

**SOUTHWEST TEXAS JUNIOR COLLEGE**  
 CALENDAR FOR THE 2011-2012 ACADEMIC YEAR  
**FALL SEMESTER 2011**

**August 2, Tuesday** ..... **REGISTRATION FOR 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 15, Monday, 8:00 a.m. .... Dormitories Open

August 17, Wednesday, 8:30 a.m. .... General Faculty Meeting  
 2:00 p.m. .... Admissions Committee Meeting

August 22, Monday, 8:00 a.m. .... First Day of Classes  
 8:00 a.m. - 6:00 p.m. .... Late Registration & Schedule Changes – All Locations

August 23, Tuesday, 8:00 – 6:00 p.m. .... Last Day to Register or Change Classes<sup>1</sup>  
 All Locations

September 6, Tuesday ..... Official Census Date

October 3, Monday ..... Application Deadline for December Graduation

October 14, Friday, 12:00 p.m. .... Mid-Semester Grades Due

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

November 22, Tuesday, 9:00 p.m. .... Thanksgiving Holidays Begin

November 28, Monday, 8:00 a.m. .... Classes Resume after Thanksgiving Holidays

December 5-7 (Monday – Wednesday) ..... Fall Semester Final Exams

December 9, Friday, 10:00 a.m. .... All Grades Due  
 5:00 p.m. .... Fall Semester Closes

---

<sup>1</sup>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.*

# SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2011-2012 ACADEMIC YEAR

## SPRING SEMESTER 2012

November 7, Monday .....	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, Monday .....	Offices Open After Christmas Holidays
January 9, Monday, 8:00 a.m. ....	Dormitories Open
January 10, Tuesday, 8:30 a.m. ....	General Faculty meeting
2:00 p.m. ....	Admissions Committee Meeting
January 16, Monday, 8:00 a.m. ....	First Day of Classes
8:00 a.m. - 6:00 p.m. ....	Late Registration & Schedule Changes – All Locations
January 17, Tuesday, 8:00 a.m. - 6:00 p.m. ....	Last Day to Register or Change Classes <sup>2</sup>
January 31, Tuesday .....	Official Census Date
February 1, Wednesday .....	Application Deadline for May Graduation All Locations
March 9, Friday, 12:00 p.m. ....	Mid-Semester Grades Due
March 12, Monday .....	Spring Break Begins
March 19, Monday, 8:00 a.m. ....	Classes Resume after Spring Break
April 5, Thursday, 9:00 p.m. ....	Classes Close for Easter Holiday
April 9, Monday, 8:00 a.m. ....	Classes Resume After Easter Holiday
April 13, Friday .....	Last Day to Drop a Course with a “W” (Withdrawal)
May 7 – 9 (Monday – Wednesday) .....	Spring Semester Final Exams
May 10, Thursday, 10:00 a.m. ....	All Grades Due
May 11, Friday, 3:00 p.m. ....	Convocation Practice Spring Semester Closes
May 12, Saturday, 9:30 a.m. ....	Convocation

<sup>2</sup>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.

**SOUTHWEST TEXAS JUNIOR COLLEGE**  
 CALENDAR FOR THE 2011-2012 ACADEMIC YEAR  
 Classes will be held Monday through Thursday

**SUMMER SESSION – 2012**  
 ( NINE WEEKS)

- May 7, Monday** ..... **SUMMER SESSION REGISTRATION BEGINS – ALL LOCATIONS**  
 Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)  
 Advisor-Assisted Registration (During Regular Office Hours)
- June 4, Monday, 8:00 a.m. .... First Day of Classes  
 8:00 a.m. – 6:00 p.m. .... Late Registration & Schedule Changes – All Locations
- June 5, Tuesday, 8:00 a.m. – 6:00 p.m. .... Last Day to Register or Change Classes  
 All Locations
- June 13, Wednesday ..... Official Census Date
- July 4, Wednesday ..... 4<sup>th</sup> of July Holiday
- July 12, Thursday ..... Last Day to Drop a Course with a “W” (withdrawal)
- July 30 & 31, Monday & Tuesday ..... Summer Semester Final Exams
- July 31, Tuesday, 12:00 p.m. .... Grades Due  
 End of Summer Session

**SOUTHWEST TEXAS JUNIOR COLLEGE**  
 CALENDAR FOR THE 2012-2013 ACADEMIC YEAR  
**FALL SEMESTER 2012**

**August 1, Wednesday** .....**REGISTRATION FOR 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 13, Monday, 8:00 a.m. .... Dormitories Open

August 15, Wednesday, 8:30 a.m. .... General Faculty Meeting  
 2:00 p.m. .... Admissions Committee Meeting

August 20, Monday, 8:00 a.m. .... First Day of Classes  
 8:00 a.m. - 6:00 p.m. .... Late Registration & Schedule Changes – All Locations

August 21, Tuesday, 8:00 – 6:00 p.m. .... Last Day to Register or Change Classes<sup>3</sup>  
 All Locations

September 4, Tuesday ..... Official Census Date

October 1, Monday ..... Application Deadline for December Graduation

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

November 9, Friday ..... Last Day to Drop a Course with a “W” (withdrawal)

November 20, Tuesday, 9:00 p.m. .... Thanksgiving Holidays Begin

November 26, Monday, 8:00 a.m. .... Classes Resume after Thanksgiving Holidays

December 3-5 (Monday – Wednesday) ..... Fall Semester Final Exams

December 7, Friday, 10:00 a.m. .... All Grades Due  
 5:00 p.m. .... Fall Semester Closes

---

<sup>3</sup>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.



# SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2012-2013 ACADEMIC YEAR

## SPRING SEMESTER 2013

November 5, Monday .....	REGISTRATION FOR SPRING SEMESTER BEGINS --ALL LOCATIONS Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight) Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight) Advisor-Assisted Registration (During Regular Office Hours)
January 2, Wednesday .....	Offices Open After Christmas Holidays
January 7, Monday, 8:00 a.m. ....	Dormitories Open
January 8, Tuesday, 8:30 a.m. ....	General Faculty meeting
2:00 p.m. ....	Admissions Committee Meeting
January 14, Monday, 8:00 a.m. ....	First Day of Classes
8:00 a.m. - 6:00 p.m. ....	Late Registration & Schedule Changes – All Locations
January 15, Tuesday, 8:00 a.m. - 6:00 p.m. ....	Last Day to Register or Change Classes <sup>4</sup> All Locations
January 29, Tuesday .....	Official Census Date
February 1, Monday, 6:00 p.m. ....	Application Deadline for May Graduation
March 8, Friday, 12:00 p.m. ....	Mid-Semester Grades Due
March 11, Monday .....	Spring Break Begins
March 18, Monday, 8:00 a.m. ....	Classes Resume after Spring Break
March 28, Thursday, 9:00 p.m. ....	Classes Close for Easter Holiday
April 1, Monday, 8:00 a.m. ....	Classes Resume After Easter Holiday
April 12, Friday .....	Last Day to Drop a Course with a “W” (Withdrawal)
May 6 – 8 (Monday – Wednesday) .....	Spring Semester Final Exams
May 9, Thursday, 10:00 a.m. ....	All Grades Due
May 10, Friday, 3:00 p.m. ....	Convocation Practice Spring Semester Closes
May 11, Saturday, 9:30 a.m. ....	Convocation

<sup>4</sup>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.

**SOUTHWEST TEXAS JUNIOR COLLEGE**  
 CALENDAR FOR THE 2012-2013 ACADEMIC YEAR  
**Classes will be held Monday through Thursday**

**SUMMER SESSION – 2013**  
 (NINE WEEKS)

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

June 3, Monday, 8:00 a.m. .... First Day of Classes  
 8:00 a.m. – 6:00 p.m. .... Late Registration & Schedule Changes – All Locations

June 4, Tuesday, 8:00 a.m. – 6:00 p.m. .... Last Day to Register or Change Classes  
 All Locations

June 12, Wednesday ..... Official Census Date

July 4, Thursday ..... 4<sup>th</sup> of July Holiday

July 11, Thursday ..... Last Day to Drop a Course with a “W” (withdrawal)

July 29 & 30, Monday & Tuesday ..... Summer Semester Final Exams

July 30, Tuesday, 12:00 p.m. .... Grades Due  
 End of Summer Session

Chair, Health & Human Services/Coordinator, Child Development ..... Cheryl Sanchez  
B.B.A., Texas Tech University  
M.Ed., Sul Ross State University – Rio Grande College

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.....James A. Swink  
B.S., University of Houston  
M.A., Sam Houston State University

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

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

Adult Basic Education **Coordinator** ..... Josue (George) Garza, Jr.  
A.A., Southwest Texas Junior College  
B.A., Texas A & I University  
M.A., California State University

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

Bookstore Manager ..... Sonia Ramon  
A.A. & A.A.S., Southwest Texas Junior College  
B.A., Sul Ross State University – Rio Grande College

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

Catalog/Reference Librarian ..... Landra L. Fowler  
B.S., University of Texas at San Antonio  
M.S., United States Sports Academy



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 .....	Anne E. Tarski
B.B.A., University of Texas at Austin J.D., University of Houston College of Law	
<b>Counseling Director</b> Technical Counselor .....	Lois Kone
A.A., Southwest Texas Junior College B.S., Texas A & M University at College Station M.Ed., Sul Ross State University	
Counselor .....	Marilyn R. Casson
B.A., Baylor University M.Ed., Sul Ross State University	
Counselor .....	Brenda G. Hoffman
B.A. & M.A., Texas A&M International University	
<b>Counselor</b> .....	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 B.B.A., & M.Ed., Sul Ross State University – Rio Grande College	
Curriculum and Instruction Director/Coordinator, Engineering Field of Study.....	Dick Whipple
B.S.E.E. & M.S.E.E., University of Houston	
<b>Distance Education/Electronic Resources Librarian</b> .....	Jason Perkins
A.A.S., Southwest Texas Junior College B.A.A.S., Texas A & M University – Kingsville	
<b>Distance Learning Director</b> .....	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	
<b>ESL Coordinator</b> .....	Hector D. Lopez
B.A., University of Illinois – Chicago M.Ed., Dominican University	
Food Service Director .....	Joe Garza
Human Resources Coordinator .....	Ana M. Dragoo
A.A. & A.A.S., Southwest Texas Junior College B.A., Sul Ross State University – Rio Grande College	



Information Technology Director ..... Agustin Alejandro

Institutional Development Coordinator..... Suzanne McCormack  
A.A., Southwest Texas Junior College  
B.A., Sul Ross State University

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

**Lineman Program Coordinator/Instructor ..... Raymond Saenz**

Middle Rio Grande Law Enforcement Coordinator..... Lloyd D. Dragoo, Jr.  
B.S., Southwest Texas State University  
MS., University of Oklahoma  
M.A., Sam Houston State University

Nurse, Health Center..... Imelda Ramirez  
A.A., Southwest Texas Junior College  
R.N., Baptist School of Nursing

