



Catalog 2014-2015





General Catalog for 2014-2015
July 2014 – VOL. LXXVI, No. 1

Accreditation

Victoria College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Victoria College.

Documentation of Victoria College's accreditation is located in the Office of the Vice President of Instruction and may be reviewed by all interested parties.

Interested constituents may contact the Commission on Colleges to learn about the accreditation status of the institution for alleged noncompliance with a standard or requirement. The Commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Victoria College and not to the Commission's office.

Victoria College
2200 E. Red River Street
Victoria, Texas 77901

(361) 573-3291
toll free (877) 843-4369
fax (361) 572-6419
VictoriaCollege.edu

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

VC Mission & Values

Mission

Victoria College is a public, open-admission college. Our mission is to provide educational opportunities and services for our students and the communities we serve. Victoria College provides:

Associate Degrees and Certificates – Programs leading to the Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates that meet the needs of the students and communities within our service area.

University Transfer – Academic courses that apply to baccalaureate degrees and meet the educational needs of students planning to transfer to a university.

Career & Technical Education – Credit courses and programs designed to satisfy local and regional employer demands and meet individuals' workforce training needs.

Academic Foundations – Compensatory education courses consistent with open-admission policies designed to prepare students effectively for success in college-level studies.

Continuing Education – Noncredit courses and programs that meet the immediate technical and occupational skills needs of employers and the individual, and fulfill the personal enrichment and cultural needs of the individual and the community.

Adult Education – Adult education, basic skills, and English as a second language instructional programs that meet the specific educational needs of our adult constituency.

Student Support – Services and activities that support student success, including academic guidance and counseling services.

Cultural and Intellectual Outreach – Educational activities and events that enhance our community's quality of life.

Values

Victoria College's commitment to its mission is guided by the following values:

We value integrity. Victoria College will foster an environment of respect, honesty, openness, and fairness and will promote responsible stewardship of resources and public trust.

We value respect for the unique characteristics and abilities of individuals. Victoria College will welcome and promote diversity among students, faculty, staff, and our community, while cultivating a respectful, collegial, and accessible working and learning environment.

We value student achievement and student success. Victoria College will create learning opportunities that challenge our students and help them meet their educational goals.

We value excellence. Victoria College will strive to achieve the highest standards of performance in teaching and in the services we offer students, colleagues, and our community.

Please Note

Information in Victoria College's 2014-2015 Catalog is accurate as of July 1, 2014.

Please refer to the Victoria College website at VictoriaCollege.edu for current information.

While the College endeavors to provide current and accurate information in this catalog, information contained herein is for informational purposes only and is subject to change without notice. Courses, faculty assignments, prerequisites, graduation or completion requirements, standards, tuition and fees, policies, practices, and programs may be changed from time to time. Courses may not be offered each semester or each year. If you have any questions, you may contact the appropriate department or unit at the contact numbers in this catalog.

Notwithstanding the information provided in this catalog, the College retains the exclusive right to judge academic proficiency and may decline to award any degree, certificate, or other evidence of successful completion of a program, curriculum, or course of instruction based thereupon. The College retains the exclusive right to interpret this catalog; to amend, modify, suspend, or cancel any of the policies, programs, or practices in this catalog; and to take any action in the administration of the policies, programs, or practices in this catalog that the College deems appropriate.

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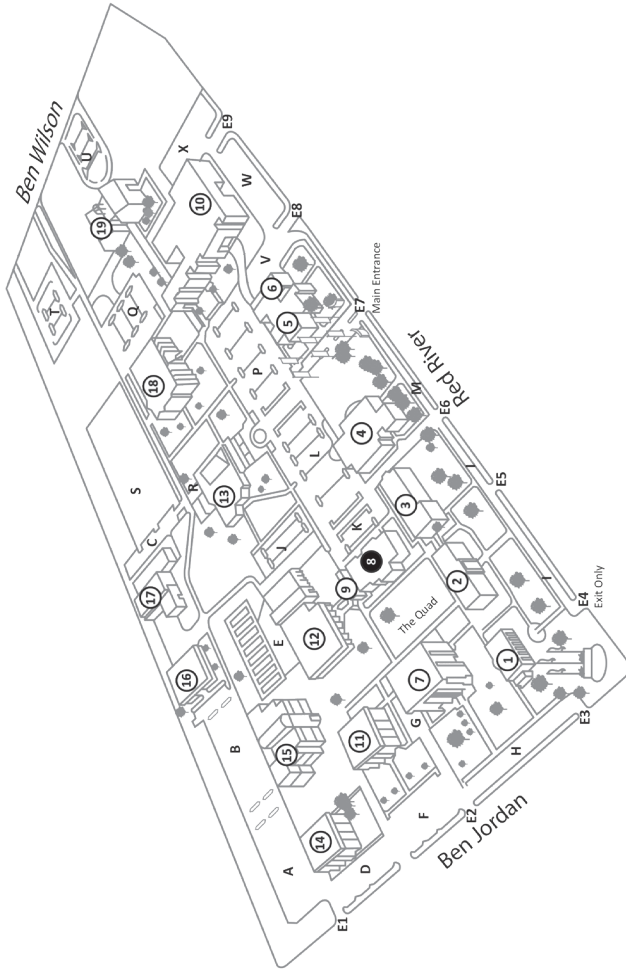
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Campus Map

