two lecture and two laboratory hours per week. TSI Requirement: M2; R2; W2. Prerequisite: None. Lab Fee: $24

AGRI 1315 - Horticulture - 3 sem. hrs. (2-3-0) 0106015111
Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

AGRI 1325 - Marketing of Agricultural Products
3 sem. hrs. (3-0-0) 0101025101
Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

AGRI 1329 - Principles of Food Science - 3 sem. hrs. (2-2-0) 0110015101
Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control. The on-hoof and carcass evaluation of domestic meat animals in relation to quality and yield grades. The subsequent slaughter and processing of the animals with emphasis on carcass evaluation, federal grading, and health inspection. The evaluation of meat cuts, meat processing, and preservation of meat products. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

AGRI 1370 - Range and Wildlife Ecology - 3 sem. hrs. (3-0-0) 0306017101
This course provides a basic overview of range and wildlife ecological concepts with an emphasis on conservation and management practices. The concept of integrated rangeland and wildlife management is discussed. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

AGRI 1419 - Introductory Animal Science
4 sem. hrs. (3-3-0) 0109015101
Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. An introductory survey course of scientific principle applications involving genetic selection and reproduction. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

AGRI 2303 - Agricultural Construction I - 3 sem. hrs. (2-4-0) 0102015101
Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. A study of the equipment, materials, and processes used for brazing, welding, and cutting of metals with emphasis on metallurgy; testing, inspection of welds, and heat treating by the oxyacetylene process. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; Supply Fee: $24

AGRI 2304 - Agricultural Construction II
3 sem. hrs. (2-4-0) 0102015101
Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. Advanced welding involving pipe, welding and fitting, welding involving non-ferrous alloys, hard facing, and oxyacetylene burning. Attention given to trade practices and welding processes used in industry. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: AGRI 2303. Lab Fee: $24; Supply Fee: $24
AGRI 2317 - Introduction to Agricultural Economics 3 sem. hrs. (3-0-0) 0101035101
Fundamental economic principles and their applications to the problems of the industry of agriculture. The field of agricultural economics and its relationship to other sciences. The characteristics of our economic system and basic economic concepts. Survey of the farm and ranch firm and its organization and management; structure and operation of the marketing system; functional and institutional aspects of agricultural finance; government policies and programs related to agriculture. Three lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.

AGRI 2330 - Wildlife Conservation and Management 3 sem. hrs. (3-1-0) 0306015101
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. An introduction to the wildlife resources of the United States with special reference to Texas. The ecology and management of wildlife populations including native, exotic, and endangered species. This course provides an overview habitat management across forests, rangelands, and wetlands of North America. Three lecture and one laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $16.25

AGRI 2370 - Wildlife Management Techniques 3 sem. hrs. (2-2-0) 4502015125
Field and laboratory techniques used in wildlife management and research: aging, sexing, marking, capture, monitoring, disease surveys, food habitats and nutrition analysis, habitat assessment and population estimation. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W2. Prerequisite: WMGT 1305, WMGT 1310, WMGT 1300, AGRI 1309. Lab Fee: $24

ARTS 1304 - Art History II - 3 sem. hrs. (3-0-0) 5007035226
Examination of painting, sculpture, architecture, and other arts from Early Renaissance to the present time. The survey covers the second half of the book. Three lecture hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None.

ARTS 1305 - Art History I - 3 sem. hrs. (3-0-0) 5007035226
Examination and survey of painting, sculpture, architecture, and other arts from Prehistory to the present day. This course surveys painting, sculpture, architecture, and other arts from Prehistory to the 15th Century. The survey covers the first half of the book. Three lecture hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None.

ARTS 1309 - Art Appreciation - 3 sem. hrs. (3-0-0) 4502015125
Exploration of purposes and processes in the visual arts including evaluation of selected works. The course explores the relationship of art/artists/themes to past cultures as well as the relevance of the visual arts in contemporary times. This course provides the student with a basic understanding of the Visual Arts. Three lecture hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None. None.

ARTS 1311 - Design I - 3 sem. hrs. (3-0-0) 5004015326
Elements and principles of art using two- and three-dimensional concepts. This course deals with the fundamentals of art, including theory and practice of drawing, painting, and designing, using various media. Design analysis, color, and elements of drawing and composition are emphasized. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 1316 - Drawing I - 3 sem. hrs. (3-0-0) 5007055230
Investigation of drawing media and techniques including descriptive and expressive possibilities. A beginning course investigating a variety of media, techniques, and subjects, including descriptive and expressive possibilities. Subjects include still life, landscape and the model using additive and subtractive processes. This course will explore perceptual and descriptive possibilities with a consideration of drawing as a developmental process as well as an end to itself. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 1317 - Drawing II - 3 sem. hrs. (3-0-0) 5007055230
Investigation of drawing media and techniques including descriptive and expressive possibilities. A continuation of ARTS 1316, with an emphasis on individual exploration of ideas and expression. This course also involves the exploration of alternative ideas and experimental approaches to drawing. Includes the study of past and contemporary artists. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 1316. Lab Fee: $24

ARTS 1325 - Drawing and Painting - 3 sem. hrs. (2-2-0) 5007085226
Drawing and painting for non-art majors. A beginning course investigating a variety of media, techniques and subjects exploring the fundamental elements of drawing and painting in today's art world. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
ARTS 2316 - Painting I - 3 sem. hrs. (3-3-0)  
5007085226  
Exploration of ideas using painting media and techniques. An introduction to oil and synthetic (water-based) media. Exploring the potentials of painting media with emphasis on color, composition, and other formal elements as well as individual expression with an emphasis on process. Includes the study of past and contemporary painters. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 2317 - Painting II - 3 sem. hrs. (3-3-0)  
5007085226  
Exploration of ideas using painting media and techniques. A continuation of ARTS 2316 with a greater emphasis on aesthetics, critical thinking skills, self-expression and individual exploration. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 2316 or approval of instructor. Lab Fee: $24

ARTS 2323 - Life Drawing I - 3 sem. hrs. (1-5-0)  
5007055326  
Basic study of the human form. The exploration of the human figure, from the live model, through the use of traditional drawing media including charcoal, graphite, ink and other media. One lecture and five laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 2324 - Life Drawing II - 3 sem. hrs. (1-5-0)  
5007055326  
Basic study of the human form. A continuation of ARTS 2323. The exploration of the human form with an emphasis on individual, conceptual and expressive possibilities. The exploration of various media and techniques is approached including mixed media, alternative grounds and collage. One lecture and five laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 2323. Lab Fee: $24

ARTS 2326 - Sculpture I - 3 sem. hrs. (3-3-0)  
5007095130  
Exploration of ideas using sculpture media and techniques. Fundamentals of three dimensional design as experienced in basic sculptural processes using a variety of media, including additive and subtractive processes. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 1311 or approval of instructor. Lab Fee: $24

ARTS 2341 - Art Metals I - 3 sem. hrs. (3-3-0)  
5007135126  
Exploration of ideas using basic techniques in jewelry and metal construction. Basic lost wax and hand building techniques in working with non-ferrous metals. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 2342 - Art Metals II - 3 sem. hrs. (3-3-0)  
5007135126  
Exploration of ideas using basic techniques in jewelry and metal construction. A continuation of ARTS 2341. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 2341. Lab Fee: $24

ARTS 2346 - Ceramics I - 3 sem. hrs. (3-3-0)  
5007115126  
Exploration of ideas using basic ceramic processes. An introduction to basic ceramic processes emphasizing production and aesthetic expression. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 2347 - Ceramics II - 3 sem. hrs. (3-3-0)  
5007115126  
Exploration of ideas using basic ceramic processes. A continuation of ARTS 2346 with opportunities for specialization in ceramic processes emphasizing production and aesthetic expression. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 2346. Lab Fee: $24

ARTS 2348 - Digital Art I - 3 sem. hrs. (3-0-0)  
5004025226  
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: BCIS 1405 or COSC 1401.

ARTS 2349 - Digital Art II - 3 sem. hrs. (3-0-0)  
5004025226  
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: BCIS 1405 or COSC 1401.

ARTS 2366 - Watercolor I - 3 sem. hrs. (3-3-0)  
5007085326  
Exploration of ideas using water-based painting media and techniques. The fundamentals of watercolor. Basic material and techniques are introduced including the study of artists, past and contemporary, using water-based media. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ARTS 2367 - Watercolor II - 3 sem. hrs. (3-3-0)  
5007085326  
Exploration of ideas using water-based painting media and techniques. A continuation of ARTS 2366. Encouraging independent development of technique, subject, new and innovative methods, mixed media and personal expression. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: ARTS 2366. Lab Fee: $24

AUMT 1407 - Automotive Electrical Systems  
4 sem. hrs. (2-6-0)  
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer specific. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
AUMT 1410 - Automotive Brake Systems
4 sem. hrs. (2-6-0)
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific instructions. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: S24; Uniform Fee: S50

AUMT 1416 - Automotive Suspension and Steering Systems - 4 sem. hrs. (2-6-0)
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, and alignment procedures and tire and wheel service. May be taught manufacturer specific. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: S24; Uniform Fee: S50

AUMT 1445 - Automotive Climate Control Systems
4 sem. hrs. (2-6-0)
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: S24

AUMT 2280 - Cooperative Education – Automobile/Automotive Mechanics Technology/Technician
2 sem. hrs. (1-0-7)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-requisite: AUMT 2428. Co-op Fee: S24

AUMT 2413 - Automotive Drive Train and Axles
4 sem. hrs. (2-6-0)
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. May be taught with manufacturer specific instructions. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: S24; Uniform Fee: S50

AUMT 2417 - Automotive Engine Performance Analysis I - 4 sem. hrs. (2-6-0)
Theory, operation, diagnosis of drivability concerns, and repair; ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: AUMT 1407. Lab Fee: S24

AUMT 2421 - Automotive Electrical Diagnosis and Repair - 4 sem. hrs. (2-6-0)
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: AUMT 1407. Lab Fee: S24

AUMT 2425 - Automotive Automatic Transmission and Transaxle - 4 sem. hrs. (2-6-0)
A study of the operation, hydraulic circuits, and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: AUMT 2413. Lab Fee: S24; Uniform Fee: S50

AUMT 2428 - Automotive Service - 4 sem. hrs. (2-6-0)
Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-requisite: AUMT 2425. Lab Fee: S24; End of Course Assessment Fee: S20; ASE Testing Fee: S92

AUMT 2434 - Automotive Engine Performance Analysis II - 4 sem. hrs. (2-6-0)
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: AUMT 2417. Lab Fee: S24; End of Course Assessment Fee: S20

AUMT 2443 - Advanced Emissions Systems Diagnostics - 4 sem. hrs. (2-6-0)
Diagnosis and repair of emission control systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Course will include state and federal laws required for preparation for licensing. May be taught with manufacturer specific. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: AUMT 1407, AUMT 2417, AUMT 2434. Lab Fee: S24

BCIS 1405 - Business Computer Applications
4 sem. hrs. (3-3-0) 1102025404
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (This course is part of the Business Field of Study Curriculum) Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: S24
BIOL 1406 - Biology for Science Majors I
4 sem. hrs. (3-3-0) 2601015103
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. BIOL 1406 and BIOL 1407 are two linked courses designed to be taken in consecutive semesters. Intended for science majors. BIOL 1406 includes the scientific method, the chemical basis of life, the organization and function of the cell, cellular reproduction, energy transformations, and genetics. Other concepts are included in BIOL 1407. BIOL 1406 and BIOL 1408 may not both be counted towards completion of graduation requirements. Students enrolling in BIOL 1406 should have one year of high school chemistry or one semester of college chemistry and a strong background in biology. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None. Lab Fee: $24

BIOL 1407 - Biology for Science Majors II
4 sem. hrs. (3-3-0) 2601015103
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. BIOL 1406 and BIOL 1407 are two linked courses designed to be taken in consecutive semesters. Intended for science majors. BIOL 1407 includes evolution, history of life, diversity and form and function of organisms, classification, and ecology. Other concepts are included in BIOL 1406. BIOL 1407 and BIOL 1409 may not both count towards completion of graduation requirements. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: BIOL 1406.. Lab Fee: $24

BIOL 1408 - Biology for Non-Science Majors I
4 sem. hrs. (3-3-0) 2601015103
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. BIOL 1408 is the first part of a two-semester introduction to these concepts. Topics such as the scientific method, the chemical basis of life, the organization and function of the cell, cellular reproduction, metabolism, and genetics are included in BIOL 1408. Other concepts are included in BIOL 1409, the second part of the course. Emphasis will be placed on selected topics in contemporary biology. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None.. Lab Fee: $24

BIOL 1409 - Biology for Non-Science Majors II
4 sem. hrs. (3-3-0) 2601015103
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. BIOL 1409 is the second part of a two-semester introduction to these concepts. BIOL 1409 includes topics such as evolution, history of life, diversity and form and function of organisms, classification, and ecology. Other concepts are included in BIOL 1408. Emphasis will be placed on selected topics in contemporary biology. It is recommended that students take BIOL 1408 before BIOL 1409. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None. Lab Fee: $24

BIOL 1411 - General Botany - 4 sem. hrs. (3-3-0) 2603015103
Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises. Emphasis will be placed on a general survey of the plant kingdom with special emphasis on the flowering plants. To be offered both semesters during the long term and once during the summer term. Either BIOL 1411 or 1413 may be taken first, to be followed by the other course the next semester. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None. Lab Fee: $24

BIOL 1413 - General Zoology - 4 sem. hrs. (3-3-0) 2607015103
Study of the principles of taxonomy, molecular biology, and ecology as they relate to animal form and function, diversity, behavior, and evolution. This course also includes a study of the classification, structure, body functions, distribution, and ecology of animals with special emphasis on humans. To be offered both semesters during the long term and once during the summer term. Either BIOL 1411 or 1413 may be taken first, to be followed by the other course the next semester. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None. Lab Fee: $24

BIOL 1424 - Systematic Botany - 4 sem. hrs. (3-3-0) 2603015203
Introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. Includes the importance of herbaria, collection techniques, and the construction and use of taxonomic keys. Students are introduced to the vocabulary terms and keys necessary for identification of the flowering plants. Field work supplements the basic study of family morphology. This course is offered only on demand in the spring semester and is designed to meet the requirements of biology majors. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: BIOL 1411 with a minimum grade of "C" or approval of instructor. Lab Fee: $24
BIOL 2401 - Anatomy and Physiology I - 4 sem. hrs. (3-3-0) 2607075103
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. The major organs and systems of the body and their relationship to health and disease will be studied. This course is planned to meet the requirements of Kinesiology and Home Economics majors, pre-professional major, and Biology major and minors, or may be taken as an elective. This course will be suitable for pre-professional (especially nursing) majors. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W2. Prerequisite: BIOL 1406 or BIOL 1408. Lab Fee: $24

BIOL 2402 - Anatomy and Physiology II - 4 sem. hrs. (3-3-0) 2607075103
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. The major organs and systems of the body and their relationship to health and disease will be studied. This course is planned to meet the requirements of Kinesiology and Home Economics majors, pre-professional major, and Biology major and minors, or may be taken as an elective. This course will be suitable for pre-professional (especially nursing) majors. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W2. Prerequisite: BIOL 2401. Lab Fee: $24

BIOL 2406 - Environmental Biology - 4 sem. hrs. (3-3-0) 0301035101
Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. This course is designed to cover areas relating to contemporary ecological problems. Topics are to include air, water, soil, pollution, radiation, limnology, pesticides, wastes, and energy conservation. Emphasis will be placed upon biotic inter-relationships. The course will also include selected readings in the appropriate areas. Offered on demand. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None. Lab Fee: $24

BIOL 2420 - Microbiology for Non-Science Majors 4 sem. hrs. (3-3-0) 2605035103
Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. This course includes a study of the microbiology and pathology vital to the paramedical health profession, upon which infectious diseases and their prevention and nursing care depend. Special emphasis is placed on disease etiology, epidemiology and host-parasite interactions. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W2. Prerequisite: BIOL 1408. Lab Fee: $24

BIOL 2421 - Microbiology for Science Majors 4 sem. hrs. (3-3-0) 2605035103
Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. This is a general survey course in the biology of bacteria. The survey will include a study of metabolism, growth and death, variation and genetics, classification and morphology, and bacterial relationship with mankind. Three lecture and three laboratory hours per week. TSI Requirement: M2; R3; W2. Prerequisite: BIOL 1406, CHEM 1111, CHEM 1311, CHEM 1112, CHEM 1312. This course is offered each spring semester and by petition at other times. Lab Fee: $24

BMGT 1301 - Supervision - 3 sem. hrs. (3-0-0)
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. [New WECM update: February, 2013, W. Box] Three lecture hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None.

BMGT 1307 - High Performance Work Teams 3 sem. hrs. (3-0-0)
Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team. [New WECM update: February, 2013, W. Box] The student will analyze the process of team building; integrate interpersonal skills, group dynamics, and leadership in the working of a team; and participate in a team to apply tools and techniques of the problem solving process. Three lecture hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None.