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

Physical Plant & Operations Director ..... Oscar S. Garcia

Professional Development Director ..... Jill Coe  
A.A., East Arkansas Community College  
B.S.E. & M.S.E., Arkansas State University  
Specialist Degree in Community College Teaching, Arkansas 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/Director of Enrollment Services..... Dr. David F. Dodge**  
**B.S., Northeast Missouri State University**  
**M.B.A., Wheeling College**  
**Ed.D., Baylor University**

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

**Student Engagement Initiatives Director ..... Rachel Rivera**  
A.A., Southwest Texas Junior College  
B.B.A., Southwest Texas State University  
M.Ed., Sul Ross State University – Rio Grande College

Student Financial Aid Director .....Ana L. Almaraz  
B.B.A. & M.Ed., Sul Ross State University

Student Financial Aid Assistant Director.....Jaclyn Reyes  
B.A., University of Texas at San Antonio

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

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

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 Senior Advisor .....Susan Creech

Student Information Services Director.....Luis Fernandez  
A.A.S., Southwest Texas Junior College  
B.A.A.S., Texas A&M University - Kingsville

Student Life Coordinator/Advisor, Del Rio ..... Michael Cody Barker  
B.S., Angelo State University

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

Student Recruitment & Student Information Center Director..... 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

Student Services Director.....Lorena Lopez  
A.A. & A.A.S., Southwest Texas Junior College  
B.A. & M.Ed., Sul Ross State University – Rio Grande College

Student Success Coordinator ..... Kristi Gerdes  
B.A., Chaminade University  
M.Ed., Dallas Baptist University

Student Success Coordinator .....April Ruhmann  
B.B.A., Tarleton State University  
M.B.A., Sul Ross State University – Rio Grande College

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/Carl D. Perkins Director.....Juan Guzman  
A.A., Southwest Texas Junior College  
B.A., University of Texas – San Antonio  
M.Ed., Sul Ross State University

Tech Prep/Outreach Director .....Margot Mata  
A.A., Southwest Texas Junior College  
B.B.A., Southwest Texas State University  
M.Ed., Sul Ross State University – Rio Grande College

Tech Prep Coordinator ..... Benjamin Elliott  
B.A., Texas Tech University

Testing Center Coordinator.....Melissa G. De Leon  
B.A. & M.S., Texas A & M University at Kingsville

Workforce Training & Development/Adult Basic Education Director..... Romelia Aranda  
A.A., Southwest Texas Junior College  
B.B.A., Pan American University  
M.B.A., Sul Ross State University – Rio Grande College

Workforce Training & Development Coordinator – Eagle Pass.....LorenaS. Mello  
A.A., Southwest Texas Junior College  
B.A., University of the Incarnate Word

Workforce Training & Development Coordinator – Eagle Pass..... Minerva Lorena Ruiz  
B.B.A., The University of Texas at San Antonio

Writing Center Coordinator - Eagle Pass..... Sandra Collier  
B.S., Southwest Texas State University  
M.Ed., University of North Texas



**FACULTY OF INSTRUCTION**

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

Deanna J. Allen..... Reading  
 B.A. & M.Ed., Sul Ross State University – Rio Grande College

Arnulfo Alvarado.....Government/History  
 B.A., Southwest Texas State University  
 M.Ed., Sul Ross State University

Isabel C. Alvarez..... Health Science Technology/Nurse Aid Training Instructor  
 Certificate, Southwest Texas Junior College

Rebecca Andrews..... 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

Juan O. Aviles.....Automotive Technology  
 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

Charlene Bell..... LVN  
 B.S.N. & M.S.N., Wilmington 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  
 Ed.D., Nova Southeastern University

Douglas Braudaway.....Government/History  
 B.A., Cameron University  
 M.A., Midwestern State University  
 M.A., Texas A & I University



Leslie Brieden ..... Agriculture Management/Welding/Coordinator, Welding Technology  
B.S. & M.S., Texas A & I University

Linda Brown ..... Vocational Nursing  
A.A.S., Del Mar College

David R. Burchfield ..... Mathematics  
B.S., Texas Tech University  
M.S., The University of Texas at San Antonio

Jan Burchfield ..... Psychology  
B.A. & M.S., Texas A & M University – Kingsville

Dr. Mitchel T. Burchfield ..... English/Education/  
Coordinator, Associate of Arts in Teaching and Teacher Aide  
A.A., Southwest Texas Junior College  
B.S., Texas A & I University  
M.S., Texas A & M University – Kingsville  
Ed.D., Grambling State University

Jeanene Burns ..... ADN  
B.S.N. and M.S.N., Texas Woman’s University

Raul Cano ..... Automotive Technology  
A.A.S., Southwest Texas Junior College

Mario Cardenas ..... History  
B.A. & M.A., Texas A & M University – Kingsville

Edward Castillo ..... Truck Driving

Barbara Compton ..... Cosmetology/Coordinator, Cosmetology  
Operator’s License, Isabell University  
Instructor’s License, Texas Cosmetology Commission

Michele Crawford ..... Biology  
B.S. & M.A., Incarnate Word College  
M.Ed., Sul Ross State University

Maria Elena Cristerna ..... ABE  
B.A., Sul Ross State University

Richard Davis ..... Mathematics  
B.A., University of Texas – Austin  
M.A. & M.S., University of Texas – San Antonio

Idalia De La Cruz ..... Mathematics  
A.A., Southwest Texas Junior College  
B.S. & M.Ed., Sul Ross State University

Aurelio De Leon ..... Kinesiology  
A.A., Southwest Texas Junior College  
B.S. & M.S., Texas A & M University – Kingsville

Rosemary DeLeon ..... Radiology  
A.A. & A.A.S., St. Philip’s College  
B.A.A.S., University of the Incarnate Word

Alicia De Los Santos .....	B.S.N., University of Texas Health Science Center at San Antonio	Vocational Nursing
Trish Driskill.....	Accounting/Business Administration/Management/ Coordinator, Administrative Information Technology B.B.A. & M.S.A., Texas Tech University Certified Public Accountant	
Dr. George Ellis .....	B.S., New Mexico State University Ph.D., Texas A & M University	Mathematics
Aide Escamilla.....	A.A., Southwest Texas Junior College B.S., Southwest Texas State University M.Ed., The University of Texas at El Paso	Reading
Steven Evans.....	B.S., Texas A&M University M.S., Colorado State University	Wildlife
Michael A. Flores.....	A.A.S., Southwest Texas Junior College	Computer Information Systems
Ramiro L. Flores.....	Certificate & A.A.S., Southwest Texas Junior College	Air Conditioning and Refrigeration
Richard Flores.....	A.A.S., Southwest Texas Junior College	Air Conditioning & Refrigeration
Christine Foley.....	B.S., Texas A & M University – College Station M.S., The University of Texas at Arlington	Biology
Dr. Gabrielle Forbes.....	Ph.D., University of Stirling	Biology
Rob Fowler .....	A.A., Southwest Texas Junior College B.S., University of Texas at San Antonio M.S., United States Sports Academy	Kinesiology/Speech
Laura Gammill.....	Certificate, Southwest Texas Junior College A.A., Gulf Coast Community College B.S.N., University of Texas Health Science Center at San Antonio	Vocational Nursing
Amada Garcia .....	B.A., The University of Texas at San Antonio M.Ed., Sul Ross State University – Rio Grande College	Child Development
Beatrice M. Garcia .....	Accounting/Business Administration/ Administrative Information Technology/Management A.A., Southwest Texas Junior College B.B.A. & M.B.A., Sul Ross State University	
Jesus Garcia .....	B.S., Massachusetts Institute of Technology M.S., University of California Los Angeles	Chemistry

Joan Garcia .....	B. S., Texas Woman's University M.S., University of Texas at Austin	ADN
Patricia Garcia.....	Certificate & A.A., Southwest Texas Junior College A.D.N., Tarrant County College B.S.N., University of Texas Health Science Center – San Antonio	Vocational Nursing
Lasché Glasscock.....	B.A. & M.P.A., University of Texas at San Antonio	Business Administration/Management/Public Administration
Amanda Hadley .....	A.A., Southwest Texas Junior College B.S.N., University of Texas School of Nursing M.Ed., Sul Ross State University M.S.N., University of the Incarnate Word	Vocational Nursing/Director of Vocational Nursing
Cheryl Hammer-Molina.....	Instructor's License, Texas Cosmetology Commission	Cosmetology
Aubrey Haynes .....	B.S. & M.S., Texas Tech University	Economics
Xaviera Haynes.....	M.A., American Public University	Government/History
Marsha Heaton.....	A.A., Southwest Texas Junior College B.A. & M.A., Sam Houston State University	English
Albert Hernandez.....	A.A., Southwest Texas Junior College B.A. & M.Ed., Sul Ross State University	Developmental English
Bonny E. Herndon.....	A.A., Southwest Texas Junior College B.A., Sul Ross University M.Ed., Dallas Baptist University	Administrative Information Technology
Claudia Howard .....	B.A., California State University M.B.A., University of Texas at San Antonio Certified Financial Planner	Business Administration/Economics
Siegfried Jucknies .....	B.A., Trinity University M.A., Middlebury College	Speech
Subburaj Kannan.....	Ph.D., University of Manitoba	Biology
Stephen M. Kerbow .....	B.S. & M.A., West Texas State University	Government/History
Pat Kier .....	A.A., Southwest Texas Junior College B.A., Regents College M.A., Sul Ross State University	Mathematics



Paul Kimble .....	Certificate & B.S., Baylor University M.S., Southwest Texas State University	Mathematics
Reagan King .....	B.A., Sul Ross State University – Rio Grande College M.L.S., Sam Houston State University	English
Robert Koenig.....	A.A., Del Mar College B.S. & M.S., Texas A & I University	Biology/Chemistry
Edward Koslowska .....	B.S. & M.S., Angelo State University	Mathematics
John E. Lampe .....	B.A., Dartmouth College M.A., University of Chicago	Government/Philosophy
Erica Lara.....	B.A. & M.A., St. Mary's University	English
Dr. Evelyn Lastierre.....	B.S., Colegio San Agustin M.Ed., University of the Philippines Ed.D., University of St. La Salle	Chemistry
David M. Leavene.....	B.S., Northeast Missouri State University	Middle Rio Grande Law Enforcement Instructor
Patricia Lightfoot .....	B.S., Texas Woman's University M.S., California State University	ADN
Lucas Limbrick.....	Certificate, Southwest Texas Junior College A.A.S., Southwest Texas Junior College	Diesel Technology/Coordinator, Diesel Technology
Rolando Lira .....	A.A.S., Howard College B.S.N., University of Texas Health Science Center at San Antonio	Vocational Nursing
Jesus Manuel Lopez.....	A.A., Southwest Texas Junior College	Construction Carpentry
Greg Madden .....	A.A., Del Mar College D.C., Parker College of Chiropractic	Biology
Arturo Mancha, Jr. ....	B.A., University of Notre Dame M.F.A., Texas State University	English
Emma Martinez.....	Certificate, Southwest Texas Junior College	Cosmetology
Yvonne Gaytan Martinez.....	B.A., Texas A & I University M.Ed., Sul Ross State University	Mathematics



Lynn Masterson ..... Computer Information Systems  
A.A., Community College of the Air Force  
A.A.S., Southwest Texas Junior College