Victoria College University of Houston-Victoria



Victoria College

1. Museum of the Coastal Bend
2. Academic Building (AB)
3. Johnson Hall (JH)
4. Fine Arts (FA)
5. Allied Arts Building (AA)
6. Victoria University Library (VL)
7. VC/UHV Library (LH)
8. **Welcome Center/ Student Services**
9. The Betsy Wright Center for Academic and Professional Excellence (CAPE)
10. Health Sciences Center (HSC)
11. Language Building (L)
12. Sports Center (SPCTR)
13. Student Center/Bookstore
14. Continuing Education Center (CEC)
15. Technology Center (TC)
16. William Wood Building (WB)
17. College Services & Training Building (CST)

University of Houston-Victoria

18. UHV West
19. UHV Center

Parking

- A - X Student, Employee, and Visitor Parking
- Student and Visitor parking is allowed in any unmarked space. No permit is required.
- Reserved spaces (Yellow curb) require employee permit (\$25 fine per violation)
- Students and visitors may use reserved spaces after 5:00 p.m.
- Handicap spaces (Blue curb) require state-issued permit. (\$50 fine per violator)

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Important Dates & Numbers

Contact Numbers

Victoria College Main Campus	(361) 573-3291
	toll free (877) 843-4369
Gonzales Center	(830) 672-6251
Calhoun County Center	(361) 553-4316

Administrative Offices

Welcome Center	(361) 485-6841
Advising, Counseling & Recruitment Services	(361) 582-2400
Adult Education	(361) 573-7323
Admissions & Records.....	(361) 485-6841
Bookstore	(361) 572-6430
Cafe Espresso	(361) 582-2460
Child Care Assistance.....	(361) 572-6415
Computer Help Desk	(361) 582-2509
The Cove & Subway Restaurant.....	(361) 582-2477
Distance Education & Instructional Technology.....	(361) 572-6481
Financial Aid	(361) 572-6415
The Grind	(361) 485-6820
Human Resources.....	(361) 582-2459
KEY Center - Student Support Services	(361) 582-2414
Library	(361) 572-6420
Museum of the Coastal Bend	(361) 582-2511
Payments.....	(361) 485-6840
Police & Campus Safety	(361) 582-2406
Pre-College Programs	(361) 485-6823
Sports Center	(361) 572-6433
Student Center	(361) 485-6838
Testing Center.....	(361) 582-2589
Tutoring Center.....	(361) 572-6473
VC Foundation	(361) 582-2419
Veterans' Services	(361) 572-6462
Workforce & Continuing Education.....	(361) 582-2528

Academic Divisions

Division of Academic Foundations.....	(361) 582-2438
Division of Arts, Humanities, and Social Sciences	(361) 582-2530
Division of Career, Health, and Technical Professions.....	(361) 572-6467
Division of Science, Mathematics, and Physical Education.....	(361) 485-6824

Business & Technology

Business Administration	(361) 582-2553
Business Management.....	(361) 582-2553
Computer Information Systems - Networking	(361) 572-6478
Real Estate	(361) 582-2528

Health Careers

Electronic Health Records	(361) 582-2412
Insurance Coding	(361) 582-2412
Long-Term Care Activity Director	(361) 582-2412
Medical Assisting	(361) 582-2412
Medication Aide	(361) 582-2412
Nurse Aide	(361) 582-2412
Nursing - Associate Degree	(361) 572-6435
Nursing - Vocational.....	(361) 582-2545
Pharmacy Technician.....	(361) 582-2412
Phlebotomy.....	(361) 582-2412
Physical Therapist Assistant	(361) 572-6404
Respiratory Therapist	(361) 572-6426

Industrial Trades

Electrical.....	(361) 582-2528
Electronics Technology.....	(361) 582-2506
Heating, Ventilation & Air Conditioning	(361) 582-2528
Instrumentation.....	(361) 582-2506
Millwright.....	(361) 582-2528
Pipefitting	(361) 582-2528
Process Technology	(361) 582-2526
Truck Driving.....	(361) 485-6830
Welding.....	(361) 572-6471

Public Service

Criminal Justice	(361) 572-6426
Emergency Medical Services	(361) 572-6447
Fire Science.....	(361) 572-6449

Deaf, hard-of-hearing, and speech-impaired TDD users may call 1 (800) RELAYTX to utilize Relay Texas services.