BMGT 1327 - Principles of Management - 3 sem. hrs. (3-0-0)
Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None.

BMGT 1382 - Cooperative Education - Business Administration and Management, General 3 sem. hrs. (1-0-14)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fourteen external hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None. Co-requisite: BMGT 1301 or 1327. Co-op Fee: $24
BMGT 1383 - Cooperative Education - Business Administration and Management, General
3 sem. hrs. (1-0-15)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fifteen external hours per week. TSI Requirement: M0; R1; W0. Prerequisite: BMGT 1382. Co-op Fee: $24

BMGT 2303 - Problem Solving and Decision Making
3 sem. hrs. (3-0-0)
Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. [New WECM update: February, 2013. W. Box] This is a capstone course that consolidates the student's learning experience and should only be taken during the last semester before graduation. Three lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Co-requisite: BMGT 2383.

BMGT 2309 - Small Business Management
3 sem. hrs. (3-0-0)
Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. [New WECM update: February, 2013. W.Box] Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

BMGT 2311 - Management of Change - 3 sem. hrs. (3-0-0)
Knowledge, skills, and tools that enable a leader/organization to facilitate change in a participative style. [New WECM update: February, 2013. W. Box] Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

BMGT 2382 - Cooperative Education - Business Administration and Management, General
3 sem. hrs. (1-0-15)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fifteen external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: BMGT 1383. Co-op Fee: $24

BMGT 2383 - Cooperative Education - Business Administration and Management, General
3 sem. hrs. (1-0-15)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fifteen external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: BMGT 2382. Co-op Fee: $24

BUSI 1301 - Business Principles - 3 sem. hrs. (3-0-0)
5201015104
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. A basic course in the fundamentals of business. The course is intended to give an overview of business and to develop an understanding of the realistic problems and practices of business. It includes a study of business organizations and operations, business functions, and various areas of business such as forms of organization, entrepreneurship, basic accounting and financial management, human resource development and management, business ethics and law, product marketing and distribution, and electronic commerce. Three lecture hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None.

BUSI 1307 - Personal Finance - 3 sem. hrs. (3-0-0)
1904015109
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. Topics studied include the financial planning process, creation of financial statements including balance sheet and income and expense statements, preparation of a personal income tax return, management skills of basic assets such as cash, savings, autos and housing, credit management, life, health and property insurance, investments including stocks, bonds and mutual funds, retirement and estate planning. Three lecture hours per week. TSI Requirement: M1; R1; W0. Prerequisite: None.
CDEC 1281 - Cooperative Education - Childcare Provider/Assistant - 2 sem. hrs. (1-0-8)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and eight external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: TECA 1311 and CDEC 1313. Co-op Fee: $16.25

CDEC 1303 - Family, School & Community
3 sem. hrs. (3-0-1)
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-op Fee: 16.25

CDEC 1311 - Educating Young Children - 3 sem. hrs. (3-0-1)
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-op Fee: 16.25

CDEC 1313 - Curriculum Resources for Early Childhood Programs - 3 sem. hrs. (3-0-0)
A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CDEC 1318 - Wellness of the Young Child
3 sem. hrs. (2-2-0)
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CDEC 1319 - Child Guidance - 3 sem. hrs. (3-0-0)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CDEC 1321 - The Infant and Toddler - 3 sem. hrs. (3-0-0)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CDEC 1354 - Child Growth and Development
3 sem. hrs. (3-0-0)
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CDEC 1356 - Emergent Literacy for Early Childhood
3 sem. hrs. (2-2-0)
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CDEC 1358 - Creative Arts for Early Childhood
3 sem. hrs. (2-2-0)
An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CDEC 1359 - Children with Special Needs
3 sem. hrs. (2-2-0)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
CDEC 2280 - Cooperative Education - Child Care Provider/Assistant - 2 sem. hrs. (1-0-8)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and eight external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CDEC 1281. Co-op Fee: $16.25

CDEC 2281 - Cooperative Education - Child Care Provider/Assistant - 2 sem. hrs. (1-0-8)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. This is a capstone course and should only be taken during the last semester before graduation. One lecture and eight external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CDEC 2280. Co-op Fee: $16.25

CDEC 2307 - Math and Science for Early Childhood 3 sem. hrs. (2-2-0)
An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CDEC 2326 - Administration of Programs for Children I - 3 sem. hrs. (2-2-0)
Application of management procedures for early childhood education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CHEM 1111 - General Chemistry I Laboratory 1 sem. hrs. (0-4-0) 4005015203
General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. CHEM 1111 is a laboratory course involving laboratory studies related to topics in Chemistry 1311. Four laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None. Co-requisite: CHEM 1311. Lab Fee: $24

CHEM 1112 - General Chemistry II Laboratory 1 sem. hrs. (0-4-0) 4005015203
General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. CHEM 1112 is a laboratory course involving selected laboratory studies related to topics in Chemistry 1312. Four laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: CHEM 1311 and 1111. Co-requisite: CHEM 1312. Lab Fee: $24

CHEM 1311 - General Chemistry I - 3 sem. hrs. (3-0-0) 4005015203
General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. The first semester work includes study of fundamental concepts of chemistry, chemical laws, atomic structure, valence, non-metals and their compounds, electrochemistry, and the states of matter. Three lecture hours per week. TSI Requirement: M3; R3; W1. Prerequisite: None. Co-requisite: CHEM 1111.

CHEM 1312 - General Chemistry II - 3 sem. hrs. (3-0-0) 4005015203
General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. The second semester work is a continuation of the first semester work with a study of the metallic elements, and an introduction to organic chemistry, and an introduction to elementary qualitative analysis. Three lecture hours per week. TSI Requirement: M3; R3; W1. Prerequisite: CHEM 1311 and CHEM 1111. Co-requisite: CHEM 1112.

CHEM 1405 - Introductory Chemistry I - 4 sem. hrs. (3-4-0) 4005015103
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. This course is designed especially for students of business and liberal arts. The work of the course covers the fundamentals of general chemistry and the descriptive chemistry of non-metals. (May not be used in chemistry major sequence.) Three lecture and four laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: None. Lab Fee: $24
CHEM 1407 - Introductory Chemistry II - 4 sem. hrs. (3-4-0) 4005015103
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. This course is designed especially for students of business and liberal arts. Emphasis is placed upon basic principle, nomenclature, principal reaction, and method of synthesis. It considers all major classes of carbon compounds with special attention given to those sections which may be associated with biological substances. (May not be used in chemistry major sequence.) Three lecture and four laboratory hours per week. TSI Requirement: M2; R3; W1. Prerequisite: CHEM 1405. Lab Fee: $24

CHEM 2423 - Organic Chemistry I - 4 sem. hrs. (3-4-0) 4005045203
Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. The general principles, theories, reactions, synthesis and preparations of elementary organic chemistry are presented. Special emphasis is placed on the classification, characteristics and structures of compounds. Laboratory work offers opportunity to study many typical reactions and to learn techniques of value in industrial chemistry. Many topics essential to the preparation of premedical, pre-dental, and pre-pharmacy students are studied in this course. Three lecture and four laboratory hours per week. TSI Requirement: M3; R3; W1. Prerequisite: CHEM 1311/1111 and 1312/1112. Lab Fee: $24

CHEM 2425 - Organic Chemistry II - 4 sem. hrs. (3-4-0) 4005045203
Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. The general principles, theories, reactions, synthesis and preparations of elementary organic chemistry are presented. Special emphasis is placed on the classification, characteristics and structures of compounds. Laboratory work offers opportunity to study many typical reactions and to learn techniques of value in industrial chemistry. Many topics essential to the preparation of premedical, pre-dental, and pre-pharmacy students are studied in this course. Three lecture and four laboratory hours per week. TSI Requirement: M3; R3; W1. Prerequisite: CHEM 1311/1111 and 1312/1112. Lab Fee: $24

CJCR 1300 - Basic Jail Course - 3 sem. hrs. (2-4-0)
Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement (TCLEOSE) objectives for course #1005. This course was designed to be repeated multiple times to improve student proficiency. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CJCR 1304 - Probation and Parole - 3 sem. hrs. (3-0-0)
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJCR 1307 - Correctional Systems and Practices 3 sem. hrs. (3-0-0)
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJCR 1358 - Rights of Prisoners - 3 sem. hrs. (3-0-0)
Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJCR 2325 - Legal Aspects of Corrections 3 sem. hrs. (3-0-0)
A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJLE 1211 - Basic Firearms - 2 sem. hrs. (2-1-0)
Firearm safety, cleaning and care techniques, proper shooting principles, and proficiency. Two lecture and one laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $16.25

CJLE 1303 - Basic Telecommunication Certification 3 sem. hrs. (3-1-0)
Law enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations; telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis prevention. Required course for law enforcement telecommunication personnel prior to completion of 12 months of service. Three lecture and one laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $16.25

CJLE 1358 - Rights of Prisoners - 3 sem. hrs. (3-0-0)
Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.
CJLE 1506 - Basic Peace Officer I - 5 sem. hrs.  
(3-6-0)  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, and IV to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE*** Three lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1518, CJLE 1524, CJLE 1512.  
Lab Fee: $24

CJLE 1512 - Basic Peace Officer II - 5 sem. hrs.  
(3-6-0)  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, and IV to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE*** Three lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1518, CJLE 1506, CJLE 1512.  
Lab Fee: $24

CJLE 1518 - Basic Peace Officer III - 5 sem. hrs.  
(3-6-0)  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, and IV to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE*** Three lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1524, CJLE 1512, CJLE 1506.  
Lab Fee: $24

CJLE 1524 - Basic Peace Officer IV - 5 sem. hrs.  
(3-6-0)  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, and III to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE*** Three lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1512, CJLE 1518, CJLE 1506.  
Lab Fee: $24

CJLE 2247 - Tactical Skills for Police - 2 sem. hrs.  
(3-0-0)  
Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJSA 1282 - Cooperative Education - Criminal Justice/Safety Studies - 2 sem. hrs. (1-0-7)  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. One lecture and seven external work hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.  
Co-op Fee: $24

CJSA 1302 - Private Security Officer Training  
3 sem. hrs. (3-0-0)  
A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJSA 1308 - Criminalistics I - 3 sem. hrs. (3-0-0)  
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None.

CJSA 1312 - Crime In America - 3 sem. hrs. (3-0-0)  
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJSA 1313 - Court Systems and Practices  
3 sem. hrs. (3-0-0)  
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJSA 1313 - Court Systems and Practices  
3 sem. hrs. (3-0-0)  
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJSA 1322 - Introduction to Criminal Justice  
3 sem. hrs. (3-0-0)  
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. An overview of the criminal justice system. Topics include the history and philosophy of criminal justice, the definition of crime, and its nature and impact. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.
CJSA 1351 - Use of Force - 3 sem. hrs. (3-0-0)
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement (TCLEOSE) Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple times to improve student proficiency. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

COMM 1129 - News Publications I - 1 sem. hrs. (1-2-0) 0904015406
Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. For students who are interested in working on the staff of student publications under the supervision of the journalism instructor. One lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None. Lab Fee: $24

CJSA 2282 - Cooperative Education - Criminal Justice /Safety Studies - 2 sem. hrs. (1-0-0)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Sophomore status in A.A.S. Career-related activities offered through a partnership with an employer. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

CJSA 2323 - Criminalistics II - 3 sem. hrs. (3-0-0)
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None.

CNBT 1446 - Construction Estimating I - 4 sem. hrs. (3-3-0)
Fundamentals of estimating materials and labor costs in construction. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

CJSA 2331 - Child Abuse: Prevention and Investigation - 3 sem. hrs. (3-0-0)
Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

COMM 1316 - News Photography I - 3 sem. hrs. (3-3-0) 0904015506
Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. A general beginner’s course with emphasis on taking and processing pictures for reproduction in publications. The course consists of history, camera operation, exposure methods (for both color and black and white), basic darkroom methods (black and white only) covering negative development, printing and mounting. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None. Lab Fee: $24

COMM 1317 - News Photography II - 3 sem. hrs. (3-3-0) 0904015506
Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. A continuation of COMM 1316 familiarizing the student with the fundamentals of basic photography. Emphasis is on darkroom procedures including advanced black and white printing techniques and color printing. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None. Lab Fee: $24

COLS 0300 - College Success Skills - 3 sem. hrs. (2-2-0) 3201015212
Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, learning and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes college orientation and development of students' academic skills that apply to all disciplines. COLS 0300 may not be counted for local credit toward an associate degree or certificate and is not transferable. Two lecture and two laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: None. Lab Fee: $24

COMM 2129 - News Publications III - 1 sem. hrs. (1-2-0) 0904015406
Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. A continuation of COMM 1129 and 1130 for sophomore students. One lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: COMM 1130. Lab Fee: $24
COMM 2130 - News Publications IV - 1 sem. hrs.  
(1-2-0) 0904015406
Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. A continuation of COMM 1129 and 1130 for sophomore students. One lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: COMM 2129. Lab Fee: $24

COMM 2305 - Editing and Layout - 3 sem. hrs.  
(3-0-0) 0904015106
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Students will engage in graphic design for the print media. History and current practices in various forms of printing, type design, copy-fitting and layout fundamentals and trends in graphic design will be discussed. Three lecture hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None.

COMM 2311 - News Gathering and Writing I  
3 sem. hrs. (3-3-0) 0904015706
Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. A course in fundamentals to acquaint the student with newspaper traditions, practices, and objectives as well as techniques of news gathering, interviewing, and writing the various types of news stories. Each student is required to report for The Southwest Texan (newspaper). Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None. Lab Fee: $24

COMM 2315 - News Gathering and Writing II  
3 sem. hrs. (3-3-0) 0904015806
Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. A continuation of COMM 2311 with discussions of various types of complex stories such as sports, reviews, criticisms, features, interviews and editorials; primarily a course to perfect students’ writing skills and techniques; the ethics of reporting and the obligations of the competent journalist. Each student is required to report for The Southwest Texan (newspaper). Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: COMM 2311. Lab Fee: $24

COMM 2324 - Practicum in Electronic Media  
3 sem. hrs. (3-2-0) 0907015306
Lecture and laboratory instruction and participation. Three lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None. Lab Fee: $24

COMM 2327 - Introduction to Advertising  
3 sem. hrs. (3-0-0) 0909035106
Fundamentals of advertising, including marketing theory and strategy, copywriting, design and selection of media. Three lecture hours per week. TSI Requirement: M1; R2; W1, W2C. Prerequisite: None.