Dr. Nancy Masterson ..... Psychology/Business Management  
B.A. & M.A., University of Guam  
Ed.D., Western Michigan University

Ann McKinney ..... Music  
B.M.Ed. & M.Ed., Sam Houston State College

Mary Beth Monroe ..... Physics  
B.S. & M.S., Sam Houston State University

Eloy Montalvo ..... Mathematics  
A.A., Southwest Texas Junior College  
B.S., University of Texas at San Antonio  
M.Ed., Sul Ross State University – Rio Grande College  
Developmental Education Specialist, Kellogg Institute Appalachian State University

Abel Ortiz ..... Art  
B.F.A., University of Texas at San Antonio  
M.F.A., The University of Iowa

Manuel Ortiz ..... History  
B.A., St. Mary's College  
A.M. & J.D., University of South Dakota

Maria E. Ortiz ..... ABE  
A.A.S., Southwest Texas Junior College  
B.A., Sul Ross State University – Rio Grande College

Rosalinda Ortiz ..... Speech  
A.A., Southwest Texas Junior College  
B.A., The University of Texas at San Antonio  
M.A., Texas State University

Joshua D. Overfelt ..... History  
B.A. & M.A., Sul Ross State University – Rio Grande College

Aracely Perez ..... ABE

Jose A. Perez ..... History/Government  
B.A. & M.A., Sul Ross State University – Rio Grande College

Juan A. Perez, Jr. .... Truck Driving

Luis M. Perez ..... Computer Information Systems/Coordinator, Computer Information Systems  
A.A., Southwest Texas Junior College  
M.S., Instituto Tecnológico de Saltillo

Jeffrey R. Pomeroy ..... Speech  
B.A. & M.A., New Mexico State University

Carlos Ramos ..... Automotive Technology/Coordinator, Automotive Technology  
A.A. & A.A.S., Southwest Texas Junior College  
B.A., Sul Ross State University

Barbara Reed.....	B.S.N., The University of Texas – San Antonio School of Nursing	Vocational Nursing
Hector Rivera.....	B.A., University of St. Thomas M.S., Texas A & M International University	Computer Information Systems
Claudia Sanderlin.....	B.A.A.S. & M.A., Southwest Texas State University	Sociology
Michael Derek Sandoval.....	B.S., Texas Tech University M.Ed., Southwest Texas State University	Kinesiology
Raymond Saenz.....		Lineman Program Coordinator/Instructor
Ernest Santos, Jr.....	A.A., Southwest Texas Junior College B.S., Sul Ross State University – Rio Grande College M.S., University of Cincinnati	Criminal Justice/Coordinator, Criminal Justice
Kathryn Santos.....	B.A. & M.S., Texas A&M University – Kingsville	Psychology/Sociology
Stephen J. Schomber.....	B.S., Sul Ross State University – Rio Grande College M.S., Southwest Texas State University	Mathematics
Carolina Serna.....	A.A., Southwest Texas Junior College B.B.A., Sul Ross State University – Rio Grande College M.Ed., Texas State University	Mathematics
Diana R. Smith.....	B.A., University of Southern Mississippi M.F.A., University of Florida	English
Michel Stocks.....	B.A., Texas Christian University M.A., Sul Ross State University – Rio Grande College	English
Helen Strait.....	B.A. & M.A., The University of Texas at San Antonio	English
Jesus R. Suarez.....	A.A.S., Southwest Texas Junior College	Criminal Justice
Cesar Talamantes.....		Truck Driving
Noel Tarango.....	B.S., Sul Ross State University – Rio Grande College	Mathematics
Joyce W. Terry.....	B.A., Southern Methodist University M.Ed., Sul Ross State University	Art
Diane Underwood.....	B.S., Austin Peay State University M.S., University of Missouri	Computer Science

Vanessa G. Uriegas .....	A.A., Southwest Texas Junior College B.A. & M.Ed., Sul Ross State University – Rio Grande College	English
Teresa R. Valadez .....	A.A.S., San Antonio College	Vocational Nursing
Claudio Valenzuela .....	A.A., Southwest Texas Junior College B.B.A., Sul Ross State University – Rio Grande College M.Ed., Texas State University	Mathematics
Derek Veazey .....	B.S. & M.S., Texas A&M University – College Station	Biology
Jim Williamson .....	B.A. & M.Ed., Sul Ross State University	History
Sharon Wilson .....	B.S., University of Texas – Galveston	Vocational Nursing
Terrie Wilson .....	B.A., Southwest Texas State University M.Ed., Sul Ross State University	English/Communications
Dr. Ronald P. Winn .....	A.A., Southwest Texas Junior College B.S., Texas A & I University M.Ed., Sam Houston State University Ph.D., University of Wyoming	Biology
Robert Zaiglin .....	B.S., West Virginia University M.S., Texas A & I University	Range & Wildlife/Coordinator, Wildlife Management
Juan Zamarripa .....	Automotive Body Technology/Coordinator, Automotive Body Technology A.A.S., St. Philip’s College	



## ADMINISTRATIVE STAFF

- 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
- Linda McAdams ..... Office Clerk, Crystal City
- Lisa Barker ..... Distance Learning Site Supervisor, Del Rio
- Reynaldo Benavidez ..... Printing Center Technician
- Cecily Bennett ..... Accounts Receivable/Sponsorship Clerk
- Jimmy Calliham ..... Campus Police Officer
- Wade B. Carpenter ..... Public Information Assistant
- Gustavo Castillon ..... Gym Facility Manager
- Julio Castro ..... Coordinator of Transportation
- Blanca Chavarria ..... Administrative Assistant, Technical Programs/Curriculum & Instruction  
A.A., Southwest Texas Junior College
- Sandra Colombo ..... Library Resource Technician, Del Rio  
A.S., Austin Community College
- David Conde ..... Testing Center IT Administrator  
A.A.S., Southwest Texas Junior College  
B.B.A., Sul Ross State University – Rio Grande College
- Deborah A. Darter ..... Distance Learning Site Supervisor, Crystal City
- Adrian De Anda ..... Information Technology Services Supervisor, Eagle Pass  
A.A.S., Southwest Texas Junior College
- Eva K. De Anda ..... Administrative Secretary, Del Rio  
A.A & A.A.S., Southwest Texas Junior College  
B.A.A.S., University of the Incarnate Word
- Angelica DeHoyos ..... Distance Learning Supervisor  
A.A., Southwest Texas Junior College



Maria L. De Hoyos ..... EOC Education Specialist  
A.A. & A.A.S., Southwest Texas Junior College  
B.B.A., Sul Ross State University – Rio Grande College

Norma A. Diaz ..... Vocational Nursing Administrative Assistant, Eagle Pass

Nancy B. Doucet ..... Cashier **Accounts Receivable Clerk**

Lisa Ermis ..... Staff Accountant  
B.B.A., Stephen F. Austin State University

Delia L. Esquivel ..... Office Manager, Eagle Pass  
Secretarial Certificate & A.A., Southwest Texas Junior College  
B.S. & M.Ed., Sul Ross State University

Andrea Flores ..... Administrative Assistant, **Office of the Dean of Institutional Advancement and Technology**  
A.A. & A.A.S., Southwest Texas Junior College

**Guadalupe G. Flores ..... Pre-School Teacher**  
**A.A.S., Southwest Texas Junior College**  
**B.A., Sul Ross State University**

Sonia A. Flores ..... **Distance Learning Site Supervisor**, Eagle Pass  
A.A., Southwest Texas Junior College

**Elsa P. Fuentes ..... Administrative Assistant, Outreach**  
**A.A., Southwest Texas Junior College**  
**B.B.A., Sul Ross State University – Rio Grande College**

Julie Garcia ..... **EOC Outreach Specialist**  
Certificate & A.A.S., Southwest Texas Junior College

Lizabel Garcia ..... ACES Instructional Quality Assurance Operator  
A.A.S., Southwest Texas Junior College

Oscar Garcia ..... Regional Assessment Coordinator  
A.A.S., Southwest Texas Junior College

Felicitas Garza ..... Printing Center Secretary  
A.A.S., Southwest Texas Junior College

Mayta Garza ..... Special Programs Secretary

Angelica Gaucin ..... Information Technology Call Center Coordinator  
A.A. & A.A.S., Southwest Texas Junior College  
B.B.A., Sul Ross State University – Rio Grande College

**Laura Gloria ..... Title V, Activity I Secretary, Del Rio**  
**A.A., Southwest Texas Junior College**

Francisco Gonzales ..... Computer Specialist, Library  
A.A.S., Southwest Texas Junior College

Natividad Gonzales ..... Motor Pool Assistant

Juanita A **Gonzalez** ..... Administrative Assistant, Eagle Pass  
A.A., Southwest Texas Junior College

Francisca Hernandez..... Administrative Secretary, Del Rio

Savanna Hernandez..... Student Recruitment Assistant  
A.A., Southwest Texas Junior College

Blanca M. Herrera..... Title V Activity I Secretary, Eagle Pass

Rachel Hinman ..... English Department Aide  
B.A., Rutgers University

Andrew Humphrey..... Information Technology Services Coordinator  
A.A. & A.A.S., Southwest Texas Junior College

Lupe Ibarra..... Accounts Receivable/Sponsorship Clerk

Omar Iracheta .....EOC Outreach Specialist  
A.A., Southwest Texas Junior College

Rick Jones ..... Instructional Media Coordinator  
A.A.S., Southwest Texas Junior College

Linda Juárez..... Office Manager, Del Rio

Rosalinda Lara ..... Transfer/Transcript Clerk, Registrar's Office

Fernando Lombraña..... Colleague Applications Analyst  
A.A.S., Southwest Texas Junior College

Maria Lopez..... Teacher/Caregiver  
Certificate & A.A.S., Southwest Texas Junior College

Melissa Lopez..... Payroll/Personnel Clerk  
A.A. & A.A.S., Southwest Texas Junior College

Ana Lisa Martinez..... Office Manager, Student Support Services  
B.A., Texas A&M International University

Blanca Martinez..... Accounts Payable Clerk  
A.A., Southwest Texas Junior College

Ismael Martinez ..... Video/Graphic Design Technician

Jesse Martinez..... Purchasing Agent  
B.B.A., Sul Ross State University

Rogelio Martinez ..... Warehouseman  
A.A., Southwest Texas Junior College

Steve Martinez ..... Financial Aid/VA Clerk  
A.A.S., Southwest Texas Junior College

Cruz Mata Jr. .... Office Manager, Crystal City Instructional Facility  
A.A., Southwest Texas Junior College  
B.A. & M.Ed., Sul Ross State University – Rio Grande College

Michelle Mattie..... Colleague Applications Analyst  
A.A.S., Southwest Texas Junior College



Betty McCullough..... Serials Technician, Library

Tanya M. Molinar..... Vocational Nursing Administrative Assistant, Del Rio  
B.A., St. Edward's University

Jose E. Montalvo..... Information Technology Network Engineer  
A.A. & A.A.S., Southwest Texas Junior College

Aleyda A. Moran..... Regional Assessor/IDEO, ABE

Brenda Nava..... Circulations Reference Technician, Library  
AA, Southwest Texas Junior College