Year at a Glance

Victoria College Academic Calendar, 2014- 2015

August 2014							September 2014							October 2014						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

November 2014							December 2014							January 2015						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

February 2015							March 2015							April 2015						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
														26	27	28	29	30		

May 2015							June 2015							July 2015						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	1
31														2	3	4	5	6	7	8

Important Dates (College Closed)		Start	ORD	Last day to		Finals
				Drop	Drop	
Labor Day	Sept. 1	Fall - Term Dates				
Thanksgiving Holidays	Nov. 23-29	16 Week	Aug. 25	Sept. 10	Nov. 4	Dec. 15-18
Winter Break	Dec. 21-Jan. 3	14 Week	Sept. 8	Sept. 19	Nov. 7	Dec. 15-18
Martin Luther King, Jr. Day	Jan. 19	4 Week	Aug. 25	Aug. 27	Sept. 11	Sept. 19
Spring Break	Mar. 8-14	12 Week	Sept. 22	Oct. 2	Nov. 13	Dec. 15-18
Good Friday	Apr. 3	1st 8 Week	Aug. 25	Sept. 2	Sept. 30	Oct. 15-17
Memorial Day	May 25	2nd 8 Week	Oct. 20	Oct. 27	Dec. 1	Dec. 15-18
Independence Day	July 4	Spring - Term Dates				
Commencement Ceremony	May 9	16 Week	Jan. 12	Jan. 28	Mar. 31	May 4-8
Summer 2015 Summer Hours		14 Week	Jan. 26	Feb. 6	Apr. 6	May 4-8
College Closed on Fridays		4 Week	Jan. 12	Jan. 14	Jan. 29	Feb. 6
		12 Week	Feb. 9	Feb. 19	Apr. 10	May 4-8
Fall 2014		1st 8 Week	Jan. 12	Jan. 20	Feb. 17	Mar. 4-6
Faculty Meeting	Aug. 18	2nd 8 Week	Mar. 16	Mar. 23	Apr. 21	May 4-8
Last Week of Registration	Aug. 18-22					
Classes Begin	Aug. 25	Summer 2015 - Interim Session				
Schedule Changes	Aug. 25, 26	Classes Begin			May 11	
Official Reporting Date	Sept. 10	Official Reporting Date			May 12	
Mid-Semester	Oct. 17	Last Day to Drop			May 22	
Last Day to Drop	Nov. 4	Final Exams			May 29	
Final Exams	Dec. 15-18	Summer 2015 - First Session				
End of Semester	Dec. 19	Classes Begin			June 2	
		Official Reporting Date			June 8	
Spring 2015		Official Reporting Date/ 8-wk			June 10	
Admin. Offices Open	Jan. 5	Last Day to Drop (5 week)			June 22	
Faculty Meeting	Jan. 6	Final Exams (5 week)			July 1	
Last Week of Registration	Jan. 12-16	Last Day to Drop (8 wk)			July 7	
Classes Begin	Jan. 12-16	Final Exams (8 week)			July 22, 23	
Schedule Changes	Jan. 12-13	Summer 2015 - Second Session				
Official Reporting Date	Jan. 28	Classes Begin			July 7	
Mid-Semester	Mar. 6	Official Reporting Date			July 13	
Last Day to Drop	Mar. 31	Last Day to Drop			July 27	
Final Exams	May 4-7	Final Exams			Aug. 5	
End of Semester	May 8					

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Admissions & Academic Regulations

Who Can Apply

Dual Credit & Early Admission Program	High School Graduates	GED/Individual Approval
1. Open to HS juniors and seniors. Exceptions require approval by the Vice President of Instruction.	1. Student accepted from accredited high schools, unaccredited high schools, and home schools	1. Students over age 17 admitted by GED or individual approval if GED not earned
2. Permission consent form (Hold on record until received)	2. Official transcripts required prior to registration A hold will be placed on the student's record until an official high school transcript is received.	2. For individual approval, assessment scores determine placement in courses.
3. Must submit a transcript prior to registration	3. After high school graduation, must submit a second transcript showing the date of graduation	
4. Must pass section(s) of the assessment test	4. Assessment testing required unless exempt or assessment waived	
5. Students limited to enrolling in two courses per semester. Exceptions require approval by the Vice President of Instruction or designee		
6. All early admission students must adhere to all VC admissions policies and procedures.		