COMM 2331 - Radio/Television Announcing  
3 sem. hrs. (2-3-0) 0907015406
Principles of announcing; study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended. Two lecture and three laboratory hours per week. TSI Requirement: M1; R3; W2. Prerequisite: None. Lab Fee: $24

COMM 2332 - Radio/Television News - 3 sem. hrs.  
(2-3-0) 0907015206
Preparation and analysis of news styles for the electronic media. Two lecture and three laboratory hours per week. TSI Requirement: M1; R3; W2. Prerequisite: COMM 2331. Lab Fee: $24

COSC 1336 - Programming Fundamentals I  
3 sem. hrs. (2-3-0) 1102015507
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. TSI Requirement: M3; R2; W1. Prerequisite: None. Lab Fee: $24

COSC 1337 - Programming Fundamentals II  
3 sem. hrs. (2-3-0) 1102015607
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. TSI Requirement: M3; R2; W1. Prerequisite: COSC 1336. Lab Fee: $24

COSC 1401 - Introduction to Computing  
4 sem. hrs. (3-3-0) 1101015107
Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

COSC 2325 - Computer Organization and Machine Language - 3 sem. hrs. (2-3-0) 1102015407
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W2. Prerequisite: COSC 1336. Lab Fee: $24

219
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 2336</td>
<td>Programming Fundamentals III</td>
<td>3</td>
<td>COSC 1337</td>
<td>Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W2. Prerequisite: COSC 1337. Lab Fee: $24</td>
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<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td>History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 1306</td>
<td>Court Systems and Practices</td>
<td>3</td>
<td></td>
<td>Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 1307</td>
<td>Crime in America - 3 sem. hrs.  (3-0-0)</td>
<td>4</td>
<td></td>
<td>American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crimes. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 1310</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
<td></td>
<td>Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 1313</td>
<td>Juvenile Justice System - 3 sem. hrs. (3-0-0)</td>
<td>4</td>
<td></td>
<td>A study of juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of the police agencies, role of correctional agencies, and the theories concerning delinquency. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 2301</td>
<td>Community Resources in Corrections</td>
<td>3</td>
<td></td>
<td>An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 2313</td>
<td>Correctional Systems &amp; Practices</td>
<td>3</td>
<td></td>
<td>Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. This course provides an overview of the field of corrections. It reviews prisons and jails, correctional policies, agencies, prison life, and challenges facing corrections. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 2314</td>
<td>Criminal Investigation - 3 sem. hrs. (3-0-0)</td>
<td>4</td>
<td></td>
<td>Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRIJ 2323</td>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
<td></td>
<td>Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability. This course focuses on the constitutional rights of criminal defendants as interpreted by the U.S. Supreme Court. Students discuss Supreme Court decisions and identify their significance for the justice system. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.</td>
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<tr>
<td>CRPT 1411</td>
<td>Conventional Roof Systems - 4 sem. hrs. (3-3-0)</td>
<td>4</td>
<td></td>
<td>Principles of design and construction of a conventional roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24</td>
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<tr>
<td>CRPT 1415</td>
<td>Conventional Wall Systems - 4 sem. hrs. (3-3-0)</td>
<td>4</td>
<td></td>
<td>Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24</td>
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<tr>
<td>CRPT 1423</td>
<td>Floor Systems - 4 sem. hrs. (3-3-0)</td>
<td>4</td>
<td></td>
<td>An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24</td>
</tr>
</tbody>
</table>
CRPT 1429 - Introduction to Carpentry - 4 sem. hrs. 
(3-3-0)  
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

CRPT 1441 - Conventional Exterior Finish System  
4 sem. hrs. (3-3-0)  
Installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

CRPT 1445 - Conventional Interior Finish System  
4 sem. hrs. (3-3-0)  
Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

CSME 1248 - Principles of Skin Care - 2 sem. hrs. 
(1-2-0)  
An introduction of the theory and practice of skin care. One lecture and two laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Co-requisite: CSME 1401. Lab Fee: $24

CSME 1310 - Introduction to Haircutting and Related Theory - 3 sem. hrs. (1-8-0)  
Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques. One lecture and eight laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

CSME 1401 - Orientation to Cosmetology  
4 sem. hrs. (2-6-0)  
An overview of the skills and knowledge necessary for the field of cosmetology. Two lecture and six laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

CSME 1405 - Fundamentals of Cosmetology  
4 sem. hrs. (2-8-0)  
A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Two lecture and eight laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

CSME 1434 - Cosmetology Instructor I - 4 sem. hrs. 
(2-7-0)  
The fundamentals of instructing cosmetology students. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and seven laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1435. Lab Fee: $24

CSME 1435 - Orientation to the Instruction of Cosmetology - 4 sem. hrs. (2-6-0)  
An overview of the skills and knowledge necessary for the instruction of cosmetology students. Two lecture and six laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Lab Fee: $24

CSME 1443 - Manicuring and Related Theory  
4 sem. hrs. (2-5-0)  
Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Two lecture and five laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Co-requisite: CSME 1401. Lab Fee: $24

CSME 1453 - Chemical Reformation and Related Theory - 4 sem. hrs. (2-8-0)  
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Two lecture and eight laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Co-requisite: CSME 1401. Lab Fee: $24

CSME 2310 - Advanced Haircutting and Related Theory - 3 sem. hrs. (1-8-0)  
Advanced concepts and practice of haircutting. Topics include haircuts, utilizing scissors, razor, and/or clippers. One lecture and eight laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1310. Lab Fee: $24

CSME 2337 - Advanced Cosmetology Techniques  
3 sem. hrs. (1-8-0)  
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. One lecture and eight laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1405. Lab Fee: $24

CSME 2343 - Salon Development - 3 sem. hrs. (2-3-0)  
Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

CSME 2401 - The Principles of Hair Coloring and Related Theory - 4 sem. hrs. (2-8-0)  
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Two lecture and eight laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1401. Lab Fee: $24

221
CSME 2414 - Cosmetology Instructor II - 4 sem. hrs. (2-6-0)
A continuation of the fundamentals of instructing cosmetology students. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1434. Lab Fee: $24

CSME 2415 - Cosmetology Instructor III - 4 sem. hrs. (2-6-0)
Presentation of lesson plan assignments and evaluation techniques. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 2414. Lab Fee: $24

CSME 2439 - Advanced Hair Design - 4 sem. hrs. (2-7-0)
Advanced concepts in the theory and practice of hair design. Two lecture and seven laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1401. Lab Fee: $24

CSME 2441 - Preparation for the State Licensing Examination - 4 sem. hrs. (2-7-0)
Preparation for the state licensing examination. Two lecture and seven laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 1401. Lab Fee: $24; Exam Fee: $128.00

CSME 2444 - Cosmetology Instructor IV - 4 sem. hrs. (2-6-0)
Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 2441. Lab Fee: $24

CSME 2445 - Instructional Theory and Clinic Operation - 4 sem. hrs. (2-6-0)
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: CSME 2445. Lab Fee: $24

DANC 2303 - Dance Appreciation I - 3 sem. hrs. (3-0-0) 5003015426
Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None.

DANC 2304 - Dance Appreciation II - 3 sem. hrs. (3-0-0) 5003015426
Survey of the development of contemporary dance forms and their relationships with other modern art forms. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None.

DEMR 1229 - Preventative Maintenance - 2 sem. hrs. (1-2-0)
An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems. Capstone course that consolidates the student's learning experiences. One lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; Uniform Fee: $50

DEMR 1301 - Shop Safety and Procedures
3 sem. hrs. (2-2-0)
A study of shop safety, rules, basic shop tools, and test equipment. Two lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $16.25

DEMR 1330 - Steering and Suspension I - 3 sem. hrs. (2-4-0)
A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

DEMR 1405 - Basic Electrical Systems - 4 sem. hrs. (2-6-0)
Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

DEMR 1406 - Diesel Engine I - 4 sem. hrs. (2-6-0)
An introduction to the basic principles of diesel engines and systems. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

DEMR 1410 - Diesel Engine Testing and Repair I
4 sem. hrs. (2-6-0)
An introduction to testing and repairing diesel engines including related systems specialized tools. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

DEMR 1417 - Basic Brake Systems - 4 sem. hrs. (2-6-0)
Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; ASE Exam Fee: $66

DEMR 1421 - Power Train I - 4 sem. hrs. (2-6-0)
Fundamentals of repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
DEMR 1423 - Heating Ventilation and Air Conditioning (HVAC) Troubleshooting and Repair - 4 sem. hrs. (2-6-0)
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; Uniform Fee: $50

DEMR 1447 - Power Train II - 4 sem. hrs. (2-6-0)
Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

DEMR 1449 - Diesel Engine II - 4 sem. hrs. (2-6-0)
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: DEMR 1406. Lab Fee: $24; Uniform Fee: $50

DEMR 2281 - Cooperative Education - Diesel Mechanics Technology/Technician - 2 sem. hrs. (1-0-7)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. prerequisites: None. Co-requisite: DEMR 1447, DEMR 2348, DEMR 2432. Co-op Fee: $24

DEMR 2348 - Failure Analysis - 3 sem. hrs. (2-3-0)
An advanced course designed for analysis of typical part failures on equipment. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; Uniform Fee: $50

DEMR 2432 - Electronic Controls - 4 sem. hrs. (2-6-0)
Advanced skills in diagnostic and programming techniques of electronic control systems. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; ASE Exam Fee: $66

DRAM 1120 - Theater Practicum I - 1 sem. hrs. (1-4-0) 5005065326
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Participation in and evaluation of rehearsal and performance activities related to the departmental productions. One lecture and four laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

DRAM 1121 - Theater Practicum II - 1 sem. hrs. (1-4-0) 5005065326
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Participation in and evaluation of rehearsal and performance activities related to the departmental productions. One lecture and four laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

DRAM 1310 - Introduction to Theater - 3 sem. hrs. (3-0-0) 5005015126
Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. A survey of the fields of theater employment designed to provide introductory knowledge. Equal time and attention is given to each of the phases of the entertainment business: Performing, Directing, Producing, Managing, Costuming, Make-up, Scenery, Lighting and Sound. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None.

DRAM 1330 - Stagecraft I - 3 sem. hrs. (3-3-0) 5005025126
Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Practical experience in the technical procedures involved in the mounting of a play. Opportunity is afforded for scenery construction and painting, lighting, properties, sound, stage effects and costume construction. Three lecture and three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

DRAM 1341 - Makeup - 3 sem. hrs. (3-0-0) 5005025226
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Theory and practice of the craft of stage makeup. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Supply Fee: $24

DRAM 1351 - Acting I - 3 sem. hrs. (3-3-0) 5005065126
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Exercises in bodily and vocal control. Varied projects in the training and disciplining of the mind and body for the purpose of theatrical performance. Projects in pantomime and stage action. Three lecture and three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24
DRAM 1352 - Acting II - 3 sem. hrs. (3-3-0) 5005065126
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. A continuation of DRAM 1351. Study with experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting. Three lecture and three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: DRAM 1351. Lab Fee: $24

DRAM 2120 - Theater Practicum III - 1 sem. hrs. (1-4-0) 5005065326
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Additional practice in rehearsal and performance activities related to departmental productions. One lecture and four laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: DRAM 1120 and 1121. Lab Fee: $24

DRAM 2121 - Theater Practicum IV - 1 sem. hrs. (1-4-0) 5005065326
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Additional practice in rehearsal and performance activities related to departmental productions. One lecture and four laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: DRAM 1120 and 1121. Lab Fee: $24

DRAM 2361 - History of the Theater I - 3 sem. hrs. (3-0-0) 5005055126
Development of theater art from the earliest times through the 16th century. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None.

DRAM 2362 - History of the Theater II - 3 sem. hrs. (3-0-0) 5005055126
Development of theater art from the 17th century through the 21st century. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None.

EDTC 1301 - Educational Systems - 3 sem. hrs. (3-0-0)
A study of the role and responsibilities of educational personnel with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EDTC 1307 - Introduction to Teaching Reading 3 sem. hrs. (3-0-0)
General principles of reading instruction. Topics include emergent literacy, reading readiness, reading instruction, literacy-based environments, and a review of varied materials and techniques for teaching reading. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EDTC 1313 - Educational Software & Technology - 3 sem. hrs. (3-1-0)
Introduction to the use of educational software, instructional applications, and technology in the educational setting. Evaluate the use of technology for guided practice and self-paced student remediation. Three lecture and one laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $16.25

ECON 2301 - Principles of Macroeconomics 3 sem. hrs. (3-0-0) 4506015125
History, development, and application of macroeconomic and microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economic systems. Attention given to the application of economic principles to economic problems. A survey of contemporary macroeconomic problems related to the concepts of Gross Domestic Product, Gross National Product, household consumption, business investment, the international sector, economic growth, determinants of aggregate demand and supply, market equilibrium, business cycles, price stability, full employment, the role of government, monetary and fiscal policy, and globalization. Three lecture hours per week. TSI Requirement: M1; R1; W0. Prerequisite: None.

ECON 2302 - Principles of Microeconomics 3 sem. hrs. (3-0-0) 4506015125
History, development, and application of macroeconomic and microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economic systems. Attention given to the application of economic principles to economic problems. A survey of the applied business concepts of elasticities of demand and supply, consumer behavior, utility maximization, consumer and producer surplus, pricing, marginal, average, variable, fixed and total cost decisions, profitability, short and long run time horizons, market structures including perfect competition, monopoly, monopolistic competition and oligopoly, corporate mergers, antitrust regulation, income distribution and international trade. Three lecture hours per week. TSI Requirement: M1; R1; W0. Prerequisite: None.

EDTC 1364 - Field Experience - Teacher Assistant/ Aide - 3 sem. hrs. (0-0-21)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-one external experience hours per week. TSI Requirement: M1; R2; W1. Prerequisite: EDUC 1301 or EDTC 1301 or EDTC 1311. Co-op Fee: $24
EDTC 2305 - Reading Problems - 3 sem. hrs. (3-0-0)
In-depth coverage of reading difficulties. Emphasis on the theories, strategies, recognition, and remediation of reading problems. Topics include assessment, direct instruction, and motivational/interactive literacy activities. Introduction to effective methods of identifying and correcting various reading difficulties. Emphasis on the effect of reading difficulties on reading ability and the various techniques recommended for correcting each difficulty and the use of strategic approaches to the teaching of reading. Topics include the importance of direct instruction and motivational learning activities with abundant practice in the act of reading. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: EDTC 1307.

EDTC 2311 - Instructional Practices and Effective Learning Environments - 3 sem. hrs. (3-0-0)
General principles for selecting developmentally appropriate strategies in core curriculum areas, planning the classroom environment, and instructional accommodations and modifications. Topics address methods for supporting instructional planning and implementation of educational goals and objectives. Also examines cooperative learning strategies. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EDTC 2317 - Guiding Student Behavior - 3 sem. hrs. (3-0-0)
A study of developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: EDTC 1301 or EDTC 1301 or EDTC 1311.

EDUC 1300 - Learning Framework - 3 sem. hrs. (3-0-0) 4203015125
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Three lecture hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None.

EDUC 1301 - Introduction to the Teaching Profession 3 sem. hrs. (3-0-1) 1301015109
An enriched and integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture and one external hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None. Co-op Fee: $16.25

EDUC 1325 - Principles and Practices of Multicultural Education - 3 sem. hrs. (3-0-0) 1301015209
An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. Three lecture hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None.

EDUC 2301 - Introduction to Special Populations 3 sem. hrs. (3-0-1) 1310015109
An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. 4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and 5) pre-requisite for this course is EDUC 1301. Introduction to special education including characteristics, problems, and needs of the exceptional learner. Public and private services available to the handicapped citizen. Field trips may be required. Three lecture and one external hours per week. TSI Requirement: M1; R2; W2. Prerequisite: EDUC 1301. Co-op Fee: $16.25

ELPT 1429 - Residential Wiring - 4 sem. hrs. (3-3-0)
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

EMAP 1345 - Texas Hazard Mitigation and Debris Management - 3 sem. hrs. (3-0-0)
Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.
EMAP 1400 - Principles of Basic Emergency Management - 4 sem. hrs. (4-0-0)
Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards and their analyses. Includes the role of the local emergency manager, coordination of systems and agreements among various governments, request for state assistance during an emergency, hazardous materials planning, emergency management-related grants, and availability of surplus property. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610. Four lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EMAP 1440 - Texas Exercise Design and Incident Command - 4 sem. hrs. (4-0-0)
Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction’s exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G920 and G193. Four lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EMAP 2300 - Developing Volunteer Resources and Decision Making - 3 sem. hrs. (3-0-0)
Management of volunteer services. Includes system/needs analysis, program definition, volunteer role/task definition, job descriptions, publicity and recruitment, training, interviewing techniques, maintenance, and liability issues. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EMAP 2301 - Leadership and Effective Communication - 3 sem. hrs. (3-0-0)
Analysis of personal and group dynamics in an emergency management setting. Supports all facets of interaction in the emergency management area through an in-depth study of how people communicate. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G288. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

EMSP 1160 - Clinical - Emergency Medical Technician - Basic - 1 sem. hrs. (0-0-6)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Six external experience hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-op Fee: $24

EMSP 1501 - Emergency Medical Technician - Basic - 5 sem. hrs. (3-6-0)
Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Three lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

ENGL 0101 - Basic English Lab - 1 sem. hrs. (0-4-0) 3201085312
Basic English is a course designed to teach students to recognize and write well-formed sentences and paragraphs according to the conventions of standard edited American English. Skills emphasized in the course are correct word usage, spelling, grammar, and punctuation. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-to-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. ENGL 0101 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: None. Lab Fee: $24

ENGL 0102 - Developmental Writing Lab 1 sem. hrs. (0-4-0) 3201085312
Developmental writing focuses on specific skills necessary for successfully completing college-level writing assignments, especially essays. This course is designed to help students structure their writing and refine their English language skills to conform to the conventions of edited American English. Writing objectives include recognizing purpose and audience, unity and focus, development, effective organization, effective sentences, and edited American English usage. Individualized study and practice are provided through programmed materials, software, assignments from instructors, small group instruction, or one-to-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. ENGL 0102 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R0; W1. Prerequisite: None. Lab Fee: $24

ENGL 0301 - Basic English - 3 sem. hrs. (3-1-0) 3201085312
Basic English is a course designed to teach students to recognize and write well-formed sentences and paragraphs according to the conventions of standard edited American English. Skills emphasized in the course are correct word usage, spelling, grammar, and punctuation. ENGL 0301 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: None. Lab Fee: $16.25
ENGL 0302 - Developmental Writing - 3 sem. hrs. (3-1-0) 3201085312
Developmental writing focuses on specific skills necessary for successfully completing college-level writing assignments, especially essays. This course is designed to help students structure their writing and refine their English language skills to conform to the conventions of edited American English. Writing objectives include recognizing purpose and audience, unity and focus, development, effective organization, effective sentences, and edited American English usage. ENGL 0302 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R0; W1. Prerequisite: None. Lab Fee: $16.25.

ENGL 1301 - Composition I - 3 sem. hrs. (3-0-0) 2304015112
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Emphasis is given to MLA format. A research paper is required. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: None.

ENGL 1302 - Composition II - 3 sem. hrs. (3-0-0) 2304015112
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Applies composition skills to the study and analysis of poetry, the short story, drama, the essay, and/or the novel. An analytic research paper utilizing the MLA format is required. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301.