Jaclyn Nieto..... Data/Clerical Administrative Assistant, Del Rio  
A.A., Southwest Texas Junior College

Ana L. Oca..... Secretary, Eagle Pass  
A.A., Southwest Texas Junior College  
B.A., Sul Ross State University – Rio Grande College

Julie Pace-Monsivais..... Library Resource Technician, Eagle Pass  
A.A. & A.A.T, Southwest Texas Junior College

Cecilia Padilla..... Title II, Testing Assistant  
Certificate & A.A, Southwest Texas Junior College

Dora Z. Padilla..... Library Resource Technician, Del Rio

Herlinda Pena..... Administrative Assistant, Office of Institutional Assessment  
A.A. & A.A.S., Southwest Texas Junior College  
B.A.A.S., Texas A&M University – Kingsville

Patricia P. Perez..... Title V/Student Success Administrative Assistant  
A.A. & A.A.S., Southwest Texas Junior College

Elizabeth Phillips..... Supplemental Instruction Supervisor  
A.A., Southwest Texas Junior College

Rosa E. Ramirez..... Regional Assessor, ABE

Sydia Ramon..... Regional Assessor, ABE

Yesenia Ramos..... Caregiver  
Certificate, Southwest Texas Junior College

Guadalupe Rangel..... Clerk, Workforce Training & Development Office

Olga Rangel..... Teacher/Caregiver  
Certificate & A.A.S., Southwest Texas Junior College

Juanita (Nita) Reed..... Administrative Assistant, Office of the President  
A.A., Southwest Texas Junior College  
B.A., Sul Ross State University – Rio Grande College

Ruben Rendón..... Assistant Bookstore Manager/Mail Clerk  
A.A.S., Southwest Texas Junior College



Sharon Robinson ..... Administrative Assistant, ADN  
A.A., Midland College

Francisco Rodriguez ..... Information Technology Services Supervisor, Del Rio  
A.A.S., Southwest Texas Junior College

Isabel Rodriguez ..... Information Technology Telecommunications Engineer

Luana Rodriguez ..... Admissions Office Manager  
A.A. & A.A.S., Southwest Texas Junior College  
B.S., Sul Ross State University – Rio Grande College

Rosa Rodriguez ..... Caregiver

Velma Roman ..... Teacher/Caregiver

Alma Delia Ruiz ..... Switchboard Operator

Aracely Ruiz ..... Administrative Assistant, Office of the Dean of Instructional Services  
A.A. & A.A.S., Southwest Texas Junior College

Luis F. Ruiz ..... Learning Resource Specialist, Student Support Services  
A.A. & A.A.S., Southwest Texas Junior College  
B.S. & M.S., Our Lady of the Lake University

Ruth Sanchez ..... Office Manager, Workforce Training & Development

William Sanchez ..... Information Technology Services Supervisor  
Certificate & A.A.S., Southwest Texas Junior College

Juanita H. Santos ..... Accounts Receivable Clerk

Jaime Sierra ..... Library Resource Technician, Eagle Pass  
A.A. & A.A.S., Southwest Texas Junior College

Concepcion Silva ..... Administrative Assistant, Tech Prep/Outreach / Professional Development  
A.A.S., Southwest Texas Junior College

David Sprott ..... Assistant Director of Information Technology  
A.A.S., Southwest Texas Junior College  
B.S., Our Lady of the Lake University

Gladue Tafolla ..... EOC Office Assistant  
Certificate & A.A.S., Southwest Texas Junior College

Maria C. Tapia ..... Secretary, Workforce Training & Development

Maria A. Tellez ..... Caregiver  
A.A. & A.A.S., Southwest Texas Junior College

Mary Ann G. Towne ..... Administrative Assistant, Radiologic Technology

San Juana Trevino ..... Administrative Assistant  
A.A.S., Southwest Texas Junior College

Angelica Uriegas ..... Administrative Assistant, Upward Bound

Veronica Valerio ..... Vocational Nursing Administrative Assistant, Del Rio  
A.A., Southwest Texas Junior College

Leticia Vasquez ..... Teacher/Caregiver  
A.A.S., Southwest Texas Junior College

Christina Vasquez-Castro ..... Staff Development Planner/IDEO, ABE

Rosa Vasquez ..... Regional Assessor, ABE

Azalia G. Vega ..... Distance Learning Instructional Aide, Eagle Pass

Vanessa Verjan ..... Carl Perkins Administrative Assistant  
A.A., Southwest Texas Junior College

Amy Walton ..... Toddler Teacher

Elia Zamarripa ..... Library Cataloging Technician

Teresa Zamarripa ..... Middle Rio Grande Law Enforcement Academy Secretary

James Zapata ..... Testing Assistant  
A.A., Southwest Texas Junior College

Gracie Zavala-De Luna ..... Upward Bound Education Specialist  
B.A., University of Texas at San Antonio

Clarisa Zepeda ..... Administrative Assistant, Counseling Center/Registrar's Office

**RESIDENCE HALL STAFF**

Oscar S. Garcia ..... Supervisor, Hubbard Hall

Estella C. Luna ..... Supervisor, Ettie R. Garner Hall



## 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 Dean of Admissions and 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 Dean of Admissions and 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](http://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](http://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](http://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. 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.
5. 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.
6. 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.
7. Dual Credit (High School credit and college credit) is governed by the current school/SWTJC agreement).



## 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.

- (1) *Academic advisement*
- (2) *Career counseling*
- (3) *Crisis and personal counseling (referrals)*
- (4) *Referral to, and partnerships with, community agencies*
- (5) *Academic Centers for Excellence (ACE) laboratories located at college facilities in Crystal City, Del Rio, Eagle Pass, and Uvalde.*
- (6) *Support for students with disabilities*

### **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 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<sup>7</sup> are available at the present time for the following courses:

English	1301-1302	History	1301-1302
Biology	1411-1413	Government	2301-2302

### ACT Program Examination

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

<i>Standard Score of 29 – Grade A</i>	<i>Standard Score of 27 – Grade B</i>
---------------------------------------	---------------------------------------

### SAT Program Examination

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

#### SAT – MATHEMATICS GENERAL EXAM

MATHEMATICS	Score	Sem. Cr. Hrs.	Grade
MATH 1314	500-560	3	B
MATH 1314	561-800	3	A

### College Entrance Examination Board (CEEB) Examinations

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

Advanced Placement Exam (A.P.E.)	Score	Semester Credits	Hour	Grade
BIOLOGY	4	BIOL 1406		A
CALCULUS-AB	4 or 5	MATH 2413		A
CALCULUS-BC	3	MATH 2413		A
CALCULUS-BC	4 or 5	MATH 2413-14		A
CHEMISTRY	3	CHEM 1311 CHEM 1111		B
CHEMISTRY	4	CHEM 1311 CHEM 1111		A, B
CHEMISTRY	5	CHEM 1311-12 CHEM 1111-12		A, A
ENGLISH	4	ENGL 1301-2		A, B
ENGLISH	5	ENGL 1301-2		A, A
HISTORY	3	HIST 1301		B
HISTORY	4	HIST 1301-2		A, B
HISTORY	5	HIST 1301-2		A, A
PHYSICS-B	4	PHYS 1401		A, B
PHYSICS-B	5	PHYS 1401-2		A, A
SPANISH	4	SPAN 1411		A, B
SPANISH	5	SPAN 1411-12		A, A

Ninety Minute English Composition	Score	Semester Hours Credit	Grade
ENGL 1301	521-565	3	B
ENGL 1301	566-610	3	A

CEEB – SAT (English)			
ENGL 1301	575-600	3	B
ENGL 1301	601-625	3	A
ENGL 1301 & 1302	626-675	6	A, B
ENGL 1301 & 1302	676-800	6	A, A

<sup>7</sup> 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

SUBJECT - SWTJC COURSE	A	B	C
INTRODUCTORY ACCOUNTING - ACCT 2301	59	52	47
AMERICAN GOVERNMENT - GOVT 2302	58	55	47
AMERICAN HISTORY - HIST 1301	59	53	46
AMERICAN LITERATURE - ENGL 2327	57	50	46
BIOLOGY - BIOL 1406	61	53	49
GENERAL CHEMISTRY - CHEM 1311/1111	65	53	48
FRESHMAN ENGLISH - ENGL 1301	62	55	50
GENERAL PSYCHOLOGY - PSYC 2301	55	51	47
COLLEGE SPANISH I & II - SPAN 1411-12	60	55	50
INTRODUCTORY SOCIOLOGY - SOCI 1301	65	55	47
TRIGONOMETRY - MATH 1316	62	55	49
WESTERN CIVILIZATION - HIST 2311	63	56	50

### 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

IBD SUBJECT AREA	IBL SCORE	SWTJC COURSE	SEH
MATHEMATICS			
MATHEMATICS (HL)	4 or higher	MATH 1314 & 1316	6
MATHEMATICS WITH FURTHER MATHEMATICS	4 or higher	MATH 1314, 1316, & 2342	9
MATHEMATICAL METHODS	4 or higher	MATH 2413	4
MATHEMATICAL STUDIES	4 or higher	MATH 1325	5
MODERN LANGUAGES			
LANGUAGE A1 OR A2 (SL)			
SPANISH	4 or higher	SPAN 1411 & 1412	8
LANGUAGE A1 OR A2 (HL)			
SPANISH	4 or higher	SPAN 1411, 1412, 2311, & 2312	14
LANGUAGE B (SL)			
SPANISH	4 or higher	SPAN 1411 & 1412	8
LANGUAGE B (HL)			

SPANISH	4 or higher	SPAN 1411, 1412, 2311, & 2312	14
LANGUAGE AB INTIC			
SPANISH	4 or higher	SPAN 1411	4
MUSIC	4 or higher	MUSI 1306	5
PHILOSOPHY	4 or higher	PHIL 1301	3
PHYSICS (SL)	4 or higher	PHYS 1401	4
PHYSICS (HL)	4 or higher	PHYS 1401 & 1402	8
PSYCHOLOGY	4 or higher	PSYC 2301	5
SOCIOLOGY	4 or higher	SOCI 2301	3
SOCIAL AND CULTURAL ANTHROPOLOGY	4 or higher	ANTH 2346	3
THEATER ARTS	4 or higher	DRAM 1310	5

## 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 Tech Prep program in their catalog. This is a recommended preparation for high school students entering transfer technical and Tech Prep degree programs.

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

COLLEGE PREPARATION PROGRAM ADDITIONAL COURSE WORK*		
19 tac, chapter 75 courses	ADDITIONAL CR.	COURSES
ELECTIVES	2 ½	
ENGLISH/LANGUAGE ARTS		College Board Advanced Placement English Literature & Literature & Composition could be substituted for English IV
FINE ARTS	2	
MATHEMATICS	1	Algebra II & Pre-Calculus or Trigonometry & either Elementary Analysis or Analytic Geometry
SCIENCE	1	Physical Science, Biology I & II, Chemistry I & II, or Physics I & II
SPECIALTY	N/A	N/A
TOTAL	24 ½	* Endorsed by the Texas Higher Education Coordinating Board 01/31/92



**TECHNICAL PREPARATION (TECH PREP) PROGRAM**  
**ADDITIONAL COURSE WORK\***

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

**TECH PREP ADVANCED PLACEMENT**

A registered Tech Prep student who completes the first year of a SWTJC Tech Prep 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 Tech Prep 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 Dean of Instructional Services or the Technical Education 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 Tech Prep 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.