Transfer Students	Foreign Students (nonresident alien status) Must have:	Transient Students
1. Present an official (not faxed) transcript for each college attended and assessment scores (for those who are not exempt)	1. Current unexpired visa. See page 23 for information regarding an F-1 student visa.	1. Students currently attending another college or university and are taking courses with Victoria College to be transferred back to a home college or university.
2. Official high school transcript or GED certificate also required for students who have earned less than 12 hours credit.	2. Official transcripts (translated) and test scores (if applicable).	2. Submit application via ApplyTexas.org
3. All documents submitted prior to registration.	3. Official TOEFL score report of at least 500 for paper version, 173 for computer version, 61 for internet version. IELTS score of 5 is also acceptable*	3. Submit Transient Student Approval Form.
4. Credit will be accepted only from regionally accredited colleges and universities.	4. Completed application for admissions	
5. Technical school and military credit granted if the courses are applicable to students major and approved by the Division Dean.	5. Financial support documents (required only for students on F-1 visa)	
	6. Copy of I-20 issued by all U.S. schools attended. (required only for students on F-1 visa who attended another U.S. school)	
	7. I-20 Application form	

How to Apply

	New Students (no prior college)	Transfer Students (other college experience)
1. Complete VC application	✓	✓
2. Have high school transcripts/GED sent to the Admissions Office at VC	✓	Not Applicable
3. Have college transcripts sent to the Admissions Office. Bring copy to advising session. (Transfer students with fewer than 12 hours must also provide an official high school transcript or GED.)	Not Applicable	✓
4. Provide Bacterial Meningitis immunization record	If Applicable	If Applicable
5. Determine TSI status (Texas Success Initiative)*	✓	✓
6. Attend Pirate Orientation. (Required for students who have not earned college credit).	✓	Not Applicable
7. Transient Student Form		

Contact the Admissions & Records Office

All admission documents should be sent to:
 Victoria College
 Admissions & Records Office
 2200 E. Red River Street
 Victoria, TX 77901.

For more information call (361) 485-6841 or email Registrar@VictoriaCollege.edu.

How to Apply

	Former VC Students	Current Students	Transient Students
1. Complete VC application	✓	Update Student Information	✓
2. Have high school transcripts/GED sent to the Admissions Office at VC	Not Applicable	Update Student Information	Not Applicable
3. Have college transcripts sent to the Admissions Office. Bring copy to advising session. (Transfer students with fewer than 12 hours must also provide an official high school transcript or GED.)	If Applicable	Update Student Information	Not Applicable
4. Provide Bacterial Meningitis immunization record	If Applicable	If Applicable	If Applicable
5. Determine TSI status (Texas Success Initiative)*	Questions? Call (361) 582-2400 if unsure	Update Student Information	Indicated on Transient Student Form
6. Attend Pirate Orientation. (Required for students who have not earned college credit).	Not Applicable	Update Student Information	Not Applicable
7. Transient Student Form			✓

Contact the Admissions & Records Office

All admission documents should be sent to:
 Victoria College
 Admissions & Records Office
 2200 E. Red River Street
 Victoria, TX 77901.

For more information call (361) 485-6841 or email Registrar@VictoriaCollege.edu.

Admission to College

Equal Educational Opportunity

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veterans status, or limited English proficiency. It is our policy to comply fully with the nondiscrimination provision of all state and federal rules and regulations.

Required State Testing

Texas Success Initiative (TSI)

Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter C requires that all students entering Texas public institutions of higher education are assessed by a state-approved test in the areas of reading, math, and writing to ensure that basic skills are met before enrolling in college-level courses. This includes all full-time and part-time students. Performance on the test will not be used as a condition of admission.

Assessment Test for TSI

Completion:

The Texas Higher Education Coordinating Board has established the TSI Assessment as the sole instrument for measuring TSI completion. THECB has determined the following scores for determining college readiness.

TSI Assessment:

Reading: 351

Math: 350

Writing: 363 combined with an essay score of 4; or an essay score of 5

TSI Completion:

TSI Completion is achieved by one or more of the following conditions:

- Meeting minimum standards in reading math and writing on the TSI assessment.
- Earning an SA, SB, or SC in the appropriate Level II academic foundations course for area(s) not meeting minimum standards on an assessment test.
- Other institutional criteria – Students who entered Victoria College in Spring 2004 and after who were assessed and earned college credit prior to Fall 1989 will be required to contact Advising, Counseling & Recruitment Services to receive individual determination concerning assessment and placement. TASP exemptions made prior to Spring 2004 for students who earned 3 hours or more before fall 1989 will be honored.
- Producing evidence of an established exemption*

Exemptions:

a. The following students shall be exempt from the requirements of this title:

(1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:

(A) ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;

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

(2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

(3) For a period of three (3) years from the date of testing, a student who is tested and performs on the 11th grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

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

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

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

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

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

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

b. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

c. Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Immunizations

Bacterial Meningitis (Senate Bill 1107) Effective January 1, 2012

During the 82nd Texas Legislative session, Senate Bill 1107 was passed. This bill requires all **new students, transfer students, and returning students** who have had a fall or spring semester break in their attendance at an institution of higher education to provide proof of bacterial meningitis vaccination (or a booster dose) **10 days prior to the first class day** of the entering semester. Without the evidence of vaccination, a student **cannot register for classes**. This law became effective January 1, 2012.

Students who do not provide the **evidence of vaccination** (see below) will not be allowed to attend classes and will be dropped from all classes on the first class day.