ENGL 2307 - Creative Writing I - 3 sem. hrs. (3-0-0) 2305015112
Practical experience in the techniques ofimaginative writing. May include fiction, nonfiction, poetry, or drama. A course for beginning writers who have fair mastery of English fundamentals. Provides training and practice in writing. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301.

ENGL 2308 - Creative Writing II - 3 sem. hrs. (3-0-0) 2305015112
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. A continuation of ENGL 2307. Further attention given to the creative process as it applies to the written word. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 2307.

ENGL 2311 - Technical and Business Writing 3 sem. hrs. (3-0-0) 2311015112
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Principles of composition and rhetoric applied to writing in technical, scientific, and other professional fields. Includes the writing of memoranda, letters, e-mail, abstracts, resumes, and reports. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: ENGL 1301.

ENGL 2322 - British Literature I - 3 sem. hrs. (3-0-0) 2308015112
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Emphasis is given to The Middle Ages through The Eighteenth Century. Readings from an anthology. Parallel study of a history of British literature. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2323 - British Literature II - 3 sem. hrs. (3-0-0) 2308015112
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Emphasis is given to The Romantic Period through the present. Readings from an anthology. Parallel study of a history of British literature. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2327 - American Literature I - 3 sem. hrs. (3-0-0) 2307015112
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Significant American prose and poetry to 1865. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301 and ENGL 1302.
ENGL 2328 - American Literature II - 3 sem. hrs.  
(3-0-0) 2307015112  
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Significant American prose and poetry from 1865 to the present. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2332 - World Literature I - 3 sem. hrs. (3-0-0)  
1601045213  
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. This course is built around selected readings chosen from the masterpieces of the world's great literature. Includes readings from many countries while emphasizing literature of the Western World through the early Renaissance. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2333 - World Literature II - 3 sem. hrs. (3-0-0)  
1601045213  
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. The second semester of World Literature begins with the Renaissance and continues to the present time. Reading will be selected from the masterpieces of this period with the emphasis placed on those of the Western World. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: ENGL 1301 and ENGL 1302.

ENGR 1201 - Introduction to Engineering  
2 sem. hrs. (2-0-0) 1401015110  
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Two lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.

ENGR 2301 - Engineering Mechanics - Statics  
3 sem. hrs. (3-0-0) 1411015310  
Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Three lecture hours per week. TSI Requirement: M3; R2; W2. Prerequisite: MATH 2313. Co-requisite: MATH 2314.

ENGR 2302 - Engineering Mechanics: Dynamics  
3 sem. hrs. (3-0-0) 1411015310  
Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: ENGR 2301. Co-requisite: MATH 2415.
ESLG 0202 - Advanced ESL Grammar
2 sem. hrs. (1-2-0) 3201085712
Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course is an advanced grammar course of the academic credit ESL sequence and is designed for advanced level students. This course is the highest level of grammar courses offered in the Credit-ESL Program. Emphasis is placed on the application of complex grammatical structures in the writing process. (Equivalent to ENGL-0302.) ESLG0202 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: ELSG 0201. Co-requisite: ESLW 0202 (Student must be co-enrolled). Lab Fee: $24

ESLR 0301 - Basic ESL Reading - 3 sem. hrs. (3-1-0) 3201085612
Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course is a low-intermediate reading course that will provide students with extensive reading opportunities. Students will study and practice basic reading skills including vocabulary development, comprehension improvement, and oral reading ability. Students will develop and refine syntactical and contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. ESLR0301 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: LOEP score on USM 57-169, Essay 3 or less, Reading 57-101. Lab Fee: $16.25

ESLR 0302 - Intermediate ESL Reading - 3 sem. hrs. (3-1-0) 3201085612
Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course is an intermediate reading course that provides students with extensive reading opportunities and continued immersion into the English language. Students will study and practice basic reading skills including vocabulary development, comprehension improvement, and reading fluency. Students will develop contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. ESLR0302 may not be counted for local credit toward an associate degree or certificate and is not transferable. Credit: Three semester credit hours. Three lecture and one laboratory hours per week. Three lecture and one laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: ESLR0301 or LOEP score on USM 57-169, Essay 3 or less, Reading 57-101. Lab Fee: $16.25

ESLR 0303 - Advanced ESL Reading - 3 sem. hrs. (3-1-0) 3201085612
Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course is a high-intermediate to low-advanced reading course that provides students with extensive reading opportunities. Students will study and practice essential reading skills including academic vocabulary development, comprehension, analysis and advanced fluency. Students will develop and refine syntactical and contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. ESLR0303 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: ESLR 0302 or LOEP score on USM 57-169, Essay 3 or less, Reading 57-101. Lab Fee: $16.25

ESLW 0201 - Basic ESL Writing - 2 sem. hrs. (1-2-0) 3201085712
Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares the student to function in an English speaking society or continue to expand their academic language proficiency. This course is a low-advanced composition course of the academic credit ESL sequence and is designed for low-advanced level students. The course provides extensive study of basic writing skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage, and mechanical skills. (Equivalent to ENG-0301.) ESLW0201 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: LOEP score on USM 170 or greater and Essay 4 or greater. Co-requisite: ESLG 0201 (Student must be co-enrolled). Lab Fee: $24

ESLW 0202 - Advanced ESL Writing - 2 sem. hrs. (1-2-0) 3201085712
Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society or continue to expand their academic language proficiency. This course is an advanced composition course of the academic credit ESL sequence and is designed for advanced level students. This course is designed for English as a Second Language or bilingual students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on writing of full length essays and research techniques. (Equivalent to ENG-0302.) ESLW0202 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: ELSW 0201. Co-requisite: ESLG 0202. Lab Fee: $24
FORS 2440 - Introduction to Forensic Science
4 sem. hrs. (4-4-0) 4301065124
Survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalists in forensic laboratories will process the gathered evidence presented. This course provides an introduction to the fundamentals of forensic science as articulated in crime scene investigation, evidence gathering, and preservation. Utilizing lecture and lab, established methods, techniques, and analyses of crime scene evidence is presented as students learn correct techniques of first responders to crime scenes and how evidence is analyzed in forensics labs including: trace analysis of hair and fiber, stain analysis, epithelial cell analysis, latent fingerprint analysis, DNA sequencing and other chemical analyses upon gathered evidence. Four lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

FORS 2450 - Introduction to Forensic Psychology
4 sem. hrs. (4-0-0) 43.0106.51 24
Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Four lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Psychology 2301 is required as a pre-requisite for this course.

GEOG 1300 - Principles of Geography - 3 sem. hrs. (3-0-0) 4507015125
Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. Emphasis is on physical geography. A course in the study of relation between man's physical environment-land forms, water bodies, minerals, climate- and his reaction to these natural forces as manifested by his occupation, racial status, and his religious contacts. Maps and other tools of geography are studied. Three lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.

GEOG 1304 - Historical Geology - 4 sem. hrs. (3-3-0) 4006015403
Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Introduces the theories of the evolution of life forms on earth. Concurrent with this study is the history of the development of landforms of North America. Lab introduces fossil identification with emphasis on fossils of Southwest Texas; also includes topographic and geologic map interpretation. Three lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $24

GEOG 1305 - Physical Geology - 4 sem. hrs. (3-3-0) 4006015403
Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Introduces the basic physical processes of the earth and their effect on man and his environment. Emphasizes plate tectonics, earth materials, weathering and the agents of erosion, and the development of landforms. The lab provides hands-on experience in rock and mineral identification and an introduction to geologic and topographic map interpretation. Three lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None. Lab Fee: $24

GISC 1302 - Understanding Geographic Information System - 3 sem. hrs. (2-4-0) 4001015303
Theory and application of geographic information science (GIS). Includes an overview of the general principles of GIS and practical experience in its use. Two lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

GISC 1321 - Introduction to Raster-Based Geographic Information Systems (GIS) - 3 sem. hrs. (2-4-0) 4001015303
Instruction in FIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data. Two lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: GISC 1302. Lab Fee: $24

GOVT 2301 - American Government I - 3 sem. hrs. (3-0-0) 4510025125
Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the United States and Texas constitutions, federalism, political participation and elections. This course also includes civil liberties and civil rights, political parties and interest groups. Three lecture hours per week. TSI Requirement: M0; R1, R2C; W1, W2C. Prerequisite: None.
GOVT 2302 - American Government II - 3 sem. hrs. (3-0-0) 4510025125
Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. A study of the institutions of government including executive, legislative and judicial branches of the U.S. and Texas governments. It includes a study of local governments, foreign affairs, and finance. Three lecture hours per week. TSI Requirement: M0; R1, R2C; W1, W2C. Prerequisite: None.

GOVT 2305 - Federal Government (Federal Constitution and Topics) - 3 sem. hrs. (3-0-0) 4510025125
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights. Three lecture hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None.

GOVT 2306 - Texas Government (Texas Constitution and Topics) - 3 sem. hrs. (3-0-0) 4510025125
Origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Three lecture hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None.

HALT 1301 - Principles of Horticulture - 3 sem. hrs. (2-3-0)
An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HALT 2314 - Plant Propagation - 3 sem. hrs. (2-3-0)
A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HART 1403 - Air Conditioning Control Principles - 4 sem. hrs. (2-6-0)
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402 and HART 1407 or approval of instructor. Lab Fee: $24; Uniform Fee: $50

HART 1407 - Refrigeration Principles - 4 sem. hrs. (2-6-0)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402 or approval of instructor. Lab Fee: $24

HART 1441 - Residential Air Conditioning - 4 sem. hrs. (2-6-0)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402 or HART 1407 or approval of instructor. Lab Fee: $24; Employment Ready Testing $15.00

HART 1445 - Gas and Electric Heating - 4 sem. hrs. (2-6-0)
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402 and HART 1403 or approval of instructor. Lab Fee: $24

HART 2280 - Cooperative Education - Heating, Air Conditioning, and Refrigeration Technology/ Technician - 2 sem. hrs. (1-0-7)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-requisite: HART 2445, HART 2449. Co-op Fee: $24; Student End of Program Assessment Fee $36

HART 2436 - Air Conditioning Troubleshooting - 4 sem. hrs. (2-6-0)
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402, HART 1403, HART 1407, HART 1441, HART 2442 and HART 1445 or approval of instructor. Lab Fee: $24

HART 2438 - Air Conditioning Installation and Startup - 4 sem. hrs. (2-6-0)
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402, HART 1403 and HART 1441 or approval of instructor. Lab Fee: $24; EPA Certification Fee: $20, Student End of Program Assessment Fee $24
HART 2442 - Commercial Refrigeration - 4 sem. hrs. (2-6-0)
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402, HART 1407, and MAIR 1449 or approval of instructor. Lab Fee: $24; Other Fees: R-410 Employment Ready Testing $25.00; Commercial Refrigeration Test $15.00; Uniform Fee: $50

HART 2445 - Residential Air Conditioning Systems Design - 4 sem. hrs. (2-6-0)
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: HART 1403, HART 1407, HART 1441 or approval of instructor. Lab Fee: $24; Refrigerant 410A Certification Fee: $25

HART 2449 - Heat Pumps - 4 sem. hrs. (2-6-0)
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402, HART 1403, HART 1407, and HART 1441. Lab Fee: $24; Other Fees: Heat Pump Employment Ready Test $15.00; Uniform Fee: $50

HECO 1322 - Nutrition & Diet Therapy - 3 sem. hrs. (3-0-0) 1905015109
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Three lecture hours per week. TSI Requirement: M1; R3; W1. Prerequisite: None.

HIST 1301 - United States History I - 3 sem. hrs. (3-0-0) 5401025125
Survey of the political, social, economic, military, cultural, and intellectual history of the United States. The course examines the period from Pre-Columbian America through the United States Civil War. Topics include European and Native conflict and accommodation, European colonization, community diversity, slavery, economic growth, and the origin and development of the political and social institutions of the United States. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

HIST 1302 - United States History II - 3 sem. hrs. (3-0-0) 5401025125
Survey of the political, social, economic, military, cultural, and intellectual history of the United States. The course examines the historical events from the end of the Civil War to the present. Topics include Reconstruction, Expansion, Industrialization, Urbanization, Reform, American Global Power Status, World War I, the Depression, World War II, the Cold War, Demographic Change, Social Justice, and Civil Unrest. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

HIST 2301 - Texas History - 3 sem. hrs. (3-0-0) 5401025225
Survey of Texas from the Spanish exploration to the present. Topics include: Spanish exploration & settlement, Mexican political & social development, Anglo-American settlement & revolution, Texas independence & American statehood, and the economic & social development of modern Texas. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

HIST 2311 - Western Civilization I - 3 sem. hrs. (3-0-0) 5401015425
Survey of the political, social, economic, military, cultural, and intellectual development of Europe. A survey of the principal aspects of Western civilization from pre-historic times to 1660. Special attention is given to the social, religious, economic, and political development of successive periods. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

HIST 2312 - Western Civilization II - 3 sem. hrs. (3-0-0) 5401015425
Survey of the political, social, economic, military, cultural, and intellectual development of Europe. A continuation of the survey from 1660 to the present. These two courses are designed to serve as a foundation to further study in the history of Western Civilization. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

HIST 2380 - Mexican-American History - 3 sem. hrs. (3-0-0) 4511015325
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican-American, Asian-American, and Native American issues. This class covers the historical, economic, social, cultural and political development of the Mexican-American people with particular emphasis upon their contribution to the larger American society. Major topics include social conflict, accommodation, and community identification. Particular emphasis is placed on self-determination and acculturation originating from within the Mexican-American community. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

HITT 1305 - Medical Terminology I - 3 sem. hrs. (3-0-0)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

HMSY 1337 - Introduction to Homeland Security 3 sem. hrs. (2-2-0)
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
HMSY 1338 - Homeland Security Emergency Communications Management - 3 sem. hrs. (2-2-0)
Interagency communication systems. Includes mutual air associations/LEPC, standardized communications systems, and centralized communications hubs. Also covers coordinating emergency traffic, maintaining communication infrastructure security, and establishing communication alert systems and backup communication systems. Topics include political and policy basis of emergency management, technology and emergency management, mitigation, disaster recovery, and hazardous materials awareness. Includes an overview of incident command systems, terrorism and emergency management, mitigation for emergency managers, debris management, and individual and community disaster education. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1339 - Homeland Security Emergency Contingency Planning - 3 sem. hrs. (2-4-0)
Procedures for establishing a process and structure for the systematic, coordinated, and effective delivery of emergency assistance to address the consequences of any major disaster or emergency occurring in any region of the U.S. or other countries. An Emergency Contingency Plan will be developed that outlines public and private agency responses, recovery, and mitigation available to augment local, state, and federal efforts to save lives and protect public health, safety, and property. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, exercises, coordination, and information exchange leading to the development of supplemental plans and procedures to implement agency response activities to rapidly and efficiently recover from the disaster or emergency. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1340 - Homeland Security Intelligence Operations - 3 sem. hrs. (2-2-0)
A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development and adjudication will be conducted. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1341 - Critical Infrastructure Protection
3 sem. hrs. (2-3-0)
Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures. Capstone course that consolidates the student’s learning experiences. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1342 - Understanding and Combating Terrorism - 3 sem. hrs. (2-2-0)
Study of terrorism and reasons why America is a terrorist target. Includes methods of terrorism, domestic and international terrorism, Islam and Radical Islam, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1343 - Weapons of Mass Destruction
3 sem. hrs. (2-2-0)
Weapons of mass destruction and hazardous material incidents. Covers hazard and risk assessment, crime scene preservation, chemical agents, toxic industrial chemicals, biological agents, pathogens, radiological agents, explosive devices, detection-sampling and plume models, and decontamination methods. Includes an overview of incident command systems and personal protection equipment. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion includes lessons learned from the Oklahoma City Bombing and events of September 11, 2001. Community mitigation plans will be researched in order to prepare for and defeat weapons of mass destruction. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1344 - Federal Law Enforcement Operations for Border Security - 3 sem. hrs. (2-2-0)
Training in investigative and operational processes and procedures in Federal Law Enforcement Operations for border patrol officers. Includes an overview of border patrol investigations and operations, specialized techniques, and field operations. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

HMSY 1345 - Immigration and Nationality Law for Border Security - 3 sem. hrs. (3-0-0)
Survey of legal issues to immigration and nationality law for border patrol officers. Includes nationality law, immigration law, liability issues, and civil rights issues. Also includes basic issues related to constitutional law, statutory authority, and criminal law. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

HMSY 2337 - Managing a Unified Incident Command - 3 sem. hrs. (2-4-0)
A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate situations such as natural disasters, fires, rescue operations, kidnappings, hazardous material spills, mass casualties, terrorism, and/or weapons of mass destruction. Includes the identification and application of key roles and functional responsibilities for professionally managing these types of incidents. Also covers one or more practical application exercises and/or scenarios. Two lecture and four laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
HRPO 2301 - Human Resources Management
3 sem. hrs. (3-0-0)
Behavioral and legal approaches to the management of human resources in organizations. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

HUMA 1301 - Introduction to the Humanities I
3 sem. hrs. (3-0-0) 2401035112
An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Three lecture hours per week. TSI Requirement: M1; R3; W1; W2C. Prerequisite: None.