Certification/Licensure	Examination Score	Grade Equivalent	Course(s)
County Correctional Officer (Jail Guard)	Not Applicable	B or Articulated Course Grade Whichever is greater	CJCR 1300



### Scholastic Probation

Scholastic probation is an emphatic warning that the quality of the student's work has not met the minimum scholastic standards, and that the quality must improve during the probationary semester in order for the student to continue at SWTJC. A student will be placed on scholastic probation at the end of any semester if the cumulative overall GPA is less than 2.00. When the student's cumulative overall GPA is 2.00 or higher, that student will be removed from scholastic probation. A student on scholastic probation may register as long as they achieve a 2.00 each semester. This will be based on the overall GPA.

Students on probation will be limited to enrolling in no more than 12 semester credit hours during a regular term and 6 semester credit hours during a summer term. In addition, the following enrollment priorities will be followed in the order given:

1. Course(s) in all developmental education areas where liable
2. College Success Skills if Orientation or College Success Skills not completed successfully (grade of A, B, C, or P).
3. Previously taken course(s) not completed successfully (grade of A, B, or C).
4. Other courses within the student's degree plan.

Requests for exceptions must be made in writing and approved by the relevant appeals committee.

### Scholastic Suspension

Students who fail to achieve a GPA of at least 2.00 during any term while on scholastic probation will be placed on scholastic suspension. These students will not be permitted to re-enroll until one fall or spring semester has elapsed; however, they may attend summer school. Students may then return and continue their studies. Students re-enrolling after a lapse due to scholastic suspension will automatically be placed on scholastic probation. This will be based on the SWTJC GPA.

Students on suspension will be limited to enrolling in no more than 6 semester credit hours during a regular or summer term. In addition, the following enrollment priorities will be followed in the order given:

1. Course(s) in all developmental education areas where liable.
2. College Success Skills if Orientation or College Success Skills not completed successfully (grade of A, B, C, or P).
3. Previously taken course(s) not completed successfully (grade of A, B, or C).
4. Other courses within the student's degree plan.

Requests for exceptions must be made in writing and approved by the relevant appeals committee.

### **GRADE POINT AVERAGES USED AT SOUTHWEST TEXAS JUNIOR COLLEGE** **Courses Used**

<b>GPA</b>	<b>SWTJC Academic</b>	<b>SWTJC Developmental</b>	<b>Transfer Academic</b>	<b>Transfer Developmental</b>
Overall	Yes	Yes	Yes	Yes
SWTJC	Yes	Yes	No	No
College Level Course	Yes	No	Yes	No

All above GPA's may be either term or cumulative  
Cumulative – includes all semesters

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 80<sup>th</sup> 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 Dean of Instructional Services.

### **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



# TUITION AND FEE SCHEDULES PER SEMESTER

IN-DISTRICT							OUT-OF DISTRICT							
Hours	Tuition	Registration Fee	Building Use Tuition**	Technology Fee	Campus Access Fee	Total**	Hours	Tuition	Out of District Fee	Registration Fee	Building Use Tuition**	Technology Fee	Campus Access Fee	Total*
1	\$165.00	\$24.75	\$18.75	\$5.00	\$5.00	\$218.50	1	\$165.00	145.50	\$24.75	\$18.75	\$5.00	\$5.00	364.00
2	165.00	24.75	18.75	10.00	5.00	223.50	2	165.00	145.50	24.75	18.75	10.00	5.00	369.00
3	165.00	24.75	18.75	15.00	5.00	228.50	3	165.00	145.50	24.75	18.75	15.00	5.00	374.00
4	220.00	33.00	25.00	20.00	5.00	303.00	4	220.00	194.00	33.00	25.00	20.00	5.00	497.00
5	275.00	41.25	31.25	25.00	5.00	377.50	5	275.00	242.50	41.25	31.25	25.00	5.00	620.00
6	330.00	49.50	37.50	30.00	6.00	453.00	6	330.00	291.00	49.50	37.50	30.00	6.00	744.00
7	385.00	57.75	43.75	35.00	7.00	528.50	7	385.00	339.50	57.75	43.75	35.00	7.00	868.00
8	440.00	66.00	50.00	40.00	8.00	604.00	8	440.00	388.00	66.00	50.00	40.00	8.00	992.00
9	495.00	74.25	56.25	45.00	9.00	679.50	9	495.00	436.50	74.25	56.25	45.00	9.00	1116.00
10	550.00	82.50	62.50	50.00	10.00	755.00	10	550.00	485.00	82.50	62.50	50.00	10.00	1240.00
11	605.00	90.75	68.75	55.00	11.00	830.50	11	605.00	533.50	90.75	68.75	55.00	11.00	1364.00
12	660.00	99.00	75.00	60.00	12.00	906.00	12	660.00	582.00	99.00	75.00	60.00	12.00	1488.00
13	715.00	107.25	81.25	65.00	13.00	981.50	13	715.00	630.50	107.25	81.25	65.00	13.00	1612.00
14	770.00	115.50	87.50	70.00	14.00	1,057.00	14	770.00	679.00	115.50	87.50	70.00	14.00	1736.00
15	825.00	123.75	93.75	75.00	15.00	1132.50	15	825.00	727.50	123.75	93.75	75.00	15.00	1860.00
16	880.00	123.75	100.00	80.00	16.00	1199.75	16	880.00	776.00	123.75	100.00	80.00	16.00	1975.75
17	935.00	123.75	106.25	85.00	17.00	1267.00	17	935.00	824.50	123.75	106.25	85.00	17.00	2091.50
18	990.00	123.75	112.50	90.00	18.00	1334.25	18	990.00	873.00	123.75	112.50	90.00	18.00	2207.25
19	1045.00	123.75	118.75	95.00	19.00	1401.50	19	1045.00	921.50	123.75	118.75	95.00	19.00	2323.00
20	1100.00	123.75	125.00	100.00	20.00	1468.75	20	1100.00	970.00	123.75	125.00	100.00	20.00	2438.75

NOTES:

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

\*\* Students enrolling for courses offered at off-campus locations are assessed off-campus tuition of \$10.25 per semester hour, with a minimum of \$30.75.

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

IN-DISTRICT, OFF-CAMPUS							OUT-OF-DISTRICT, OFF-CAMPUS							
Hours	Tuition	Registration Fee	Off-Campus Tuition	Technology Fee	Campus Access Fee	Total**	Hours	Tuition	Out of District Fee	Registration Fee	Off-Campus Tuition	Technology Fee	Campus Access Fee	Total*
1	\$165.00	\$24.75	\$30.75	\$5.00	\$5.00	230.50	1	\$165.00	145.50	\$24.75	\$30.75	\$5.00	\$5.00	376.00
2	165.00	24.75	30.75	10.00	5.00	235.50	2	165.00	145.50	24.75	30.75	10.00	5.00	381.00
3	165.00	24.75	30.75	15.00	5.00	240.50	3	165.00	145.50	24.75	30.75	15.00	5.00	386.00
4	220.00	33.00	41.00	20.00	5.00	319.00	4	220.00	194.00	33.00	41.00	20.00	5.00	513.00
5	275.00	41.25	51.25	25.00	5.00	397.50	5	275.00	242.50	41.25	51.25	25.00	5.00	640.00
6	330.00	49.50	61.50	30.00	6.00	477.00	6	330.00	291.00	49.50	61.50	30.00	6.00	768.00
7	385.00	57.75	71.75	35.00	7.00	556.50	7	385.00	339.50	57.75	71.75	35.00	7.00	896.00
8	440.00	66.00	82.00	40.00	8.00	636.00	8	440.00	388.00	66.00	82.00	40.00	8.00	1024.00
9	495.00	74.25	92.25	45.00	9.00	715.50	9	495.00	436.50	74.25	92.25	45.00	9.00	1152.00
10	550.00	82.50	102.50	50.00	10.00	795.00	10	550.00	485.00	82.50	102.50	50.00	10.00	1280.00
11	605.00	90.75	112.75	55.00	11.00	874.50	11	605.00	533.50	90.75	112.75	55.00	11.00	1408.00
12	660.00	99.00	123.00	60.00	12.00	954.00	12	660.00	582.00	99.00	123.00	60.00	12.00	1536.00
13	715.00	107.25	133.25	65.00	13.00	1033.50	13	715.00	630.50	107.25	133.25	65.00	13.00	1664.00
14	770.00	115.50	143.50	70.00	14.00	1113.00	14	770.00	679.00	115.50	143.50	70.00	14.00	1792.00
15	825.00	123.75	153.75	75.00	15.00	1192.50	15	825.00	727.50	123.75	153.75	75.00	15.00	1920.00
16	880.00	123.75	164.00	80.00	16.00	1263.75	16	880.00	776.00	123.75	164.00	80.00	16.00	2039.75
17	935.00	123.75	174.25	85.00	17.00	1335.00	17	935.00	824.50	123.75	174.25	85.00	17.00	2159.50
18	990.00	123.75	184.50	90.00	18.00	1406.25	18	990.00	873.00	123.75	184.50	90.00	18.00	2279.25
19	1045.00	123.75	194.75	95.00	19.00	1477.50	19	1045.00	921.50	123.75	194.75	95.00	19.00	2399.00
20	1100.00	123.75	205.00	100.00	20.00	1548.75	20	1100.00	970.00	123.75	205.00	100.00	20.00	2518.75

NOTES:

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

\*\* Students enrolling for courses offered at off-campus locations are assessed off-campus tuition of \$10.25 per semester hour, with a minimum of \$30.75