1. This bill applies to:
 - a. New student--a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution;
 - b. Returning student--a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester.
2. Evidence of Vaccination--Acceptable evidence of vaccination or receiving a booster dose includes:
 - a. the signature or stamp of a physician or his/her designee or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered;
 - b. an official immunization record generated from a state or local health authority; or
 - c. an official record received from school officials, including a record from another state.

Exceptions

a. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

1. The student is 30 years of age or older by the first day of the start of the Fall 2013 semester. Effective October 1, 2013, the minimum age requirement to be exempt from this vaccination requirement dropped to 22 years of age, or
2. the student is enrolled only in online or other distance education courses and is not required to attend any course meetings, including final exams, on campus; or
3. the student is enrolled in a continuing education course or program that is less than 360 contact hours, or workforce & continuing education corporate training; or
4. the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
5. the student is incarcerated in a Texas prison.

b. A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

1. an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
2. an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

Application for Admissions

Perspective students apply for admission to Victoria College by completing an online application at ApplyTexas.org. Admission to Victoria College does not guarantee admission to specific courses or programs. Admission requirements for certain programs differ from general admission requirements. Students should refer to the specific Allied Health or Career and Technical degree plan for selective admission requirements.

Methods of Admission

Beginning Freshmen

- a. **High School Graduates:** Graduates from an accredited high school must have an official copy of their school transcript showing a graduation date on file before final admission is granted.
- b. **GED:** Applicants who successfully complete the General Education Development (GED) Test and receive the Certificate of High School Equivalency must have their test scores and Certificate of Equivalency on file with the Admissions & Records Office before final admission can be granted.
- c. **Home School and Nonaccredited High School Graduate:** Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school, accredited private high school, or home school may be admitted on an individual approval basis provided that they:
 1. Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with Texas Education Agency minimums for high school completion;
 2. Comply with institutional testing requirements;
 3. Agree to limitations or conditions of admission established by the institution.
- d. **Dual Credit/Early Admission:** All students eligible for dual credit/early admission enrollment must submit an application to Victoria College and schedule an appointment with a College Recruitment Specialist for information on additional required documents. To schedule an appointment, please contact the Victoria College Pre-College Programs Office at (361) 485-6823.
- e. **Transfer Students:** Students who have attended another college must present an official transcript from each college attended as well as assessment scores (for students who are not assessment exempt). An official high school transcript or GED certificate is also required for transfer students who have earned less than 12 hours of credit. The record of work done at another institution will be evaluated according to the minimum standards in effect. All admission documents should be sent to the Admissions & Records Office prior to registration. For transfer credit information, see Transfer Credit Policy on page 53 in the *Victoria College Catalog*.
- f. **Transient Students:** Students who attend another institution of higher education that is considered their home institution. Students may take up to 3 courses per semester at Victoria College with the approval of their home institution. Students are required to submit required immunization records, an application to Victoria College via ApplyTexas.org, and a completed Victoria College Transient Approval Form signed by the student's home institution's Registrar/designee
- g. **Foreign Students:** Victoria College recognizes three categories of noncitizen students. The following admission requirements apply to students who are not U.S. citizens:
 1. **Permanent Residents:** Submit a copy of the I-797 and green card, and then meet the same admission requirements as a U.S. citizen
 2. **Refugee:** Submit a copy of form I-94 indicating refugee status and then meet the same admission requirements as a U.S. citizen.

3. Nonimmigrant: The following requirements apply to all applicants holding a nonimmigrant visa issued by the U.S. Bureau of Citizenship and Immigration Service (USCIS):
- Completed Application for Admission
 - Completed Application for I-20
 - Transcripts- Translated and evaluated by an approved Evaluation Service*
 - Official TOEFL Score Report with minimum score requirement of 500 for paper version; 173 for computer-based version; 61 for internet-based version (www.toeflgoanywhere.org) Requirements for students transferring from another U.S. college or university:
 - Official transcript from transfer school, copy of I-20 from that school, and advisor's report
 - Financial documents- letter of financial backing and bank statement(s)/bank letter showing U.S. equivalency
 - Texas Success Initiative (TSI) Assessment Exam (THEA, Compass, Accuplacer, Asset, etc.). Students applying for an F-1 Visa (student visa) will need to have an I-20 application form completed and returned to the Admissions & Records Office. The I-20 may be processed after all of the above requirements have been met. Requests for I-20's should be made at least 60 days prior to the semester in which the student plans to enroll. Once the I-20 has been issued, the prospective student must also complete an I-901 form and submit with appropriate fee via internet, telephone, or mail to USCIS. *Victoria College accepts foreign transcripts translated/evaluated by one of the evaluation services below:
 - Foreign Credential Services of America: www.fcsa.biz
 - AACRAO: ies.aacrao.org/evaluations/
 - Spantran Educational Services, Inc.: www.spantran-edu.org
 - Educational Credential Evaluators, Inc: www.ece.org
 - International Education Research Foundation, Inc.: www.ierf.org
 - Josef Silny & Associates, Inc.: www.jsilny.com
 - World Education Services, Inc.: www.wes.org
 - Global Credential Evaluators, Inc: www.gceus.com
 - Peggy Bill Hendrickson Transcript Research: www.transcriptresearch.com
 - International Academic Credential Evaluators, Inc: www.iacei.net
- h. Individual Approval:** Applicants not meeting the requirements for admissions listed above will be required to provide evidence they can complete college-level work. An Individual Approval form (www.VictoriaCollege.edu/Images/Files/StudentServices/Individual_Approval_Form.pdf) must be completed and the Registrar or the Vice President of Instruction or designee will determine eligibility for admittance to Victoria College.