HUMA 1315 - Fine Arts Appreciation - 3 sem. hrs.
(3-0-0) 5001015126
Understanding purposes and processes in the visual and musical arts including evaluation of selected works. This course may include dance, drama, and/or literary works. Three lecture hours per week. TSI Requirement: M1; R3; W2. Prerequisite: None.

IBUS 1305 - Introduction to International Business and Trade - 3 sem. hrs. (3-0-0)
The techniques of entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None.

IBUS 1351 - Multinational Enterprises and Partnerships - 3 sem. hrs. (3-0-0)
The essential relationship between domestic and foreign business and industries engaged in shared services and production. Includes economic development through international joint-venture agreements with governments, technology transfer, legal, financial, labor, and management factors, and practical applications of agreements. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None.

IBUS 2345 - Import Customs Regulations
3 sem. hrs. (3-0-0)
Duties and responsibilities of the licensed customs broker. Includes processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and liquidation, computerized systems, laws, and regulations. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None.

IMED 1301 - Introduction to Digital Media – 3 sem. hrs. (3-0-0)
A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing effective digital media presentations. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

IMED 1316 - Web Design I - 3 sem. hrs. (2-3-0)
Instruction in the web page design and related graphic design issues including mark-up languages, web sites, and browsers. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1401. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

IMED 2309 - Internet Commerce - 3 sem. hrs. (2-3-0)
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data, integration, data collection, and on-line transactions. Two lecture and three laboratory hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None. Co-requisite: IMED 1316 and ITSW 1307. Lab Fee: $24

INRW 0302 - Integrated Reading and Writing
3 sem. hrs. (3-1-0) 32.0108.59 12
This is a combined lecture/lab, performance-based course designed to develop students critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing. Three lecture and one laboratory hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None. Lab Fee: $16.25

ITNW 1313 - Computer Virtualization - 3 sem. hrs. (2-3-3)
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. Install and configure virtual machines managers; create and network virtual machines; and set priorities for accessing resources. Move and clone virtual machines. Ensure high availability of applications within virtual machines. Lectures, projects, and exercises reinforce skills as they are learned. Two Lecture TSI Requirement: M3; R3; R2; W2. Prerequisite: ITSC 1305. Lab Fee: $24

ITNW 1325 - Fundamentals of Networking Technologies - 3 sem. hrs. (2-3-0)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Two lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24
ITNW 1453 - Supporting Network Server Infrastructure - 4 sem. hrs. (3-3-0)
Installing, configuring, managing, and supporting a network infrastructure. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2, R3C; W2. Prerequisite: ITNW 1454. Lab Fee: $24

ITNW 1454 - Implementing and Supporting Servers - 4 sem. hrs. (3-3-0)
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2, R3C; W2. Prerequisite: ITSC 1305. Lab Fee: $24

ITNW 2312 - Routers - 3 sem. hrs. (2-3-0)
Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Three lecture and three laboratory hours per week. TSI Requirement: M1; R2, R3C; W2. Prerequisite: ITSC 1325. Lab Fee: $24

ITSC 1301 - Introduction to Computers - 3 sem. hrs. (2-3-0)
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

ITSC 1305 - Introduction to PC Operating Systems - 3 sem. hrs. (2-3-0)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1401. Two lecture and four laboratory hours per week. TSI Requirement: M1; R1, R2C; W1. Prerequisite: None. Lab Fee: $24

ITSC 1325 - Personal Computer Hardware - 3 sem. hrs. (2-4-0)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1401. The course is focused towards the CompTIA A+ Essentials, exam code 220-701. Two lecture and four laboratory hours per week. TSI Requirement: M1; R3; W1. Prerequisite: None. Lab Fee: $24

ITSC 2339 - Personal Computer Help Desk Support - 3 sem. hrs. (2-3-0)
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-requisite: ITSC 1325. Lab Fee: $24

ITSE 1302 - Computer Programming - 3 sem. hrs. (2-3-0)
Introduction to computer programming including design, development, testing, implementation, and documentation. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1401. Two lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

ITSW 1307 - Introduction to Database - 3 sem. hrs. (2-3-0)
Introduction to database theory and the practical applications of a database. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1401. Two lecture and three laboratory hours per week. TSI Requirement: M2; R1, R2C, W1. Prerequisite: None. Lab Fee: $24; MCAS Exam Fee: $65

ITSY 1342 - Information Technology Security - 3 sem. hrs. (2-3-0)
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. An emphasis on acceptable use policy measures, ethical computer use, and the threats seen in the everyday world of technology. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: ITSC 1305 and ITNW 1454. Lab Fee: $24

ITSY 2300 - Operating System Security - 3 sem. hrs. (2-3-0)
Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: ITSY 1342. Lab Fee: $24
ITSY 2317 - Wireless Security Development
3 sem. hrs. (2-3-0)
Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with appropriate planning and administrative controls. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2, R3C; W1, W2C. Prerequisite: ITNW 1325. Lab fee $24.00

ITSY 2441 - Security Management Practices
4 sem. hrs. (3-0-0)
In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Three lecture and three laboratory hours per week. TSI Requirement: M2; R2, R3C; W1, W2C. Prerequisite: ITNW 1453. Lab fee $24

KINE 1100 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123
Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, and Outdoor Education. Three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

KINE 1110 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123
Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, and Outdoor Education. Three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

KINE 1253 - Lifeguard Training - 2 sem. hrs. (1-2-0) 3601085323
This course is designed to provide individuals with the methods and techniques for teaching all levels of swimming as sanctioned by the American Red Cross. Individual completing all requirements will receive ARC Certification. This course is to provide students the skills and knowledge needed to prevent and respond to aquatic emergencies. This course prepares candidates to recognize emergencies, respond quickly and effectively, and prevent drowning and other water related incidents. This course teaches the skills needed to become a professional lifeguard. One lecture and two laboratory hours per week. TSI Requirement: M0; R3; W1. Prerequisite: To be certified as a lifeguard, student must pass a swimming test given at the beginning of the course and again at the end. The swim consists of swimming 500 yards continuously using the front crawl, breast stroke and sidestroke. Students must also be able to swim 20 yards and retrieve a brick from the bottom of the pool (8 ft. deep) and tread water for 2 minutes. Lab Fee: $24

KINE 1301 - Introduction to Physical Fitness & Sport
3 sem. hrs. (3-0-0) 3105015223
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. This course is an orientation to the broad field of physical education and sport. This course examines physical education's culture, social, and scientific foundations. It also includes areas of history, careers, international programs, current issues, and future directions. Three lecture hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None.

KINE 1304 - Personal and Community Health
3 sem. hrs. (3-0-0) 5103015116
A study of fundamental personal and community health problems including sanitation and healthful living, accident prevention and first aid, and other phases of personal and community health. Attention is given to preparation of units for teachers in public schools. Special units are developed on major diseases. Three lecture hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None.

KINE 1306 - First Aid - 3 sem. hrs. (3-0-0) 5103015316
Instruction in and practice of first aid techniques. This course provides students with knowledge and skills needed to help sustain life and minimize consequences of injury or sudden illness until advanced medical help arrives. The section devoted to first aid and cardiopulmonary resuscitation (CPR) is designed to meet the requirements for certification of first aid: Responding to Emergencies, Community CPR, and AED. Three lecture hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None.

KINE 1308 - Sports Officiating I - 3 sem. hrs. (3-0-0) 1202045109
Instruction in rules, interpretation, and mechanics of officiating selected sports. Three lecture hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None.

KINE 1338 - Concepts of Physical Fitness
3 sem. hrs. (3-2-0) 3105015123
Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. Three lecture and two laboratory hours per week. TSI Requirement: M0; R3; W1. Prerequisite: None. Lab Fee: $24
KINE 2100 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123
Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging For Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, and Outdoor Education. Three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

KINE 2110 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123
Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, and Outdoor Education. Three laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

MAIR 1449 - Refrigerators, Freezers, Window Air Conditioners - 4 sem. hrs. (2-6-0)
Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis on safety for the electrical, mechanical, and sealed systems. Two lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: CETT 1402 and HART 1407 or approval of instructor. Lab Fee: $24

MATH 0101 - Basic Mathematics Lab - 1 sem. hrs. (0-4-0) 3201045119
This is a course for students who have no admission units in algebra or who show need for a review of the fundamentals of arithmetic. Topics to be covered in the course are the whole numbers, fractions, decimals, ratio and proportion, percent, measurement, geometry, arithmetic of signed numbers, solving linear equations with one variable, and consumer mathematics. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-on-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. MATH 0101 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R3; W0. Prerequisite: None. Lab Fee: $24

MATH 0102 - Elementary Algebra Lab - 1 sem. hrs. (0-4-0) 3201045119
This is a basic course in algebra which is intended for those students needing a foundation course in algebra beyond one year of high school algebra. Topics to be covered are those covered in Math 0302 and the following: quadratic inequalities, conic sections, exponential and logarithmic functions, sequences, and series. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-on-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. MATH 0103 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M2; R3; W0. Prerequisite: None. Lab Fee: $24

MATH 0103 - Intermediate Algebra (lab) 1 sem. hrs. (0-4-0) 3201045212
This is a basic course in algebra which is intended for those students needing a foundation course in algebra beyond one year of high school algebra. Topics to be covered are those covered in Math 0302 and the following: quadratic inequalities, conic sections, exponential and logarithmic functions, sequences, and series. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-on-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. MATH 0103 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M1; R3; W0. Prerequisite: None. Lab Fee: $24

MATH 0111 - Basic Mathematics Lab - 1 sem. hrs. (0-4-0) 3201045119
This is a course for students who have no admission units in algebra or who show need for a review of the fundamentals of arithmetic. Topics to be covered in the course are the whole numbers, fractions, decimals, ratio and proportion, percent, measurement, geometry, arithmetic of signed numbers, solving linear equations with one variable, and consumer mathematics. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-on-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. Math 0111 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None. Lab Fee: $24

MATH 0112 - Elementary Algebra Lab - 1 sem. hrs. (0-4-0) 3201045119
This is a course for students who have no admission units in algebra or who show need for a review of the fundamentals of introductory algebra. Topics to be covered in the course are the real number system, linear equations, and inequalities, multiplication and factoring of polynomials, rational expressions and equations, quadratic equations, radicals and rational exponents, graphing of linear and quadratic functions, systems of linear equations, and statement problems. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-on-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. Math 0112 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M1; R3; W0. Prerequisite: None. Lab Fee: $24
MATH 0113 - Intermediate Algebra Lab - 1 sem. hrs. (0-4-0) 3201045212
This is a basic course in algebra which is intended for those students needing a foundation course in algebra beyond one year of high school algebra. Topics to be covered are those covered in Math 0302 and the following: quadratic inequalities, conic sections, exponential and logarithmic functions, sequences, and series. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-to-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. MATH 0113 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M2; R3; W0. Prerequisite: None. Lab Fee: $24

MATH 0301 - Basic Mathematics - 3 sem. hrs. (3-1-0) 3201045119
This is a course for students who have no admission units in algebra or who show need for a review of the fundamentals of arithmetic. MATH 0301 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None. Lab Fee: $16.25; Mandatory Access Code Fee: $83.35

MATH 0302 - Elementary Algebra - 3 sem. hrs. (3-1-0) 3201045119
This is a course for students who have no admission units in algebra or who show need for a review of the fundamentals of introductory algebra. MATH 0302 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M1; R0, R1C; W0. Prerequisite: None. Lab Fee: $16.25; Mandatory Access Code Fee: $83.35

MATH 0303 - Intermediate Algebra - 3 sem. hrs. (3-1-0) 3201045219
This is a basic course in algebra which is intended for those students needing a foundation course in algebra beyond one year of high school algebra. MATH 0303 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M2; R1, R2C; W1. Prerequisite: None. Lab Fee: $16.25; Mandatory Access Code Fee: $83.35

MATH 1314 - College Algebra - 3 sem. hrs. (3-0-0) 2701015419
This course covers advanced topics in solutions of equations and inequalities. The concepts of relations and functions are studied throughout with emphasis on polynomials, radical, absolute value, exponential, and logarithmic functions. Specific emphasis to problem-solving is modeled in a variety of contexts. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: Two years of high school algebra. Mandatory Access Code Fee: $83.35

MATH 1316 - Plane Trigonometry - 3 sem. hrs. (3-0-0) 2701015319
This course covers the trigonometric functions, identities, trigonometric equations, circular measure, logarithms, addition formulas and related topics, solution of triangles, and complex numbers. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: Two years high school algebra or approval of instructor. Mandatory Access Code Fee: $83.35

MATH 1324 - Mathematics for Business and Social Sciences I - 3 sem. hrs. (3-0-0) 2703015219
A course designed primarily for students in business administration and economics covering functions and graphs, systems of linear equations, matrices, linear programming, and mathematics of finance. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: Two years of high school algebra or Math 1314.

MATH 1325 - Mathematics for Business and Social Sciences II - 3 sem. hrs. (3-0-0) 2703015319
A continuation of MATH 1324 covering the derivative and its applications, exponential and logarithmic functions, integration and its applications, applications to business, economics, and finance. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: MATH 1324.

MATH 1332 - Contemporary Mathematics I 3 sem. hrs. (3-0-0) 2701015119
This course is directed toward students who are not majoring in sciences or engineering. Study of applied problems related to ratio, proportion, and variation; consumer mathematics; measurements and geometric concepts; introduction to probability and statistics; logic and problem solving skills involving deductive reasoning; sets; number systems; and functions involving linear, quadratic, logarithmic, and exponential equations, including applied problems involving systems of equations. Three lecture hours per week. TSI Requirement: M3; R2; W2. Prerequisite: Two years of high school algebra.

MATH 1342 - Elementary Statistical Methods 3 sem. hrs. (3-0-0) 2705015119
This course is designed to equip the student to understand and use the fundamental statistical tools in the fields of psychology, sociology, education, and the medical sciences. The course will include measures of central tendency and variability, graphic representation, correlation, normal and probability distributions, hypothesis testing, and analysis of variance. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: Two years of high school algebra.

MATH 1350 - Fundamentals of Mathematics I 3 sem. hrs. (3-0-0) 2701015619
Topics include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: Two years of high school algebra or Math 1314.
MATH 1351 - Fundamentals of Mathematics II
3 sem. hrs. (3-0-0) 2701016019
Topics include concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 though 8) teacher certification. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: MATH 1350, MATH 1314.

MATH 2312 - Pre-Calculus Math - 3 sem. hrs. (3-0-0) 2701015819
The application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Topics from analytical geometry as well as sequences and series will be demonstrated. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: Two years of high school algebra and geometry or MATH 1314 and MATH 1316. Mandatory Access Code Fee: $83.35

MATH 2318 - Linear Algebra - 3 sem. hrs. (3-0-0) 2701016119
Finite dimensional vector spaces, linear transformations and matrices, quadratic forms, and eigenvalues and eigenvectors. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: MATH 2414 or approval of instructor.

MATH 2320 - Differential Equations - 3 sem. hrs. (3-0-0) 2703015119
The study of linear differential equations, homogeneous and nonhomogeneous, undetermined coefficient, variations of parameter, equations of higher degree, and power series. Three lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: MATH 2414.

MATH 2413 - Calculus I - 4 sem. hrs. (4-0-0) 2701015919
This course covers the principles of the differential calculus including functions, limits, continuity as applied to differentiation. Also covers applications of differentiation such as related rate problems, maxima and minima, and curvature. Additional topics are antiderivatives and elementary integration. Four lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: None. Co-requisite: MATH 2312 or both MATH 1314 and MATH 1316.

MATH 2414 - Calculus II - 4 sem. hrs. (4-0-0) 2701015919
This course covers the principles of integral calculus as applied to integration, areas, length of arcs, areas of surface of revolution, volumes, pressure, and work. Also includes further study of limits and differentiation; and infinite sequences and series. Four lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: MATH 2413.

MATH 2415 - Calculus III - 4 sem. hrs. (4-0-0) 2701015919
This course covers the study of vector analysis, partial differentiation, and multiple integration and their applications. Four lecture hours per week. TSI Requirement: M3; R2; W1. Prerequisite: MATH 2414.

MRKG 1311 - Principles of Marketing - 3 sem. hrs. (3-0-0)
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Identify marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision making processes; and outline marketing plan. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None.