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

<b>NON-RESIDENT (OUT OF STATE &amp; FOREIGN STUDENTS)</b>								<b>DEL RIO &amp; EAGLE PASS</b>								
Hours	Tuition	Registration Fee	Building Use Tuition**	Off Campus Tuition	Technology Fee	Campus Access Fee	Total	Hours	Tuition	Out of District Fee	Building Use Tuition**	Registration Fee	Off Campus Tuition	Technology Fee	Campus Access Fee	Total
1	360.00	\$24.75	\$18.75	\$30.75	\$5.00	\$5.00	444.25	1	\$165.00	145.50	\$18.75	\$24.75	\$30.75	\$5.00	\$5.00	394.75
2	360	24.75	18.75	30.75	10.00	5.00	449.25	2	165.00	145.50	18.75	24.75	30.75	10.00	5.00	399.75
3	360	24.75	18.75	30.75	15.00	5.00	454.25	3	165.00	145.50	18.75	24.75	30.75	15.00	5.00	404.75
4	480	33.00	25.00	41.00	20.00	5.00	604.00	4	220.00	194.00	25.00	33.00	41.00	20.00	5.00	538.00
5	600	41.25	31.25	51.25	25.00	5.00	753.75	5	275.00	242.50	31.25	41.25	51.25	25.00	5.00	671.25
6	720	49.50	37.50	61.50	30.00	6.00	904.50	6	330.00	291.00	37.50	49.50	61.50	30.00	6.00	805.50
7	840	57.75	43.75	71.75	35.00	7.00	1055.25	7	385.00	339.50	43.75	57.75	71.75	35.00	7.00	939.75
8	960	66.00	50.00	82.00	40.00	8.00	1206.00	8	440.00	388.00	50.00	66.00	82.00	40.00	8.00	1074
9	1080	74.25	56.25	92.25	45.00	9.00	1356.75	9	495.00	436.50	56.25	74.25	92.25	45.00	9.00	1208.25
10	1200	82.50	62.50	102.50	50.00	10.00	1507.50	10	550.00	485.00	62.50	82.50	102.50	50.00	10.00	1342.50
11	1320	90.75	68.75	112.75	55.00	11.00	1658.25	11	605.00	533.50	68.75	90.75	112.75	55.00	11.00	1476.75
12	1440	99.00	75.00	123.00	60.00	12.00	1809.00	12	660.00	582.00	75.00	99.00	123.00	60.00	12.00	1611
13	1560	107.25	81.25	133.25	65.00	13.00	1959.75	13	715.00	630.50	81.25	107.25	133.25	65.00	13.00	1745.25
14	1680	115.50	87.50	143.50	70.00	14.00	2110.50	14	770.00	679.00	87.50	115.50	143.50	70.00	14.00	1879.50
15	1800	123.75	93.75	153.75	75.00	15.00	2261.25	15	825.00	727.50	93.75	123.75	153.75	75.00	15.00	2013.75
16	1920	123.75	100.00	164.00	80.00	16.00	2403.75	16	880.00	776.00	100.00	123.75	164.00	80.00	16.00	2139.75
17	2040	123.75	106.25	174.25	85.00	17.00	2546.25	17	935.00	824.50	106.25	123.75	174.25	85.00	17.00	2265.75
18	2160	123.75	112.50	184.50	90.00	18.00	2688.75	18	990.00	873.00	112.50	123.75	184.50	90.00	18.00	2391.75
19	2280	123.75	118.75	194.75	95.00	19.00	2831.25	19	1045.00	921.50	118.75	123.75	194.75	95.00	19.00	2517.75
20	2400	123.75	125.00	205.00	100.00	20.00	2973.75	20	1100.00	970.00	125.00	123.75	205.00	100.00	20.00	2643.75

NOTES:

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

\*\* Students enrolling for courses offered at off-campus locations are assessed off-campus tuition of \$10.25 per semester hour, with a minimum of \$30.75

**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

	AMOUNT
Registration Fee -- \$ 8.25 per semester hour <i>(The registration fee includes all library and activity fees)</i>	\$ 24.75 minimum \$ 123.75 maximum
Building Use Tuition -- per semester hour	\$6.25/sem. hr.
Internet Fee	\$30.00
Change of Schedule - this fee is waived by the Registrar if the schedule change is made or recommended by the college	\$ 3.00
Graduation Tuition <i>(Cap, gown &amp; diploma)</i>	<del>\$ 50.00</del>
Diploma Only	\$13.00
Diploma Cover	\$9.50
Ceremony Late Fee	\$5.00
Late Registration Fee	\$ 24.00
<del>Reinstatement Fee</del>	<del>\$200.00</del>
<del>Repeated Course Fee <i>(applies to the third and subsequent time a course is attempted)</i></del>	<del>\$300.00</del>
Off-Campus Tuition -- per semester hour	\$ 10.25/sem. hr.
Out-of-District Tuition -- per semester hour	<del>\$ 48.50/sem. hr.</del>
Technology Fee -- per semester hour	\$5.00
Bad Check Fee -- per insufficient funds check returned to the college	\$ 25.00
Health Fee -- required from all day students attending the Uvalde campus	\$ 13.00
ID - Meal Ticket Replacement Fee	\$ 5.25
<del>ID - Student ID Fee</del>	<del>\$ 10.00</del>
Campus Access Fee -- \$1.00 per semester hour	\$5.00 minimum
Additional Parking Decal	\$ 5.00
Physical Education Fee	\$24.00
KINE ( <i>Outdoor Activity</i> )	\$50.00
Supply Fees-- Welding	\$24.00
Laboratory Fees -- See Course Description section of the catalog for assessment of lab fees per course.	
Cooperative Education Fees -- See Course Description section of the catalog for assessment of coop fees per course.	
Insurance Fee -- CDEC 1281, 2280, 2281 .....	\$14.50
ABDR 2280, AUMT 2280, CJSA 1282, 2282, 2283, DEMR 2281, HART 2280, WMG 1164, WMG 2164 .....	\$50.00
CSME 1401 Insurance & TCC Permit.....	\$50.00
RADR 1160, 2460 .....	\$14.50
RNSG 2260 .....	\$24.00
VNSG 1360 .....	\$14.50 (Fall sem. only)
WLGD 1435 .....	\$24.00
Testing and Remediation Fee:	
RNSG 1227 .....	\$250.00
RNSG 2260 .....	\$134.00
RNSG 2361 .....	\$109.00
RNSG 2362 .....	\$359.00
VNSG 1360 .....	<del>\$349.50</del> (Fall)
VNSG 1561 .....	<del>\$321.50</del> (Spring)
VCT Fee:	
See VCT Coordinator for specific course fee	\$50.00 - \$350.00
Allied Health Fee	\$300.00

## **WHEN DO I APPLY?**

FAFSA Applications should be filed sometime after January 1<sup>st</sup>. 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](http://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.



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

## **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](http://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 through 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 through 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.collegeforalltexas.com](http://www.collegeforalltexas.com) for a complete list of exemption programs available to Texas residents <http://www.collegeforalltexas.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)

Attempted Semester Hours	<b>67%</b> Rule	Earned Semester Hours Must Be > or =
16 Credit Hours	<b>67%</b>	11
15 Credit Hours	<b>67%</b>	10
14 Credit Hours	<b>67%</b>	9
13 Credit Hours	<b>67%</b>	9
12 Credit Hours	<b>67%</b>	8
11 Credit Hours	<b>67%</b>	7
10 Credit Hours	<b>67%</b>	7
9 Credit Hours	<b>67%</b>	6
8 Credit Hours	<b>67%</b>	5
7 Credit Hours	<b>67%</b>	5
6 Credit Hours	<b>67%</b>	4
5 Credit Hours	<b>67%</b>	3
4 Credit Hours	<b>67%</b>	3
3 Credit Hours	<b>67%</b>	2
2 Credit Hours	<b>67%</b>	1

#### **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 a 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 this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at 830-591-7343, and the Business's Office may be reached at 830-591-7365.

### 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](mailto: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 [dcshep@pearson.com](mailto:dcshep@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



## **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 amount 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;
2. Must have an “A” (90-100) average upon graduation of the vocational nursing program.

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.us/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 our Dean of Students.

### 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 Will C. Miller Memorial Library in Uvalde houses more than 40,000 volumes, maintains subscriptions to over 250 periodicals and 18 newspapers, and provides online databases, most with full text articles. The libraries in Del Rio, Eagle Pass, and Uvalde have access to these databases and provide computers for Internet access and word processing programs.

SWTJC students at Del Rio and Eagle Pass have access to the larger book collection in Uvalde through the online catalog. Requests for materials can be made online with the requested items delivered usually within two days.

Interlibrary loan arrangements with the San Antonio Library System allow students and faculty access to materials which are not owned by the Will C. Miller Memorial Library through other academic and public libraries. This service is offered at no cost. Allow two to three weeks for materials requested through interlibrary loan.

Valid updated SWTJC student 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.cc.tx.us](mailto:library@swtjc.cc.tx.us) or call (830) 591-7367. Database passwords for off-campus users are available to currently enrolled students.

### Library Hours

#### Uvalde and Del Rio

Monday – Thursday 7:30 a.m. – 9:30 p.m.	Friday 7:30 a.m. – 3:30 p.m.	Sunday 2:00 – 6:00 p.m.
--	---------------------------------	----------------------------

#### Eagle Pass

Monday – Thursday 8:00 a.m. – 9:30 p.m.	Friday 8:00 a.m. – 4:00 p.m.	Saturday 10:00 a.m. – 4:00 p.m.
--	---------------------------------	------------------------------------

### SWTJC ID Cards

Valid updated SWTJC student ID cards are required when using the Library, Gym, Cafeteria, Bookstore and Business Office.

SWTJC ID cards are made at all three campus libraries for students, faculty, part-time faculty (adjunct), and staff. The first ID is free and is updated each semester in the library by showing the registration receipt. Replacement IDs can be obtained with a registration receipt for \$10.00. IDs are valid for as long as the student is enrolled at SWTJC. **If a student withdraws from SWTJC the ID must be returned to the library.**

### 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.



## 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 2417	Wireless Security Development
ITNW 1391	Special Topic: Implementing and Supporting 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

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100★	New Student Orientation		CSME 2310	Advanced Haircutting and Related Theory .....	3
or			CSME 1453	Chemical Reformation and Related Theory .....	4
COLS 0300	College Success Skills		CSME 2401	Principles of Hair Coloring and Related Theory .....	4
CSME 1401	Orientation to Cosmetology.....	4	CSME 2439	Advanced Hair Design.....	4
CSME 1405	Fundamentals of Cosmetology .....	4			
CSME 1443	Manicuring and Related Theory .....	4		Total.....	15
CSME 1248	Principles of Skin Care.....	2			
CSME 1310	Introduction to Haircutting and Related Theory .....	3			
	Total .....	17			

Summer Session	<u>Credit</u>	
CSME 2337	Advanced Cosmetology Techniques .....	3
CSME 2343	Salon Development .....	3
CSME 2441 <sup>1</sup>	Preparation for State Licensing Examination ...	4
	<b>Total .....</b>	<b>10</b>
		Total Hours for Cosmetology Certificate ..... 42

Notes: 1 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 .....	\$375
Books .....	\$283
Uniform Smock.....	\$35
Nail Kit.....	\$55
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**

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100★	New Student Orientation		CSME 2415	Cosmetology Instructor III.....	4
or			CSME 2444	Cosmetology Instructor IV.....	4
COLS 0300	College Success Skills		CSME 2445 <sup>1</sup>	Instructional Theory and Clinic Operation.....	4
CSME 1435	Orientation to the Instruction of Cosmetology .....	4		Total.....	12
CSME 1434	Cosmetology Instructor I.....	4		Total Hours for	
CSME 2414	Cosmetology Instructor II.....	4		Instructor's Certificate .....	24
	Total .....	12			

Notes: 1 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 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)

TDLR Permit.....	\$25
Equipment .....	\$125
Books.....	\$186
Uniforms.....	\$35
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 two options. The first option, the *Basic Peace Officer* option, 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* option, is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Correctional Systems. Criminal Justice is a Tech Prep 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