Conditional Admission

Students who submit an application to the College must meet the requirements described in the METHODS OF ADMISSION sections. Students will be accepted and admitted conditionally for one semester. Students will only be allowed until the end of the first semester they are enrolled to submit all required documentation. Students who do not provide the required documentation will not be allowed to re-enroll until all documents are received. Students who have an administrative hold on their records will not be able to obtain a copy of their transcript.

Transcripts

Transcripts must bear the college seal, date and appropriate signature and arrive at the Admissions & Records Office in their original sealed envelope to be considered official. All transcripts delivered electronically directly to Victoria College via a secure transcript delivery system are considered official. Transcripts that indicate coursework In Progress will not satisfy the requirement for an Official Transcript.

Submitted Documents

Students are responsible for submitting the required documents to the Admissions & Records Office. All documents submitted become the property of Victoria College and cannot be returned to the student. Students who need copies of submitted documents should contact the issuing institution, agency, etc. directly. This includes college and high school transcripts, GED records, immunization records, etc.

Residency Requirements

Each student must show proof of both Texas and Victoria College District residency in order to pay resident and in-district tuition and fees. If, after submitting an application to Victoria College, there remain questions as to the student's proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas or in-district residency.

The student is responsible for enrolling under the proper residency classification and for providing documentation as required by the institution. If there is any question about classification as a resident of Texas, the student must seek clarification from the Admissions & Records Office.

Students classified as nonresidents or out-of-district upon first enrollment at Victoria College are presumed to be nonresidents or out-of-district for the period during which they continue as students. Students who believe they are eligible for residency reclassification must submit a Request for Change of Residency Status form (www.VictoriaCollege.edu/Images/Files/StudentServices/Change_of_Residency_Petition.pdf) with appropriate documentation to the Admissions & Records Office and meet the requirements for reclassification. This request must be submitted prior to the official census date of the term in order to have the request considered for that term.

Determining State Residency

The rules for determining state residency are:

- Individuals 18 years of age or over who lived in Texas 12 months before enrolling are entitled to classification as a resident.
- For dependents over 18, residency is determined by the parent who claims the student for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.
- Persons classified as nonresident students upon first enrollment are presumed to be nonresident for the period during which they continue as students.
- Students enrolling before having resided in the state for 12 months immediately preceding time of enrollment are classified as nonresidents for tuition purposes.

The following are some of the documents that can be used to provide evidence of Texas residency:

1. A transcript showing graduation from a Texas high school within the 12 months before enrollment
2. A permanent Texas driver's license issued at least 12 months prior to the time of enrollment
3. A W-2 form or pay statement showing employment in Texas at least 12 months preceding enrollment
4. Purchase of a homestead at least 12 months preceding enrollment
5. Voter registration card issued at least 12 months prior to the time of enrollment

Determining In-District Residency

Once students have met the state residency requirements, they can verify their in-district (Victoria County) residency of at least 6 months by presenting one or more of the following types of documentation. This documentation must show an in-district address for the six months immediately prior to enrollment:

1. A permanent Texas driver's license with current address
2. A lease agreement which includes the student's name
3. A utility bill
4. A voter registration card
5. A payroll check stub
6. A property tax statement showing payment of Victoria College District taxes
7. A notarized statement which includes student's name and address (from a third party)

The Board of Trustees of Victoria College authorizes the waiver of the difference in the rate of tuition for the out-of-county or nonresident and in-county student or his/her dependent(s), who owns property purchased by or before time of enrollment which is subject to ad valorem taxation by the Victoria County Junior College District. The individual, or his/her dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District. This must be done prior to registration.

Military Personnel and Dependents

Persons in military service are presumed to maintain during their entire period of active service the same legal residence which was in effect at the time of entering the service. Education Code 54.058(b) provides that military personnel assigned to duty within the state of Texas, their spouses and their dependent children, shall be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay resident tuition, military personnel shall submit at initial time of enrollment a statement from their commanding officer regarding their military status. This statement also must be obtained if active duty members seek resident tuition for their spouses or dependents. This statement is valid for one academic year. Each fall semester begins a new academic year at which time another form must be submitted.