MUEN 1131 - Mariachi I - 1 sem. hrs. (0-3-0) 5009035626
Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Approval of instructor. Lab Fee: $24

MUEN 1132 - Mariachi II - 1 sem. hrs. (0-3-0) 5009035626
Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Approval of instructor. Lab Fee: $24

MUEN 2131 - Mariachi III - 1 sem. hrs. (0-3-0) 5009035626
Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Approval of instructor. Lab Fee: $24

MUEN 2132 - Mariachi IV - 1 sem. hrs. (0-3-0) 5009035626
Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Approval of instructor. Lab Fee: $24

MUSI 1181 - Piano Class I - 1 sem. hrs. (0-3-0) 5009075126
Class instruction in the fundamentals of keyboard technique for beginning piano students. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24
MUSI 1182 - Piano Class II - 1 sem. hrs. (0-3-0)  
5009075126  
Class instruction in the fundamental of keyboard technique for beginning piano students. A continuation of MUSI 1181. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: MUSI 1181. Lab Fee: $24

MUSI 1192 - Guitar Class I - 1 sem. hrs. (0-3-0)  
5009115126  
Class instruction in the fundamental techniques of playing and teaching guitar. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

MUSI 1193 - Guitar Class II - 1 sem. hrs. (0-3-0)  
5009115126  
Class instruction in the fundamental techniques of guitar playing and teaching guitar. A continuation of MUSI 1192. Guitar playing and note reading for beginning students. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: MUSI 1192. Lab Fee: $24

MUSI 1301 - Fundamentals of Music I - Keyboard-based - 3 sem. hrs. (3-0-0) 5009045526  
Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Includes written work and playing the piano (keyboard). Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

MUSI 1303 - Fundamentals of Music - Guitar-based - 3 sem. hrs. (3-0-0) 5009045526.  
Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Includes written work and playing the guitar. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

MUSI 1304 - Foundations of Music - 3 sem. hrs. (3-0-0) 5009045426  
Study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. Includes written work and playing the recorder. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

MUSI 1306 - Music Appreciation - 3 sem. hrs. (3-0-0) 5009025126  
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. A study of the development of the art and science of music from earliest records to the present day. Recordings of the major composers will be used to understand the cultural periods and musical elements. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

MUSI 2181 - Piano Class III - 1 sem. hrs. (0-3-0)  
5009075126  
Class instruction in the fundamentals of keyboard technique for beginning piano students. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: MUSI 1182. Lab Fee: $24

MUSI 2182 - Piano Class IV - 1 sem. hrs. (0-3-0)  
5009075126  
Class instruction in the fundamentals of keyboard technique for beginning piano students. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: MUSI 2181. Lab Fee: $24

MUSI 2192 - Guitar Class III - 1 sem. hrs. (0-3-0)  
5009115126  
Class instruction in the fundamental techniques of playing and teaching guitar. A continuation of class instruction in the fundamentals of guitar playing and note reading for beginning students. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: MUSI 1193. Lab Fee: $24

MUSI 2193 - Guitar Class IV - 1 sem. hrs. (0-3-0)  
5009115126  
Class instruction in the fundamental techniques of playing and teaching guitar. A continuation of class instruction in the fundamentals of guitar playing and note reading for beginning students. Three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: MUSI 2192. Lab Fee: $24

ORIE 0100 - New Student Orientation - 1 sem. hrs. (1-0-0) 3201015235  
New Student Orientation is designed to provide information about the college's policies, procedures, and regulations. It also provides students with the knowledge of academic and technical programs, student services, use of campus resources, and student development for college success, student activities, personnel, and the Student Code of Conduct. Students transferring to SWTJC with 12 or more semester hours do not have to fulfill ORIE 0100 requirements. One lecture hour per week. TSI Requirement: M0; R0; W0. Prerequisite: None.

PBAD 1321 - Public Administration - 3 sem. hrs. (3-0-0)  
An introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

PBAD 1341 - Governmental Agencies - 3 sem. hrs. (3-0-0)  
An overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.
PBAD 2305 - Public Sector Management - 3 sem. hrs. (3-0-0)
General principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

PBAD 2311 - Public Sector Supervision - 3 sem. hrs. (3-0-0)
Skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

PBAD 2331 - Budgeting in the Public Sector - 3 sem. hrs. (3-0-0)
Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting. Three lecture hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.

PBAD 2335 - Ethics in the Public Sector - 3 sem. hrs. (3-0-0)
Examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

PFPB 2409 - Residential Construction Plumbing I - 4 sem. hrs. (3-3-0) 46.0503
Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Three lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1. Prerequisite: None. Lab Fee: $24

PHIL 1301 - Introduction to Philosophy - 3 sem. hrs. (3-0-0) 3801015112
Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. Special emphasis will be placed on the history of philosophical ideas. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

PHIL 2306 - Introduction to Ethics - 3 sem. hrs. (3-0-0) 3801015312
Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. This course surveys classical and modern ethical theories. There is an examination of a variety of conduct and character based theories. The nature of human excellence, goodness, authenticity, happiness, duty and freedom are studied. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

PHIL 2321 - Philosophy of Religion - 3 sem. hrs. (3-0-0) 3802015312
A critical investigation of major religious ideas and experiences. This course is designed to include the concepts of the major Greek philosophers on the creation and existence of God as they relate to the Old Testament philosophy of the Hebrews. The course gives the student a working knowledge of the various periods involved with the development of monotheism in the worship of God and a background for further study. Three lecture hours per week. TSI Requirement: M0; R2; W1. Prerequisite: None.

PHYS 1401 - College Physics I - 4 sem. hrs. (3-3-0) 4008015303
Algebra-level physics sequence, with laboratories, that includes studies of mechanics and heat. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Two years of high school algebra or equivalent. Lab Fee: $24

PHYS 1402 - College Physics II - 4 sem. hrs. (3-3-0) 4008015303
Algebra-level physics sequence, with laboratories, that includes introduction to waves, electricity and magnetism. and modern physics. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: PHYS 1401. Lab Fee: $24

PHYS 1405 - Elementary Physics I - 4 sem. hrs. (3-3-0) 4008015103
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. This course is designed for the business major, education major, or liberal arts major, and is not recommended for students majoring in mathematics, biology, chemistry, physics, pre-engineering, or any other physical or life sciences. Concepts and fundamental principles of mechanics, heat and sound are presented in both lecture and laboratory settings with minimum use of mathematics. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

PHYS 1407 - Elementary Physics II - 4 sem. hrs. (3-3-0) 4008015103
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. This course is designed for the business major, education major, or liberal arts major, and is not recommended for students majoring in mathematics, biology, chemistry, physics, pre-engineering, or any other physical or life sciences. Concepts and fundamental principles of light, electricity and magnetism, and modern physics are presented in both lecture and laboratory settings with minimum use of mathematics. Three lecture and three laboratory hours per week. TSI Requirement: M3; R2; W2. Prerequisite: None. Lab Fee: $24
PHYS 2425 - University Physics I - 4 sem. hrs. (3-3-0) 4008015403
Calculus-level physics course, with laboratories, that includes study of mechanics and heat. Physics is a scientific study of the basic laws of nature and the interactions between all matter. This study builds on the conceptual understanding and problem-solving skills (qualitative and quantitative) acquired in a two-semester algebra/trig based physics course successfully completed at either the high school or college level. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Co-requisite: Math 2413 (Calculus I). Lab Fee: $24

PHYS 2426 - University Physics II - 4 sem. hrs. (3-3-0) 4008015403
Calculus-level physics course, with laboratories, that includes studies of waves, electricity and magnetism, and geometrical/physical optics. Physics is a scientific study of the basic laws of nature and the interactions between all matter. This study builds on the conceptual understanding and problem-solving skills (qualitative and quantitative) acquired in a two-semester algebra/trig based physics course successfully completed at either the high school or college level. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: PHYS 2425. Co-requisite: Math 2414 (Calculus II). Lab Fee: $24

POFI 1349 - Spreadsheets - 3 sem. hrs. (2-3-0)
Spreadsheet software for business applications. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1401. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1, R2C; W0, W1C. Prerequisite: None. Lab Fee: $24; MOS Exam Fee: $65

POFI 2301 - Word Processing - 3 sem. hrs. (2-3-0)
Word processing software focusing on business applications. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. TSI Requirement: M0, M1C; R1, R2C; W1, W2C. Prerequisite: None. Lab Fee: $24; MOS Exam Fee: $65

POFI 2331 - Desktop Publishing - 3 sem. hrs. (2-3-0)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays and business applications. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1, R2C; W1. Prerequisite: POFI 2301. Lab Fee: $24

POFI 1305 - Legal Terminology - 3 sem. hrs. (3-0-0)
This course presents an overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

POFL 2301 - Legal Document Processing - 3 sem. hrs. (2-3-0)
Skill development in the production of legal documents used in the legal and court systems. Student will utilize editing and proofreading skills and knowledge to produce error-free legal documents; and produce legal documents appropriate to the needs of the local legal community. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. prerequisite: POFL 1305 and POFI 2301. Lab Fee: $24

POFM 1300 – Basic Medical Coding - 3 sem. hrs. (3-0-0)
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: HITTT 1305.

POFM 1317 - Medical Administrative Support 3 sem. hrs. (2-3-0)
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Emphasis on human relations and customer service skills. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

POFM 2333 - Medical Document Production 3 sem. hrs. (2-3-0)
Study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, coding, billing, insurance activities, and records management. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: HITTT 1305. Lab Fee: $24

POFT 1301 - Business English - 3 sem. hrs. (3-0-0)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: POFI 2301.

POFT 1309 - Administrative Office Procedures I 3 sem. hrs. (2-3-0)
Study of current office procedures, duties, and responsibilities applicable to an office environment. Capstone course that consolidates the student's learning experiences. This course should be taken during the second semester before the completion of the one-year certificate. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1; W1, W2C. Prerequisite: POFI 2301. Lab Fee: $24
POFT 1313 - Professional Workforce Preparation
3 sem. hrs. (3-0-0)
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

POFT 1325 - Business Math Using Technology
3 sem. hrs. (2-3-0)
Skill development in business math problem-solving skills using electronic technology. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

POFT 1329 - Beginning Keyboarding - 3 sem. hrs. (2-3-0)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Two lecture and three laboratory hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None. Lab Fee: $24

PSYC 2301 - General Psychology - 3 sem. hrs. (3-0-0) 4201015125
Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Co-op Fee: $24

PSYC 2302 - Applied Psychology - 3 sem. hrs. (3-0-0) 4201015225
Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

PSYC 2314 - Lifespan Growth and Development - 3 sem. hrs. (3-0-0) 4207015125
Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Includes the study of prenatal development. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

PSYC 2315 - Psychology of Adjustment - 3 sem. hrs. (3-0-0) 4201015625
Study of the processes involved in adjustment of individuals to their personal and social environments. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

PSYC 2319 - Social Psychology - 3 sem. hrs. (3-0-0) 4216015125
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

PSYC 2319 - Social Psychology - 3 sem. hrs. (3-0-0) 4216015125
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

RADR 1260 - Clinical-Radiologic Technology/Science-Radiographer - 2 sem. hrs. (0-0-12)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program. Co-op fee: $24; Insurance Fee: $14.50

RADR 1311 - Basic Radiographic Procedures
3 sem. hrs. (2-4-0)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Two lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program. Lab Fee: $24

RADR 1313 – Principles of Radiographic Imaging I
3 sem. hrs. (3-0-0)
Radiographic image quality and the effects of exposure variables. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RADR 2309; Admission to the Radiologic Technology Program

RADR 1360 - Clinical-Radiologic Technology/Science-Radiographer  - 3 sem. hrs. (0-0-16)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Sixteen external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 1160. Co-op Fee: $24
RADR 1361 - Clinical-Radiologic Technology/Science-Radiographer - 3 sem. hrs. (0-0-15)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Fifteen external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 1360. Co-op Fee: $24

RADR 1362 - Clinical-Radiologic Technology/Science-Radiographer - 3 sem. hrs. (0-0-15)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Fifteen external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 1360. Co-op Fee: $24

RADR 1409 - Introduction to Radiography and Patient Care - 4 sem. hrs. (3-3-0)
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology program. Lab Fee: $24

RADR 2217 - Radiographic Pathology - 2 sem. hrs. (2-1-0)
Disease processes and their appearance on radiographic images. Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Two lecture and one laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program. Lab Fee: $16.25

RADR 2301 - Intermediate Radiographic Procedures 3 sem. hrs. (2-4-0)
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. Two lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 1311. Lab Fee: $24

RADR 2305 - Principles of Radiographic Imaging II 3 sem. hrs. (3-0-0)
Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production. Content establishes a knowledge base in factors that govern the image production process. Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 1213.

RADR 2309 - Radiographic Imaging Equipment 3 sem. hrs. (3-0-0)
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology program.

RADR 2313 - Radiation Biology and Protection 3 sem. hrs. (3-0-0)
Effects of Radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 2309.

RADR 2331 - Advanced Radiographic Procedures 3 sem. hrs. (2-4-0)
RADR 2331 Advanced Radiographic Procedures, 3 SCH (2-2-0)-Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 2301. Lab Fee: $24
RADR 2335 – Radiologic Technology Seminars
3 sem. hrs. (2-4-0)
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Two lecture and four laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program. Lab Fee: $24; Kettering National Assessment and Remediation Fee: $145

RADR 2340 – Sectional Anatomy for Medical Imaging - 3 sem. hrs. (3-0-0)
Anatomic relationship present under various sectional orientations. Three lecture hours per week. TSI Requirements: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program

RADR 2460 - Clinical - Radiologic Technology/Science-Radiographer - 4 sem. hrs. (0-0-24)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Twenty-four external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 1362. Co-op Fee: $24 Insurance Fee: $15

RADR 2461 - Clinical-Radiologic Technology/Science-Radiographer - 4 sem. hrs. (0-0-24)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Twenty-four external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Admission to Radiologic Technology Program and RADR 2460. Co-op Fee: $24

READ 0101 - Basic Developmental Reading Lab
1 sem. hrs. (0-4-0) 3201085212
This course is designed to help improve vocabulary, comprehension and to establish a schematic (broad based) conceptual background for comprehension. Vocabulary improvement will be developed through the use of sight words, dictionary skills, and phonetic, contextual, and structural analysis. Comprehension improvement will be developed through application of vocabulary skills to understand concepts and organizational patterns and through material used to establish a schematic (broad base) conceptual background for future course work. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-to-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. Reading 0101 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: None. Lab Fee: $24

READ 0102 - Intermediate Developmental Reading Lab - 1 sem. hrs. (0-4-0) 3201085212
Reading 0102 focuses on improving vocabulary and comprehension. Students will cultivate the skills needed for comprehending material including: (1) determining the meaning of words and phrases through the use of sight words, and dictionary and structural analysis as well as contextual analysis; (2) identifying the main idea and supporting details through the use of transitional words and phrases; and (3) identifying a writer’s purpose and point of view. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-to-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. Reading 0102 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None. Lab Fee: $24

READ 0103 - Advanced Developmental Reading Lab
1 sem. hrs. (0-4-0) 3201085212
Reading 0103 focuses on specific skills necessary for successfully comprehending college-level material. This course helps students develop critical thinking and basic reasoning skills that include: (1) determining the meaning of words and phrases; (2) understanding main idea and supporting details in written materials; (3) identifying a writer’s purpose, viewpoint and meaning; (4) analyzing the relationship among ideas in written material and drawing conclusions; (5) using critical skills to evaluate written material; (6) applying study skills to reading assignments. Individualized study and practice are provided through programmed materials, instructional software, assignments from instructors, small group instruction, or one-to-one instruction with peer tutors supervised by lab instructors, depending on the needs of the student. READ 0103 may not be counted for local credit toward an associate degree or certificate and is not transferable. Four laboratory hours per week. TSI Requirement: M0; R2; W0. Prerequisite: None. Lab Fee: $24
READ 0301 - Basic Developmental Reading
3 sem. hrs. (3-1-0) 3201085212
This course is designed to help improve vocabulary, comprehension and to establish schematic (broad based) conceptual background for comprehension. Vocabulary improvement will be developed through the use of sight words, dictionary skills, and phonetic, contextual, and structural analysis. Comprehension improvement will be developed through application of vocabulary skills to understand concepts and organizational patterns and through material used to establish a schematic (broad based) conceptual background for future course work. Reading 0301 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R0; W0. Prerequisite: None. Lab Fee: $16.25

READ 0302 - Intermediate Developmental Reading
3 sem. hrs. (3-1-0) 3201085212
Reading 0302 focuses on improving vocabulary and comprehension. Students will cultivate the skills needed for comprehending material including (1) determining the meaning of words and phrases through the use of sight words, and dictionary and structural analysis as well as contextual analysis; (2) identifying the main idea and supporting details through the use of transition words and phrases; and (3) identifying a writer's purpose and point of view. Reading 0302 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R1; W0. Prerequisite: None. Lab Fee: $16.25

READ 0303 - Advanced Developmental Reading
3 sem. hrs. (3-1-0) 3201085212
Reading 0303 focuses on specific skills necessary for successfully comprehending college-level material. This course helps students develop critical thinking and basic reasoning skills. Reading 0303 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. TSI Requirement: M0; R2; W0. Prerequisite: None. Lab Fee: $16.25

RNSG 1201 - Pharmacology - 2 sem. hrs. (2-0-0)
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260.