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100★	New Student Orientation		CRIJ 1306	Court Systems and Practices .....	3
or			CJLE 1303	Basic Telecommunication Certification .....	3
COLS 0300	College Success Skills		CJSA 1282 <sup>2</sup>	Cooperative Education – Criminal Justice/ Safety Studies .....	2
POFT 1329 <sup>1</sup>	Beginning Keyboarding		GOVT 2302	American Government II .....	3
CRIJ 1313	Juvenile Justice System .....	3	CRIJ 2314	Criminal Investigation .....	3
CRIJ 1301	Introduction to Criminal Justice .....	3	CJCR 1300	Basic Jail Course .....	3
CRIJ 1307	Crime in America .....	3			
CJSA 1351	Use of Force .....	3			
ITSC 1301	Introduction to Computers .....	3		Total .....	17
ELECCTIVE	Humanities and Fine Arts .....	3		Total Hours for Certificate .....	35
	Total .....	18			

- 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.
- ★ 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

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	3
Total General Education Courses .....	15
Technical Education Courses .....	39 - 54
Basic Use of Computers .....	3
Total Credit Hours for A.A.S. ....	57-72

### Program of Study

The Criminal Justice program provides two options for the A.A.S. degree: namely the Basic Peace Officer Option and the Corrections 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

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100★	New Student Orientation		CRIJ 1306	Court Systems and Practices .....	3
or			CJLE 1303	Basic Telecommunication Certification .....	3
COLS 0300	College Success Skills		CJSA1282	Cooperative Education – Criminal Justice/Safety Studies .....	2
POFT 1329 <sup>1</sup>	Beginning Keyboarding		GOVT 2302	American Government II .....	3
CRIJ 1313	Juvenile Justice System .....	3	CRIJ 2314	Criminal Investigation .....	3
CRIJ 1301	Introduction to Criminal Justice .....	3	CJCR 1300	Basic Jail Course .....	3
CRIJ 1307	Crime in America .....	3			
CJSA 1351	Use of Force .....	3		Total .....	17
ITSC 1301	Introduction to Computers .....	3			
ELECTIVE	Humanities and Fine Arts .....	3			
	Total .....	18			

**Forensic Science Option**

**FIRST YEAR**

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100*	New Student Orientation		CRJ 1306	Court Systems and Practices	3
or			CJLE 1303	Basic Telecommunication Certification	3
COLS 0300	College Success Skills		CJSA1282	Cooperative Education – Criminal Justice/Safety Studies	2
POFT 1329 <sup>1</sup>	Beginning Keyboarding		GOVT 2302	American Government II	3
CRJ 1313	Juvenile Justice System	3	CRJ 2314	Criminal Investigation	3
CRJ 1301	Introduction to Criminal Justice	3	CJCR 1300	Basic Jail Course	3
CRJ 1307	Crime in America	3			
CJSA 1351	Use of Force	3			
ITSC 1301	Introduction to Computers	3			
ELECTIVE	Humanities and Fine Arts	3			
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>17</b>

**SECOND YEAR**

Fall Semester		Credit	Spring Semester		Credit
CRJ 2328	Police Systems and Practices	3	CJSA 2323 <sup>2</sup>	Criminalistics II	3
CRJ 2323	Legal Aspects of Law Enforcement	3	FORS 2450	Introduction to Forensic Psychology	4
CJSA 2282	Cooperative Education – Criminal Justice/Safety Studies	2	MATH 1332	Contemporary Mathematics I	3
FORS 2440	Introduction to Forensic Science	4	SPCH 1321	Business and Professional Communication	3
CJSA 1308	Criminalistics I	3			
PSYC 2301	General Psychology	3			
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>13</b>
				<b>Total Credit Hours for A.A.S.</b>	<b>66</b>

- 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
- \* 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

**Tech Prep Students**

Registered Tech Prep students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- CJSA 1322 for CRIJ 1301 Introduction to Criminal Justice
- CJSA 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**



## 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, CJLE 1524, and CJLE 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

**RADIOLOGIC TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses:		<u>Credit</u>
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	11	
Other	3	
Total General Education Courses .....		20
Technical Education Courses .....		52
Total Credit Hours for A.A.S. ....		72

**Program of Study**

Prerequisites

ORIE 0100★	New Student Orientation	
or		
COLS 0300	College Success Skills	
BIOL 2401 <sup>1</sup>	Anatomy & Physiology I.....	4
BIOL 2402 <sup>1</sup>	Anatomy & Physiology II .....	4
PSYC 2314 <sup>1</sup>	Lifespan Growth & Development .....	3
Total .....		11

**FIRST YEAR**

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
RADR 1311 Basic Radiographic Procedures .....	3	RADR 2301 Intermediate Radiographic Procedures .....	3
RADR 1409 Intro. to Radiography and Patient Care .....	4	RADR 2313 Radiant Biology and Protection .....	3
RADR 2309 Radiographic Imaging Equipment.....	3	RADR 1360 Clinical-Radiologic Technology/ Science – Radiographer .....	3
RADR 1160 Clinical – Radiologic Technology/ Science - Radiographer .....	1	RADR 1213 Principles of Radiographic Imaging I .....	2
MATH 1314 College Algebra .....	3	ENGL 1301 Composition I .....	3
		ELECTIVE Humanities and Fine Arts .....	3
Total .....	14	Total .....	17

**SECOND YEAR**

Summer Session I	<u>Credit</u>	Summer Session II	<u>Credit</u>
RADR 1361 Clinical – Radiologic Technology/ Science –Radiographer .....	3	RADR 1362 Clinical – Radiologic Technology/ Science/Radiographer .....	3
Total .....	3	Total .....	3



Fall Semester		Credit	Spring Semester		Credit
RADR 2460	Clinical – Radiologic Technology/Science – Radiographer .....	4	RADR 2461	Clinical – Radiologic Technology/ Science – Radiographer .....	4
RADR 2331	Advanced Radiographic Procedures .....	3	RADR 2235 <sup>2</sup>	Radiologic Technology Seminar .....	2
RADR 2305	Principles of Radiographic Imaging II .....	3	RADR 2233	Advanced Medical Imaging .....	2
RADR 2236	Special Patient Applications .....	2	RADR 2240	Sectional Anatomy .....	2
			RADR 2217	Radiographic Pathology .....	2
	Total .....	12		Total .....	12
				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.  
★ 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.swjtc.edu](http://www.swjtc.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. Complete the ATI LVN Step Test and the Anatomy and Physiology Exam that will provide additional information for admission selection
12. Criminal Background Check
13. Current Basic Cardiac Life Support (BCLS)
14. Current immunizations including Hepatitis B Series
15. Health report from primary care giver and recommendation from physician or accredited health provider
16. Negative tuberculin screen or chest x-ray
17. Negative drug urine screen
18. Liability Insurance
19. Work experience as an LVN
20. Additional forms and tests may be requested of applicants to identify students at risk that may need additional assistance throughout the program.

**REGISTERED NURSE (LVN to RN Transition Program)  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses:	<u>Credit</u>
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses .....	24
Technical Education Courses (Nursing) .....	40
LVN Licensure Advanced Placement Credit Hours <sup>1</sup> .....	6
<b>Total Credit Hours for A.A.S. ....</b>	<b>70</b>

**Program of**

**Study**

Prior Semesters	<u>Credit</u>
ORIE 0100 <sup>π</sup> New Student Orientation	
or	
COLS 0300 College Success Skills	
BIOL 2401 <sup>2</sup> Anatomy & Physiology I.....	4
PSYC 2301 <sup>2</sup> General Psychology.....	3
BIOL 2402 <sup>2</sup> Anatomy & Physiology II .....	4
PSYC 2314 <sup>2</sup> Lifespan Growth & Development .....	3
BIOL 2421 <sup>2</sup> Microbiology for Science Majors.....	4
ENGL 1301 <sup>2</sup> Composition I.....	3
PHIL 2306 <sup>2,3</sup> Introduction to Ethics	
or	
HUMA 1301 Introduction to Humanities.....	3
RNSG 1311 <sup>7</sup> Nursing Pathophysiology .....	3
<b>Total .....</b>	<b>27</b>

Advanced Placement Credit Courses	<u>Credit</u>
RNSG 1205 Nursing Skills I.....	2
RNSG 1413 Foundations for Nursing Practice.....	4
LVN Advanced Placement Credit Hours <sup>1</sup> .....	6

Summer Session I	<u>Credit</u>
RNSG 1201 Pharmacology.....	2
RNSG 1227 Transition from Vocational to Prof. Nursing .....	2
RNSG 1244 Nursing Skills II .....	2
<b>Total .....</b>	<b>6</b>

Summer Session II	<u>Credit</u>
RNSG 1248 Concepts of Clinical Decision-Making .....	2
RNSG 2213 Mental Health Nursing.....	2
RNSG 2260 Clinical – Nursing – RN Training / Mental Health.....	2
<b>Total .....</b>	<b>6</b>

Fall Semester	<u>Credit</u>
RNSG 2331 Advanced Concepts of Adult Health .....	3
RNSG 2361 Clinical – Nursing - RN Training/ Adv. Concepts of Adult Health.....	3
RNSG 1343 Complex Concepts of Adult Health.....	3
RNSG 2360 Clinical – Nursing – RN Training/ Complex Concepts of Adult Health .....	3
<b>Total .....</b>	<b>12</b>

Spring Semester	<u>Credit</u>
RNSG 2201 Care of Children and Families .....	2
RNSG 2362 <sup>3</sup> Clinical – Nursing -RN Training/ Care of Children and Families .....	3
RNSG 2308 Maternal/Newborn Nursing and Women's Health.....	3
RNSG 2363 Clinical –RN Training – Maternal/Newborn Nursing and Women's Health .....	3
RNSG 2221 <sup>4</sup> Management of Client Care .....	2
<b>Total .....</b>	<b>13</b>

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  
 ★ All students are required to complete ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.



## Tuition and Fees

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 .....	\$25.00
2. LVN Step Examination .....	\$18.00
3. Anatomy & Physiology Assessment Examination .....	\$18.00
4. Criminal Background Check.....	\$49.50
5. Required Physical Examination .....	\$80 - 100.00
6. Immunizations (Hepatitis B series) .....	\$80.00
7. Drug Screen.....	\$60.00
8. Uniforms (ordered through nursing department).....	\$150.00
9. White Lab Coat .....	\$30.00
10. White shoes, scrubs .....	\$100.00
11. School Patch (available at bookstore) each .....	\$5.00
12. Textbooks.....	\$300.00
13. Nursing Equipment (stethoscope, bandage scissors, hemostats, penlight, calculator, watch with second hand) .....	\$150.00
14. Liability Insurance.....	\$24.00
15. Post-course ATI examination .....	\$134.00
<b>Total.....</b>	<b>\$1,243.50</b>

### Fall Semester:

1. Post-course ATI examination.....	\$109.00
2. SNA Dues .....	\$100.00
3. Textbooks.....	\$300.00
4. Allied Health Surcharge .....	\$300.00
<b>Total.....</b>	<b>\$809.00</b>

### Spring Semester:

1. Post-course ATI Examination & Final Assessment .....	\$359.00
2. Textbooks.....	\$400.00
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
<b>Total .....</b>	<b>\$1,474.00</b>

**Approximate Total (without tuition)..... \$3,526.50**

## 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](http://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.



## 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 clients, families, and communities with commonly occurring health needs throughout the life span.
4. Demonstrate therapeutic communication skills while interacting with clients, families, communities, and members of the interdisciplinary healthcare team.
5. Demonstrate caring behaviors and respect for humans in meeting the needs of clients.
6. Implement a teaching plan for clients 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 clients.
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.ibtfingerprint.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 to the student (clear background check, positive background check and request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

**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 \$800.00
- 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 ..... \$349.50

**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 ..... \$321.50

**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.



week. TSI Requirement: M1; R2; W2. Prerequisite: WMG1 1305, WMG1 1310, WMG1 1300, AGRI 1309. Lab Fee: \$24

**ANTH 2346 - General Anthropology - 3 sem. hrs. (3-0-0) 4502015125**

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archaeology, linguistics, and ethnology. An introduction to the working principles in the field of anthropology. Brief attention is given to physical anthropology, linguistics and archeology, while the major emphasis is placed on comparative or cultural anthropology, including attention to institutions of family, religion, social order, diet, kinship, role, and status distinction, art and crafts, and subsistence. Reference is given to prehistoric and preliterate peoples, the Native Americans and the impact of modern western technology on primitive and modern peoples. Three lecture hours per week. TSI Requirement: M1; R2, R3C; W2. Prerequisite: None.