Academic Fresh Start

An applicant for admission who is a Texas resident may seek to enter Victoria College pursuant to the Academic Fresh Start statute, Texas Education Code, 51.931. The applicant must complete the Academic Fresh Start Petition and submit it to the Admissions & Records Office prior to registration. Under the provision of this statute, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. For more information, contact the Admissions & Records Office. Academic Fresh Start clears only your academic record. When deciding your eligibility for financial aid, the Financial Aid Office must still count all prior credits earned.

Requesting a Victoria College Transcript

Upon graduation, a student may request up to two official printed transcripts for no charge. After the second request for an official printed transcript, the cost will be \$10 per printed transcript. Official electronic transcripts can be sent at no charge to institutions that have the capability to receive official electronic transcripts.

To request an official transcript, please visit the Welcome Center or complete the form available at www.VictoriaCollege.edu/TranscriptRequest.

Please note: Any student who has an administrative hold in the College information system will not be able to view grades, receive refund checks, enroll for a consecutive semester, or receive transcripts.

Pirate Orientation

Orientation is designed to acquaint new students with the Victoria College campus and the various resources that can enhance both personal development and academic success. All incoming freshmen are required to participate in a Pirate Orientation prior to registration for courses. Failure to do so will result in a hold on the student's account. Established dates and times for Pirate Orientation can be located within the Pirate Portal Registration folder.

In order to participate in a Pirate Orientation students must:

1. Complete a Victoria College Application for Admission,
2. Submit assessment scores (unless exempt), and
3. Submit an official high school transcript.

Once students have completed these admission requirements, registration can be completed in the Victoria College Advising, Counseling & Recruitment Services Office or through web registration (if eligible).

For additional information, call (361) 582-2400.

Learning Frameworks

All incoming freshmen with fewer than 13 hours are required to enroll in SDEV 0301. EDUC 1300 may be substituted for SDEV 0301.

Health Career Programs

Applicants for any health career, fire science, or emergency medical services programs must meet special entrance requirements and complete a departmental application form in addition to completing the general Victoria College application for admission and meeting general admission requirements.

ACT, SAT, or DET exam scores may be required for admission. The Department of State Health Services and Victoria College require that these students receive adequate immunization prior to clinical learning experiences.

Students' Right to Review Information

With a few exceptions, students have the right to request, receive, review, and correct information collected on the application for admission. Each semester, students participating in advisor-assisted registration and self-registration have an opportunity to review, correct, and verify application information as part of the registration process. For more information regarding 20 USC 1232G - Family Educational Rights and Privacy Act, visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Curriculum

Field of Study Curriculum

The Field of Study Curriculum is a set of courses that will satisfy the lower-division academic requirements for a bachelor's degree in a specific academic area. All public four-year/upper level institutions are required to accept the Field of Study Curriculum in fulfillment of those lower-division courses required in majors that correspond to the field of study. Approved Field of Study Curriculum is defined by the Texas Higher Education Coordinating Board. Information concerning approved Field of Study Curriculum can be found at www.thecb.state.tx.us. Victoria College does not offer all Field of Study courses. More information is also available through Advising, Counseling & Recruitment Services.

Core Curriculum

The core curriculum is a set of courses in the liberal arts, humanities, sciences, and political, social, and cultural histories that all undergraduates of an institution of higher education are required to complete before receiving a degree. **Completion of the core curriculum DOES NOT complete the requirements for an associate's degree.** In order to fulfill the College's academic standards and in an attempt to help the students become well-rounded, educated individuals, the following core curriculum is required.

If a student successfully completes the core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Texas Higher Education Coordinating Board has approved a larger core curriculum at that institution.

Full degree requirements can be found on pages 50-51.

General Education

As an institution of higher education, Victoria College embraces the philosophy that a well-educated person understands multiple perspectives about the individual and the world in which he or she lives; discusses and reflects upon individual, political, and social aspects of life so as to understand ways in which to exercise responsible citizenship; and integrates knowledge and understands the interrelationships of the disciplines.

The Victoria College Core Curriculum is designed to provide students with the general education expected of any well-educated person.