RNSG 1205 - Nursing Skills I - 2 sem. hrs. (1-2-0)
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. One lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

RNSG 1209 - Introduction to Nursing - 2 sem. hrs. (1-2-0)
Overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. One lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

RNSG 1227 - Transition from Vocational to Professional Nursing - 2 sem. hrs. (2-0-0)
Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. This course lends itself to either a blocked or integrated approach. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Vocational Nurse Licensure and admission into the Registered Nursing Program. ATI National Assessment Exam and Remediation Fee: $250

RNSG 1244 - Nursing Skills II - 2 sem. hrs. (1-3-0)
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. One lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 2213, 2260, 1227. Lab Fee: $24

RNSG 1248 - Concepts of Clinical Decision Making - 2 sem. hrs. (1-3-0)
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. One lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 2213, 2260, 1227. Lab Fee: $24

RNSG 1311 - Nursing Pathophysiology - 3 sem. hrs. (3-0-0)
Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. (WECM) This course builds on knowledge obtained in anatomy and physiology courses as well as clinical experience that enhance understanding of normal and abnormal indications in the selected patient population. Clear delineation of pathologic changes in human tissue will be utilized as the basis for nursing actions required to assist with patient response to morbidity and mortality. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Anatomy and Physiology I and II.
RNSG 1343 - Complex Concepts of Adult Health
3 sem. hrs. (3-0-0)
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. In the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 2213, 2260, 1217, 1244, 1201, 1248. Co-requisite: RNSG 2360.

RNSG 1413 - Foundations for Nursing Practice
4 sem. hrs. (3-3-0)
Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

RNSG 1441 - Common Concepts of Adult Health
4 sem. hrs. (3-3-0)
Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Three lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: $24

RNSG 2201 - Care of Children and Families
2 sem. hrs. (2-0-0)
Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (WECM) Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1343, 2360, 1144, 2231, 2361, 1201, 2221. Co-requisite: RNSG 2362.

RNSG 2213 - Mental Health Nursing - 2 sem. hrs. (2-0-0)
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Emphasis is on integration of previous knowledge and skills into the continued development of the student nurse as a collaborative member of the health care team. Compassion, competence, communication and clinical decision making within a legal/ethical framework are incorporated. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Vocational Nurse Licensure and admission into the Registered Nursing Program. Co-requisite: RNSG 2260.

RNSG 2221 - Management of Client Care
2 sem. hrs. (2-0-0)
Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (WECM) Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1343, 2360.

RNSG 2260 - Clinical - Nursing - Registered Nurse Training/Mental Health - 2 sem. hrs. (0-0-6)
A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The course encompasses complex issues of adult medical-surgical and mental health nursing. Six external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Vocational Nurse Licensure and admission into the Registered Nursing Program. Co-requisite: RNSG 2213. Co-op Fee: $24; ATI National Assessment Exam and Remediation: $250; Insurance Fee: $24

RNSG 2308 - Maternal/Newborn Nursing and Women's Health - 3 sem. hrs. (3-0-0)
Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skill, and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods, and consideration of selected issues in women's health. (WECM) This course lends itself to a blocked approach. Credit: two semester credit hours. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1244, 1201, 1248, 1343, 2360, 2331, 2361, 2221. Co-requisite: RNSG 2363.

RNSG 2331 - Advanced Concepts of Adult Health
3 sem. hrs. (3-0-0)
Application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. (WECM) Incorporation of evidence-based practice as a basis for the decision making process for nursing intervention is requisite when caring for clients with advanced health needs. Understanding pathophysiologic changes and the influence of culture, ethnicity and environmental changes provide the basis for understanding life-threatening disorders and response to treatment variables. Communication with other health-care professionals increases the potential for positive prognosis. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1244, 1201, 1248. Co-requisite: RNSG 2361.
RNSG 2360 - Clinical - Nursing - Registered Nurse Training/Complex Concepts of Adult Health
3 sem. hrs. (0-0-9)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nine external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 2213, 2260, 1227, 1244, 1201, 1248. Co-requisite: RNSG 1343. Co-op Fee: $24

RNSG 2361 - Clinical - Nursing - Registered Nurse Training/Advanced Concepts of Adult Health
3 sem. hrs. (0-0-9)
A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nine external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1343, 2360, 1144. Co-requisite: RNSG 2231. Co-op Fee: $24; ATI National Assessment Exam and Remediation: $110

RNSG 2362 - Clinical Nursing Registered Nurse Training/Care of Children and Families Clinical Course - 3 sem. hrs. (0-0-9)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nine external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1343, 2360, 1144, 2231, 2361, 1201, 2221. Co-requisite: RNSG 2201. Co-op Fee: $24; ATI National Assessment Exam and Remediation Fee: $459

RNSG 2363 - Clinical Nursing Registered Nurse Training/Maternal/Newborn Nursing and Women's Health Clinical Course - 3 sem. hrs. (0-0-9)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nine external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: RNSG 1227, 2213, 2260, 1343, 2360, 1144, 2231, 2361, 1201, 2221. Co-requisite: RNSG 2208. Co-op Fee: $24

SOCI 1301 - Introductory Sociology - 3 sem. hrs. (3-0-0) 4511015125
Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. Study of human societies, the imprinting influence of culture, the socialization process, the formation and nature of social structure, social groups and social institution. Attention is given to variations in social interaction, status and role, and social change. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

SOCI 1306 - Social Problems - 3 sem. hrs. (3-0-0) 4511015225
Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. (Fulfills the civic responsibility requirements.) This course explores various problems that confront American society today: personal, institutional, cultural and historical-global. Problems range from drugs, divorce, crime, mental illness, environment, alienation in modern society to economic and political conflicts that are national and global. Special attention is paid to high-tech virtual reality as a new arena for problematic social issues. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

SOCI 2301 - Marriage and the Family - 3 sem. hrs. (3-0-0) 4511015425
Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. A study of demographic trends in family and marriage, include childbearing and divorce, sociological theories of mate selection, marital interaction, and marital dissolution. Contemporary controversial issues, such as the relationship of unmarried couples, alternative marriage forms, abortion, and violence in the family, are discussed. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

SOCI 2306 - Human Sexuality - 3 sem. hrs. (3-0-0) 4511015325
Study of the psychological, sociological, and physiological aspects of human sexuality. This course will give students an introduction to the study of Human Sexuality. It presents fundamental issues and principles of human sexuality by utilizing cultural, legal, ethical, psychosocial, and biological perspectives. It presents current theories and research such as the landmark Masters and Johnson studies, as well as other contemporary research impacting the understanding of sexual behavior. Principles and issues of human sexuality are presented from a scientific perspective with the intent to educate adults on the fundamental of human reproduction and its cultural manifestations. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: None.

SOCI 2319 - Minority Studies I - 3 sem. hrs. (3-0-0) 4511015325
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican-American, Asian-American, and Native American issues. The principal ethnic groups in American society and their sociological significance: problems of inter-group relations, social movements, and related social changes occurring on the contemporary American scene. There will be primary emphasis upon those ethnic groups living in the Southwestern part of the United States. The contributions of each of these major ethnic groups will be studied. Three lecture hours per week. TSI Requirement: M2; R3; W2. Prerequisite: SOCI 1301.
SPAN 1300 - Beginning Spanish Conversation I  
3 sem. hrs. (3-0-0) 1609055413  
Basic practice in comprehension and production of the spoken language. This course is strictly for those who have had no previous contact with Spanish. This course is basically oral with grammar kept to the minimum essentials. This course is designed for non-native speakers. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: Approval of instructor.

SPAN 1310 - Beginning Spanish Conversation II  
3 sem. hrs. (3-0-0) 1609055413  
Basic practice in comprehension and production of the spoken language. This course is designed for those who have had some type of Spanish on any level. It is also intended for those who have some speaking knowledge of the language whether it be ranch Spanish or everyday usage. This course is designed for adult education and is designed for non-Native speakers only. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: SPAN 1300 or approval of instructor.

SPAN 1411 - Beginning Spanish I - 4 sem. hrs. (3-2-0) 1609055113  
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. A study of standard elementary grammar with oral and reading exercises; early attention given to background for conversation. Part of preparation will be done in language laboratory. Three lecture and two laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: None. Lab Fee: $24

SPAN 1412 - Beginning Spanish II - 4 sem. hrs.  
(3-2-0) 1609055113  
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. This course is an in-depth continuation of SPAN 1411. Three lecture and two laboratory hours per week. TSI Requirement: M0; R1; W1. Prerequisite: SPAN 1411 - no exceptions. Lab Fee: $24

SPAN 2311 - Intermediate Spanish I - 3 sem. hrs.  
(3-0-0) 1609055213  
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Rapid review of Spanish language structure, followed by intensive practice on the 1,500 word level, with emphasis on development of aural comprehension and speaking ability, supplemental written and oral exercises designed to develop self-expression and recognition ability. Reading of standard literary works. Extensive written and oral work translation and original composition aimed at correct grammatical usage and ease of self-expression. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: SPAN 1411, SPAN 1412, and SPAN 2311.

SPAN 2312 - Intermediate Spanish II - 3 sem. hrs.  
(3-0-0) 1609055213  
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Rapid review of Spanish language structure, followed by intensive practice on the 1,500 word level, with emphasis on development of oral comprehension and speaking ability, supplemental written and oral exercises designed to develop self-expression and recognition ability. Reading of standard literary works. Extensive written and oral work translation and original composition aimed at correct grammatical usage and ease of self-expression. Three lecture hours per week. TSI Requirement: M0; R1; W1. Prerequisite: SPAN 1411, SPAN 1412, and SPAN 2311.

SPCH 1311 - Introduction to Speech Communication  
3 sem. hrs. (3-0-0) 2310015112  
Theories and practice of communication in interpersonal, small group, and public speech. This course is an introduction to communication that teaches students how to effectively communicate in a given situation. Three lecture hours per week. TSI Requirement: M1; R2, R3C; W1, W2C. Prerequisite: None.

SPCH 1315 - Public Speaking - 3 sem. hrs. (3-0-0) 2310015312  
Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. Students put into practice the fundamental principles set out in SPCH 1311. Emphasis will be placed on types of public speaking (informative, persuasive, special occasion) in which students will deliver a variety of speeches in each area. Three lecture hours per week. TSI Requirement: M1; R2, R3C; W1, W2C. Prerequisite: SPCH 1311 or SPCH 1321.

SPCH 1318 - Interpersonal Communication  
3 sem. hrs. (3-0-0) 2310015412  
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. Three lecture hours per week. TSI Requirement: M1; R2, R3C; W1, W2C. Prerequisite: SPCH 1311 or SPCH 1321.

SPCH 1321 - Business and Professional Communication - 3 sem. hrs. (3-0-0) 2310015212  
The application of theories and practice of speech communication as applied to business and professional situations. This course emphasizes such things as appropriate communication between and among managers and employees. It also explores workplace interviews and improves students' ability to make effective business presentations. Three lecture hours per week. TSI Requirement: M1; R2, R3C; W1, W2C. Prerequisite: None.
TECA 1303 - Families, School, and Community
3 sem. hrs. (3-0-1) 1301015209
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. Three lecture and one external hours per week. TSI Requirement: M1; R1, R2C; W1. Prerequisite: None. **Co-op Fee:** $16.25

TECA 1311 - Educating Young Children - 3 sem. hrs. (3-0-1) 1312025109
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Three lecture and one external hours per week. TSI Requirement: M1; R1, R2C; W1. Prerequisite: None. **Co-op Fee:** $16.25

TECA 1318 - Wellness of the Young Child
3 sem. hrs. (3-0-0) 1312025309
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations and includes a minimum of 16 hours of field experiences. Course is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings. Three lecture and one external hours per week. TSI Requirement: M1; R1, R2C; W1. Prerequisite: None. **Co-op Fee:** $16.25

TECA 1354 - Child Growth and Development
3 sem. hrs. (3-0-0) 1312025209
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. Three lecture hours per week. TSI Requirement: M1; R1, R2C; W1. Prerequisite: None.

VNSG 1116 - Nutrition - 1 sem. hrs. (1-0-0)
Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. The purpose of this course is to introduce basic principles of scientific nutrition and present their application in person-centered care, i.e., nutrition throughout the life cycle, community nutrition and Health Care, and Clinical Nutrition. One lecture hour per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1122 - Vocational Nursing Concepts
1 sem. hrs. (1-0-0)
This course teaches the basic concepts and fundamental skills that a vocational nurse needs in current practice. It is an introduction to the nursing profession and its responsibilities which include: legal and ethical issues in nursing practice as a member of the profession and health care team. Concepts related to the physical, emotional, spiritual, and psychosocial self-care of the learner/professional. This course incorporates aspects of nursing in all of the major settings in which LVNs are employed. As the role of the LVN expands, there is a need for a thorough knowledge of the nursing process and problem solving. The Nursing process is the underlying theme of this course with: 1) focus on the patient as a consumer of health care with psychosocial as well as physical needs; 2) critical thinking as a tool for learning, problem solving, and developing clinical judgment; 3) communication as an essential tool for the art and practice of nursing; 4) collaboration with other health care workers and the use of management and supervision to provide coordinated, cost-effective patient care; 5) teaching for the maintenance of wellness and promotion of self-care; and 6) integration of cultural sensitivity and cultural competence into patient care. One lecture hour per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1126 - Gerontology - 1 sem. hrs. (1-0-0)
Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. This course must be passed with at least an 80 in order to progress to the spring nursing semester. It is taught by Distance Learning technology. Power Point notes are provided to the student through the use of Campus Cruiser and can be downloaded if they have installed Power Point Reader previously. Class will center and focus around total respect for our older adults. The instructor will assist students to recognize the need for all seniors to remain productive and active, as well as the importance in participation in decision making regarding their own care. One lecture hour per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.
VNSG 1136 - Mental Health - 1 sem. hrs. (1-0-0)
Introduction to the principles and theories of positive mental health and human behaviors. Topics include the history of mental health, current legal and ethical issues, cultural issues, emotional responses, coping mechanisms, and therapeutic communication skills. One lecture hour per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1138 - Mental Illness - 1 sem. hrs. (1-0-0)
Study of the human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. One lecture hour per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1227 - Essentials of Medication Administration - 2 sem. hrs. (1-2-0)
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. One lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program. Lab Fee: $24

VNSG 1230 - Maternal-Neonatal Nursing
2 sem. hrs. (2-0-0)
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1231 - Pharmacology - 2 sem. hrs. (2-0-0)
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1234 - Pediatrics - 2 sem. hrs. (2-0-0)
Pediatrics is the branch of medicine that deals with the child's development and care and the diseases of childhood and their treatment. The course focuses on family-centered care, wellness, health promotion, and illness prevention, and the growth and development of the child and the parent. Pediatrics is a subspecialty of medical-surgical nursing. The student is introduced to the concept of studying from simple-to-complex, and health-to-illness. Clinical problems are approached via critical thinking, using evidenced-based information, and are incorporated into the nursing process. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1323 - Basic Nursing Skills - 3 sem. hrs. (2-3-0)
Mastery of entry level nursing skills and competencies of provider of care, coordinator of care and member of a profession for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. The student must pass this course with at least an 80 in order to progress to Fall B nursing semester. Two lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program. Lab Fee: $24

VNSG 1329 - Medical/Surgical Nursing I - 3 sem. hrs. (3-0-0)
Application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Course focuses on the basics of health promotion and health maintenance of the adult patient, application of the nursing process, and critical thinking skills. Course will be taught utilizing Distance Learning Technology; instructors will utilize the team teaching approach to the curriculum. The vocational nursing student will be assisted to achieve the beginning level of the nursing practice continuum as Provider of Care, Coordinator of Care and Member of a Profession. The course also integrates technical skills and the use of computers into clinical practice. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1360 - Clinical - Licensed Vocational Nurse Training - 3 sem. hrs. (0-0-18)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site technical clinical instruction, supervision, evaluation, and placement is the responsibility of the college nursing faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Eighteen external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program. Co-requisite: VNSG 1323, VNSG 2331, VNSG 1329, VNSG 1122, VNSG 1116 Nutrition, VNSG 1126, VNSG 1136, VNSG 1227. ATI National Assessment Exam and Remediation Fee: $444.50
VNSG 1432 - Medical-Surgical Nursing II  
4 sem. hrs. (4-0-0)  
Continuation of Medical/Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Principles of leadership and management are included. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team; professional organizations; and continuing education. This is a capstone course that consolidates the student's learning experience. Four lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1561 - Clinical - Licensed Vocational Nurse Training - 5 sem. hrs. (0-0-29)  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Twenty-nine external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, VNSG 1360. Co-requisite: VNSG 1331.  
Co-op Fee: $24; ATI National Assessment Exam and Remediation Fee: $414.50

VNSG 2331 - Advanced Nursing Skills - 3 sem. hrs. (2-3-0)  
Mastery of advanced level nursing skills and competencies for a variety of health care settings and the utilization of the nursing process as the foundation for all nursing interventions. The student must pass this course with at least an 80 in order to progress to the Spring nursing semester. Two lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, VNSG 1360. Co-requisite: VNSG 1250, VNSG 1234, VNSG 1432, VNSG 1138, VNSG 1231.  
Co-op Fee: $24; ATI National Assessment Exam and Remediation Fee: $414.50