**ARTS 1301 - Art Appreciation - 3 sem. hrs. (3-0-0) 5007035126**

Exploration of purposes and processes in the visual arts including evaluation of selected works. Three lecture hours per week. TSI Requirement: M1; R2; W2. Prerequisite: None

**ARTS 1303 - 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 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 1311 - Design I - 3 sem. hrs. (3-3-0) 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. (3-3-0) 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. (3-3-0) 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



representative plants are studied. Emphasis is 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. A study of the principles of zoology. This course also includes a study of the classification, structure, body functions, distribution, and ecology of animals with special emphasis on man. 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. This course treats the classification and identification of the flowering plants. 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 to be offered each spring semester. This course 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. A study of the structure and function of the major organs and systems of the body and their relationship to health and disease. 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 1413 or equivalent course or approval of instructor. 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. A study of the structure and function of the major organs and systems of the body and their relationship to health and disease. 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. A general course 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 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. 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 1411 and 1413 or equivalent courses. CHEM 1311-1312 or approval of instructor. 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)**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. Three lecture hours per week. TSI Requirement: M1; R2; W1. Prerequisite: None.

**BMGT 1307 - High Performance Work Teams  
3 sem. hrs. (3-0-0)**

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement. 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: M1; R2; W1. 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: M1; R2; W1. 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



**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 the Basic Peace Officer Training Academy. Co-requisite: CJLE 1518, CJLE 1506, CJLE 1524. 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 the 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 the 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 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 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.

**CJSA 2282 - 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. One lecture and seven external hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Sophomore status in A.A.S. Law Enforcement program, CJSA 1282. Co-op Fee: \$24

**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: CJSA 1309

**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.

**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, listening 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 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

**COMM 1130 - News Publications II - 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: COMM 1129. Lab Fee: \$24

**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

**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



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 technology. Topics include terminology, application, and workplace competencies related to nail technology. 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)**

Applications of procedures necessary for salon development. Topics include professional ethics and goals, 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

**CSME 2414 - Cosmetology Instructor II  
4 sem. hrs. (2-6-0)**

A continuation of the fundamentals of instructing cosmetology students. 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: \$33.00

**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 2415. 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 2444. 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: \$25

**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



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**

Selected significant works of American literature. May include study of movements, schools, or periods. 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**

Selected significant works of American literature. May include study of movements, schools, or periods. 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**

Selected significant works of world literature. May include study of movements, schools, or periods. 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**

Selected significant works of world literature. May include study of movements, schools, or periods. 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**

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. 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.

**ENGR 2303 - Engineering Mechanics - Statics and Dynamics - 3 sem. hrs. (3-0-0) 1411015310**

Combined, single-semester study of statics and dynamics. 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: MATH 2413 and PHYS 2425.

**ENGR 2304 - Programming for Engineers - 3 sem. hrs. (2-3-0) 1102015207**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Two lecture and three laboratory hours per week. TSI Requirement: M3; R2; W1. Prerequisite: None. Lab Fee: \$24

**ENGR 2305 - Circuits I for Electrical Engineering 3 sem. hrs. (3-0-0) 1410015110**

Principles of electrical circuits and systems. DC, transient, and sinusoidal steady-state analysis. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: MATH 2414. Co-requisite: PHYS 2426.

**ESLC 0300 - ESOL Composition -3 sem. hrs. (3-1-0) 3201085412**

Principles and techniques of composition and reading. Open only to non-native speakers. This course is a high beginner-intermediate integrated writing, reading, speaking, and listening course, with a focus on grammar skills and academic communication, specifically designed for non-native speakers of English. Students will develop basic reading comprehension and vocabulary as well as engage in writing sentences, short narratives, explanations, and descriptions with practice in the principles and conventions of standard edited English grammar. ESLC0300 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

**ESLG 0201 - Basic 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 a low-advanced grammar course of the academic credit ESL sequence and is designed for low-advanced level students. This course provides intensive study on the fundamentals of English grammar and structure in preparation for college level writing courses. (Equivalent to ENG-0301.) ESLG0201 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: ESLW 0301 (Student must be co-enrolled). Lab Fee: \$24

**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 0302 (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 high-intermediate reading course that provides 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 a high-intermediate reading course that provides 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. ESLR0302 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 0301. 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 reading course that provides 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. 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. 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 them to function in an English speaking society. 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. 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: ESLW 0201. Co-requisite: ESLG 0202. Lab Fee: \$24

**FORS 2440 – Introduction to Forensic Science  
4 sem. hrs. (3-2-0) 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. Three lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Lab Fee: \$24

**FORS 2450 – Introduction to Forensic Psychology  
4 sem. hrs. (3-2-0) 4301065224**

Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction application of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Three lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: PSYC 2301. Lab Fee: \$24

**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.

**GEOL 1403 - 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



laboratory hours per week. TSI Requirement: M1; R0, R3C; W1. Prerequisite: ITSC 1305. **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 three laboratory hours per week. TSI Requirement: M1; R0, 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. Two lecture and four laboratory hours per week. TSI Requirement: M1; R0, R2C; W1. Prerequisite: None. **Lab Fee: \$24**

**ITSC 2280 - Cooperative Education - 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. This course should be taken the graduating semester for the A.A.S. degree. One lecture and seven external hours per week. TSI Requirement: M0, M3C; R0, R3C; W0, W3C. Prerequisite: ITCC 1342 and ITNW 1454 or approval of instructor. **Co-op 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. Components such as object oriented programming techniques, language syntax, data manipulation structures, input-output devices, and files are included. 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; R0, R2C; W1. 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; R0, R2C; W2. Prerequisite: None. **Lab Fee: \$24; MCS 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: M1; R0, R2C; W0, W2C. 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 2417 - Wireless Security Development - 4 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; W1. Prerequisite: ITCC 1302. **Lab Fee: \$24**

**ITSY 2441 - Security Management Practices 4 sem. hrs. (3-3-0)**

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; R0, R3C; W0, 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**



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 study 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: Physics 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; R0, 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; R0, 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

**POFL 1303 - Legal Office Procedures - 3 sem. hrs. (2-3-0)**

This course presents the fundamental administrative duties of support personnel in a law office including issues involved operating within social, organizational, and technological systems. Two lecture and three laboratory hours per week. TSI Requirement: M1; R2; W1. Prerequisite: Basic word processing skills. Lab Fee: \$24

**POFL 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 - Medical Coding Basics - 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: HITT 1305.

**POFM 1309 - Medical Office Procedures - 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: HITT 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: M1; R1, R2C; W1, W2C. 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 - 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 and Machine Applications  
3 sem. hrs. (2-3-0)**

Business math problem-solving skills using office technology. Two lecture and three laboratory hours per week. TSI Requirement: M1; R1; W0. 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



**POFT 2281 - Cooperative Education - Administrative Assistant/Secretarial Science, General – 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. Capstone course that consolidates the student's learning experiences. This course should be taken the graduating semester for the A.A.S. degree. One lecture and eight external hours per week. TSI Requirement: M0, M3C; R0, R3C; W0, W2C. Prerequisite: None. Co-op 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.

**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 pre-natal 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.

**RADR 1160 - Clinical-Radiologic Technology/Science-Radiographer - 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: M3; R3; W2. Prerequisite: Admission to the Radiologic Technology Program.. Co-op Fee: \$24; Insurance Fee: \$14.50

**RADR 1213 - Principles of Radiographic Imaging I 2 sem. hrs. (2-0-0)**

Radiographic image quality and the effects of exposure variables. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 2309. Co-requisite: RADR1409 Introduction to Radiography. Lab Fee 24.00

**RADR 1311 - Basic Radiographic Procedures 3 sem. hrs. (2-3-0)**

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 three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: None. Co-requisite: Admission to the Radiologic Technology Program. Lab Fee: \$24

**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: Enrollment in the Radiologic Technology Program and RADR 1160.. Co-op \$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. Fifteen external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 1360. Co-op \$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. Fifteen external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 1361. Co-op \$24

**RADR 1409 – Introduction to Radiography and Patient Care – 4 sem. hrs. (4-0-0)**

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 program 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. Four lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program

**RADR 2217 - Radiographic Pathology 2 sem. hrs. (1-2-0)**

Disease processes and their appearance on radiographic images. One lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program. Lab Fee: \$24

**RADR 2233 - Advanced Medical Imaging - 2 sem. hrs. (2-0-0)**

Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis. Two lecture hours per week. TSI Requirement: M3; R3; W2, W2C. Prerequisite: Enrollment in the Radiologic Technology Program and RADR2305.

**RADR 2235 - Radiologic Technology Seminar 2 sem. hrs. (1-3-0)**

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation



for professional employment and lifelong learning. Capstone course that consolidates the student's learning experiences. One lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program. **Lab Fee: \$24.** **Lettering National Seminar Fee: \$15.**

**RADR 2236 - Special Patient Applications - 2 sem. hrs. (2-0-0)**

Advanced concepts of pediatrics, geriatrics, trauma, history documentation, and electrocardiogram (ECG). Includes phlebotomy and venipuncture. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 2301.

**RADR 2240 - Sectional Anatomy 2 sem. hrs. (2-0-0)**

Anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance imaging. Two lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program.

**RADR 2301 - Intermediate Radiographic Procedures 3 sem. hrs. (2-3-0)**

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 three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the 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. Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the 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 the 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: Enrollment in the Radiologic Technology Program and RADR1409, 1203, 2309.

**RADR 2331 - Advanced Radiographic Procedures 3 sem. hrs. (2-2-0)**

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Two lecture and two laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 2301. **Lab Fee: \$24**

**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. Twenty-four external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 1362.

**Co-op Fee: \$24 Insurance Fee: \$14.50**

**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. Twenty-four external experience hours per week. TSI Requirement: M3; R3; W2. Prerequisite: Enrollment in the Radiologic Technology Program and RADR 2460. **Co-op \$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 transitional 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 with 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.

**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). Three lecture hours per week. TSI Requirement: M3; R3; W2. Prerequisites: BIOL 2401 and BIOL 2402.

**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