WDWK 1413 - Cabinet Making I - 4 sem. hrs. (3-3-0)  
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on safe use of portable and stationary power tools. Three lecture and three laboratory hours per week. TSI Requirement: M3; R1; W1. Prerequisite: None.  
Lab Fee: $24

WDLG 1313 - Introduction to Blueprint Reading for Welders - 3 sem. hrs. (2-3-0)  
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurements and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.  
Lab Fee: $24

WLDG 1317 - Introduction to Layout and Fabrication - 3 sem. hrs. (2-3-0)  
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.  
Lab Fee: $24; Supply Fee: $24; Uniform fee $60

WLDG 1323 – Welding Safety, Tools, and Equipment 3 sem. hrs. (2-3-0)  
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry. Two lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.  
Lab Fee: $24

WLDG 1421 – Welding Fundamentals – 3 sem. hrs. (2-6-0)  
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. Two lecture and six laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: None.  
Lab Fee: $24

WLDG 1430 - Introduction to Gas Metal Arc Welding - 3 sem. hrs. (2-6-0)  
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and use of tools/equipment. Instruction in various joint designs. Two lecture and six laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None.  
Lab Fee: $24; Supply Fee: $24; Uniform Fee: $60

WLDG 1435 - Introduction to Pipe Welding 4 sem. hrs. (3-3-0)  
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Three lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: WLDG 1425.  
Lab Fee: $24

WLDG 1453 - Intermediate Layout and Fabrication 4 sem. hrs. (3-3-0)  
An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Three lecture and three laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: WLDG 1317.  
Lab Fee: $24; Supply Fee: $24
WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) - 4 sem. hrs. (3-3-0)
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Three lecture and three laboratory hours per week. TSI Requirement: M0, M1C; R1, R2C; W0, W1C. Prerequisite: WLDG 1528. Lab Fee: $24; AWS Welder Certification testing Fee: $20

WLDG 1528 - Introduction to Shielded Metal Arc Welding - 5 sem. hrs. (3-6-0)
An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Three lecture and six laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24; Supply Fee: $24

WMGT 1164 - Practicum - Wildlife and Wildlands Science and Management - 1 sem. hrs. (0-0-8)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Capstone course that consolidates the student's learning experiences. Eight external experience hours per week. TSI Requirement: M1; R2; W1. Prerequisite: WMGT 1305, WMGT 1310. Co-op Fee: $24

WMGT 1300 - Wildlife Preserve Management
3 sem. hrs. (3-0-0)
Conventional and non-conventional wildlife management techniques applied to the most popular game species in Texas. Students will earn a certificate for scoring big game provided by the Buckmasters Trophy Records Organization. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: WMGT 1305, WMGT 1310.

WMGT 1305 - Introduction to Wildlife Management
3 sem. hrs. (3-0-0)
History of wildlife management and its initial introduction of basic management techniques for a variety of species. This course provides an introduction to historical and current wildlife and habitat management systems across forests, rangelands, and wetlands of North America. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

WMGT 1310 - Wildlife Identification - 3 sem. hrs. (2-2-0)
Animal, bird, and vegetation identification, and their importance in the ecosystem. Two lecture and two laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None. Lab Fee: $24

WMGT 1315 - Wildlife Outdoor Recreation & Management - 3 sem. hrs. (3-0-0)
The commercial importance and management of various aspects of outdoor recreation. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: WMGT 1305.

WMGT 2164 - Practicum - Wildlife and Wildlands Science and Management - 1 sem. hrs. (0-0-8)
Practical & general workplace training supported or directed by individualized learning plans, developed by employer or college. Capstone course that consolidates the student's learning experiences. Eight external experience hours per week. TSI Requirement: M1; R2; W1. Prerequisite: WMGT 1305.

WMGT 2359 - Wildlife Propagation, Handling & Management - 3 sem. hrs. (2-2-0)
The application of non-conventional management techniques with emphasis on animal husbandry directly related toward whitetail deer within confinement. Two lecture and two laboratory hours per week. TSI Requirement: M2; R2; W1. Prerequisite: WMGT 1300, BIO 1413. Lab Fee: $24
INDEX

Academic Facilities .................................................... 33
Academic Fresh Start ............................................. 42
Academic Regulations ........................................... 53
Access and Privacy of Records ................................ 59
Access Programs and Services ......................... 32
Accreditation ........................................................ 3, 32
Accounting Courses ............................................. 206
Adding & Dropping Classes ..................................... 58
Six Course Drop Rate Policy .................................. 58
Admissions Basis .................................................... 40
Admissions Regulations ....................................... 39
Admission Requirements ....................................... 40

Administrative Information Technology
Courses .............................................................. 232, 234, 242
Administrative Information Technology Program 1545
Admin. Info. Tech. A.A.S ........................................ 155
Admin. Info. Tech. Enhanced Skills Cert ............. 157
Administrative Staff .............................................. 25
Adult Basic education .......................................... 31

Administrators
President .......................................................... 12
Vice-Presidents ................................................... 12
Associate Vice-Presidents ...................................... 12
Deans .................................................................. 13

Advantages Offered by SWTJC .............................. 37
Agribusiness Management Courses .................... 206, 231

Air Conditioning & Refrigeration
Courses ............................................................ 215, 231, 237
Air Conditioning & Refrigeration Program ............ 157
AC/R One-Year Certificate .................................. 158
AC/R Two-Year Certificate .................................. 158
AC/R A.A.S ........................................................ 159
Anthropology Courses .......................................... 208
Art Courses ........................................................ 208
Articulation Agreements ....................................... 133
Associate of Arts in Teaching Curricula ............... 138
EC-6, 4-8 .......................................................... 139-142
8-12, Other EC-12 ................................................ 142
A.A. in General Studies Degree Requirements ....... 128
A.S. Degree Requirements .................................... 128
A.A. in Teaching Degree Requirements ............... 129
A.A.S. Degree Requirements ................................. 130
Attendance/Withdrawal Policy ............................... 54
Class Attendance .................................................. 54
For Students in Developmental Courses ............... 54

Auditing Courses .................................................. 61
Automotive Body Repair Tech. Courses ............... 205
Automotive Body Repair Tech. Program ............... 160
ABDR One-Year Certificate .................................. 161
ABDR Two-Year Certificate .................................. 161
ABDR A.A.S ...................................................... 162
Automotive Technology Courses ....................... 209
Automotive Technology Program ....................... 163
AUMT One-Year Certificate .................................. 164
AUMT Two-Year Certificate .................................. 164
AUMT A.A.S ...................................................... 164

Biology Courses .................................................. 211
Board of Trustees ................................................. 12
Bookstore .......................................................... 108
Bus Services ....................................................... 37, 109
Business Courses ............................................... 213

Calendar
Fall Semester 2013 ............................................. 6
Spring Semester 2014 ....................................... 7
Summer Session 2014 ................. 8
Fall Semester 2014 ........................................ 9
Spring Semester 2015 ..................................... 10
Summer Session 2015 ...................................... 11

Campus Map .................................................. (inside Back Cover)
Campus Security & Crime Awareness .................. 36
Catalog Changes .................................................. 3

Catalog Eligibility for Junior College or University Transfers ......................... 43

Changes & Withdrawals ....................................... 58
Chemistry Courses ............................................. 215
Child Development Courses ......................... 214, 250
Child Development Program ......................... 166
CDEC Certificate ............................................. 166
CDEC A.A.S ..................................................... 167
Classification of Students .................................... 60

Clubs & Organizations ........................................ 110
College Certificate Program Requirements ........... 130
College Level Credit Programs .......................... 31
College Preparation Program ............................. 51
College Publications .......................................... 110
College Success Skills Courses ......................... 218
Computer Ethics Policy ....................................... 55
Communications Courses ...................................... 218
Computer Information Systems Courses ............ 234
Computer Information Systems Program ............. 168
CIS A.A.S ....................................................... 168
Computer Science Courses ............................ 210, 219
Concurrent Enrollment/Dual Credit .................... 37, 40
Continuing/Workforce Education ....................... 31, 131
Cosmetology Courses .......................................... 221
Cosmetology Program ........................................ 169

Cosmetology Certificate ....................................... 170
Cosmetology Instructor Program ....................... 171

Cosmetology Instructor Certificate ..................... 171
Counseling and Advising Services ................. 106, 109
Course Description Components ....................... 125
Course Descriptions .......................................... 204
Credit by Examination ....................................... 48
Credit for Experiential Learning ....................... 42
Credit for Military Experience ......................... 42
Credit for Professional Certification ................. 43
Criminal Justice Courses ................................. 216, 220, 230
Criminal Justice Program .................................... 172

Criminal Justice Certificate .................................. 173
Criminal Justice A.A.S. ...................................... 173

Basic Peace Officer .......................................... 171
 Corrections .................................................... 174
Forensic Science ............................................. 175
TCLEOSE Rule 215.40 ..................................... 176

Curricula .......................................................... 124

Dance Courses ................................................... 222

Developmental Policies and Procedures at SWTJC ........ 44

Exceptions to Developmental Placement ............ 44
Testing Requirements and Information ............. 46
Placement and Completion Requirements .......... 47
Attendance Requirements .................................. 48

Diesel Technology Courses .................................. 222
Diesel Technology Program ............................... 177
Diesel Technology One-Year Certificate ........................................ 178
Diesel Technology Two-Year Certificate ................................... 178
Diesel Technology A.A.S .............................................................. 179
Directors, Counselors, & Other Professionals ......................... 14
Disability Support Services ..................................................... 107
Disciplinary Probation/Suspension ........................................... 56
Discipline and Penalties ......................................................... 121
Authority ................................................................................ 121
Suspension ............................................................................. 121
Expulsion of Certain Foreign Students ................................. 121
Hearing Committee .............................................................. 121
Notice ..................................................................................... 121
Contents of Notice ............................................................. 121
Failure to Appear for Hearing .............................................. 122
Hearing Procedure .................................................................. 122
Evidence ................................................................................. 122
Decision ................................................................................ 123
Hearing Records ..................................................................... 123
Types of Penalties .................................................................. 123
Appeal .................................................................................... 123
Distance Learning ................................................................... 38
Division Chairs ....................................................................... 13
Dormitories .............................................................................. 36
Drama Courses ......................................................................... 223
Drops and Withdrawals ....................................................... 69
Economics Courses ............................................................... 224
Economic Development Programs ......................................... 31
Education Courses ................................................................. 224
Engineering Courses ............................................................. 228
English Courses ........................................................................ 226
English As A Second Language Courses ............................. 228
Equal Opportunity Statement ................................................ 3
Examinations ......................................................................... 61
Faculty of Instruction ............................................................. 18
Field of Study Curricula .......................................................... 144
  Business ................................................................................ 145
  Computer Science ............................................................... 147
  Criminal Justice ................................................................... 148
  Engineering ......................................................................... 150
Finances .................................................................................. 62
Financial Aid ............................................................................ 71
  General Information ............................................................ 71
  Applying-FAFSA and Renewal FAFSA ................................. 72
  Application Submission Deadlines ........................................ 73
  Verification ............................................................................ 74
  Federal Pell Grants ............................................................. 76
  Direct Loan Program ........................................................... 77
  Direct Subsidized Loan ....................................................... 77
  Direct Unsubsidized Loan ................................................... 77
  Direct Loan Annual Loan Limits .......................................... 78
  Direct Parent Loans (PLUS) ................................................ 78
  Campus-Based Programs ..................................................... 78
  Federal Work-Study ............................................................ 79
  Federal Academic Competitiveness Grant ......................... 80
  State Aid Programs .............................................................. 81
  Texas Educational Opportunity Grant ................................. 81
    Program (TEOG) .............................................................. 81
  Texas Public Educational Grant (TPEG) ............................... 82
  State Aid for Foreign Students ............................................ 83
  Tuition and/or Fee Exemptions ............................................ 83
  Other Assistance Programs ................................................ 84
  Satisfactory Academic Progress ......................................... 84
  Maximum Time Frame ........................................................ 85
  Transfer Students ............................................................... 85
  Appeal Process ....................................................................... 86
  Additional Information ...................................................... 86
  Federal Return of Title IV Funds Policy ............................. 87
  Food Services ........................................................................ 109
  General Information ........................................................... 5
  Geography Courses ............................................................ 230
  Geology Courses ............................................................... 230
  Government Courses .......................................................... 230
  Grades & Grade Reports .................................................... 60
  Grade Point Averages Used at SWTJC .................................. 55
  Graduation and Transfer Rates .......................................... 36
  Guidance & Orientation ..................................................... 37
  Health Services .................................................................... 108
  Historical Sketch .............................................................. 32
  History Courses .................................................................... 232
  Homeland Security Courses .............................................. 223, 232
  Honor Graduates ................................................................ 61
  Honor Roll ............................................................................ 61
  Housing Application ........................................................... 257
  Humanities Courses .......................................................... 234
  Information Requests ........................................................ 104
  ID cards (The ID Card) ......................................................... 109
  Institutional Vision Statement ............................................. 31
  International Student Services ........................................... 107
  Job Placement Office .......................................................... 38
  Kinesiology Courses ........................................................... 236
  Law Enforcement Academy Program .................................. 180
  Library Services ................................................................. 38, 108
  Lineman Training Program ................................................ 180
  Local Articulation Advanced Placement .......................... 52
  Management Courses ......................................................... 212, 234, 240
  Management Program ......................................................... 181
  Management A.A.S .............................................................. 182
  International Management Enhanced Skills Certificate .......... 183
  Public Administration Specialty A.A.S .................................. 183
  Mathematics Courses ......................................................... 237
  Medical Probation/Suspension ............................................ 57
  Memberships ........................................................................ 3, 32
  Minimum Scholastic Standards ........................................... 54
  Mission Statement .............................................................. 31
  Music Courses ...................................................................... 239
  New Student Orientation .................................................... 106
  Nutrition Courses ............................................................... 232
  Occupational Curricula ...................................................... 37
  Orientation Courses ............................................................ 240
  Parking & Traffic Regulations ............................................. 69
  People We Serve .................................................................. 32
  Philosophy Courses ............................................................ 241
  Physical Plant ....................................................................... 33
  Physics Courses ................................................................. 241
  President’s Welcome ........................................................... 3
  Psychology Courses ........................................................... 243
  Radiologic Technology Courses ........................................... 243
  Radiologic Technology Program ........................................... 185
  Radiologic Technology A.A.S .............................................. 187
  Reading Courses ............................................................... 245
  Readmission .......................................................... 41
  Following Scholastic Suspension ......................................... 56
  Recreation ............................................................................. 109
  Registered Nursing Courses .............................................. 246
  Registered Nursing Program .............................................. 189
  Registered Nursing A.A.S ................................................... 190
Southwest Texas Junior College  
Student Housing Application

Date: ________________________________________________________________________

Name: ________________________________________________________________________

Social Security Number: ________________________________________________________________________

Address: ________________________________________________________________________

City: __________________ State: ______ Zip: ______

Telephone: (_______) ________________________________________________________________________

Roommate Preference: 1st Choice ________________________________________________________________________

2nd Choice ________________________________________________________________________

Educational Objective: ________________________________________________________________________

Deposit is for:

☐ Fall Semester ☐ Spring Semester ☐ Summer Session I ☐ Summer Session II

Dorm Preference:

☐ Ettie R. Garner Hall (Women Only) ☐ Hubbard Hall (Co-Ed)

A $95 deposit (check or money order) is required in order to reserve a room. If a room is reserved for a student and he/she does not occupy this room or moves before the end of the semester, the deposit is forfeited. The deposit will be refunded only if a written request is received by the Vice-President of Student Services no later than August 1 of each fall semester and January 5 of each spring semester. Please make checks payable to SWTJC.

Return this application and deposit to:  
VICE-PRESIDENT OF STUDENT SERVICES
TELL ME MORE

For more information on Southwest Texas Junior College programs and courses, complete the following information and mail or deliver this card to SWTJC.

NAME:_______________________________________________________

ADDRESS:___________________________________________________

CITY:___________________ STATE:_________ ZIP:______________

HIGH SCHOOL:______________________________________________

YEAR OF GRADUATION:___________ AREAS OF INTEREST:________

I would like to receive the following:
- Financial Aid Forms
- Scholarship Information
- Admission Application
- Accuplacer Information
Believe and Achieve!

GIVE US A CALL!

SWTJC Uvalde
2401 Garner Field Rd.
Uvalde, TX  78801
830.278.4401

SWTJC Eagle Pass
4003 Highway 277 SE
Eagle Pass, TX  78852
830.758.4100

SWTJC Del Rio
207 Wildcat Drive
Del Rio , TX  78840
830.703.1550

SWTJC Crystal City
215 W. Zavala Street
Crystal City, TX  78839
830.374.3378