Victoria College Core Curriculum Courses

Core Component	Core #	Course Selection		Minimum Hours Required
COMMUNICATION	010	Select 1	ENGL 1301	6
		Select 1	SPCH 1315, 1318	
MATHEMATICS	020	Select 1	MATH 1314, 1316, 1324, 1332, 1342, 2312, 2413	3*
LIFE AND PHYSICAL SCIENCES	030	Select 2	BIOL 1406, 1407, 1408, 1409, 2306, BIOL 2404, BIOL 2420	6*
			CHEM 1406, 1411, 1412	
			ENVR 1301, GEOL 1305, 1403, 1404	
			PHYS 1315, 1401, 1402, 1410, 2425, 2426	
LANGUAGE, PHILOSOPHY & CULTURE	040	Select 1	ENGL 2322, 2323, 2327, 2328	3
CREATIVE ARTS	050	Select 1	ARTS 1301, 1303, 1304	3
			DRAM 1310	
			MUSI 1304, 1306, 1308, 1309, 1310	
AMERICAN HISTORY	060	Select 2	HIST 1301, 1302, 2301	6
GOVERNMENT/ POLITICAL SCIENCE	070	Select 2	GOVT 2305, 2306	6
SOCIAL AND BEHAVIORAL SCIENCES	080	Select 1	ECON 2301, 2302, GEOG 1303	3
			PSYC 2301, SOCI 1301	
COMPONENT AREA OPTION	090	Select 6 SCH	Any course listed above except ENGL 1301, GOVT 2305 and GOVT 2306	6
			BCIS 1305 (3) or COSC 1301 (3)	
			EDUC 1300 (3)	
			ENGL 1302 (3)	
			ENGL 2311 (3)	
			MATH 1325 (3)	
			*OTHER HOURS – BIOL 1406 (1), 1407 (1), 1408 (1), 1409 (1), 2402 (1), 2420 (1), CHEM 1406 (1), 1411 (1), 1412 (1), GEOL 1403 (1), 1404 (1), MATH 2413 (1), PHYS 1401 (1), 1402 (1), 1410 (1), 2425 (1), 2426 (1)	

*Additional hours fall to Component Area Option or will fulfill degree requirements.

A student who completes the Core Curriculum at Victoria College will have acquired the knowledge and skills necessary to gain a foundation of knowledge of human culture and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning.

Demonstrate critical thinking, including the ability to

- conduct an inquiry into a concept by close examination or analytical interpretation,
- examine evidence, explanations, and/or problem-solving methods,
- synthesize individual argument components into a meaningful, coherent whole, and
- create an artifact that uses evidence to form a coherent conclusion or by taking an innovative approach to a given task.

Communicate effectively, including the ability to

- produce an artifact for the intended audience that includes word choice, tone, and sentence length and structure;
- produce an artifact with organized ideas, logical flow, transitions, and appropriate format;
- develop the idea or content with relevant research, reasoning, evidence, and detail; and
- utilize conventions appropriately which may include punctuation, capitalization, spelling, documentation, etc.

Utilize empirical and quantitative skills, including the ability to

- identify the information that is being sought and the type of analysis required,
- assimilate the information required for analysis in an organized manner,
- analyze the relevance and/or logic of the steps taken toward achieving the desired outcomes, the clarity within the methods, and the consistency and accuracy of the information; and
- present the outcome of the analysis in which a clear conclusion is conveyed.

Demonstrate teamwork, including the ability to

- contribute to the completion of the given assignment through materials, effort, and/or leadership;
- cooperate with the group to finalize ideas and plans of actions while demonstrating a good attitude, sharing information, acknowledging a shared purpose, and problem-solving techniques; and
- manage him/herself in regard to work ethic, ability to meet deadlines, ability to prioritize projects, and ability to focus on the task at hand.

Demonstrate social responsibility, including the ability to

- acknowledge the presence of different cultures,
- compare and/or contrast cultures within the United States and other parts of the world, and
- analyze and examine elements of citizenship within the cultures of the United States and other parts of the world.

Demonstrate personal responsibility, including the ability to

- identify the factors that create an ethical dilemma,
- identify and analyze the actions taken by those individuals and/or societies facing an ethical dilemma, and
- identify and/or predict logical consequences that arise from action(s).

Each component area of the Core Curriculum achieves the above listed competencies through the foundational component area outcomes listed below:

Communications focuses on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

1. Demonstrate writing or speaking processes.
2. Write or speak to an appropriate audience, for a specific purpose, and select appropriate communication choices.
3. Use appropriate evidence and reasoning to support claims.

Mathematics focuses on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate mathematical tools to the everyday experience.

1. Apply appropriate mathematical methods (e.g. arithmetic, algebraic, geometric, or statistical methods) to model and solve real-world situations; when appropriate, use technology.
2. Represent and evaluate basic mathematical information in written forms (e.g. numerically, graphically, or symbolically).
3. Use mathematical reasoning skills by interpreting mathematical models (e.g. formulas, graphs, tables, or illustrations) and draw inferences to develop convincing mathematical arguments.

Language, Philosophy, and Culture focuses on how ideas, values, beliefs and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

1. Demonstrate awareness of the scope and variety of works in the humanities.
2. Evaluate those works as expressions of individual and human values within an historical and social context.
3. Respond critically to works in the humanities.

Creative Arts focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

1. Identify three period artistic styles.
2. Critically analyze two elements of works in the arts.
3. Identify terminology and principles that guide or govern the arts.

Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on human experience.

1. Understand and apply method and appropriate technology to the study of life and/or physical science.
2. Collect data, use the data in calculations, interpret the data, and be able to present conclusions based on the data analysis.
3. Understand the interdependence of science and technology and their influence on, and contribution to, modern culture.

Social/Behavioral Sciences focuses on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on society and culture.

1. Employ the appropriate methods, technologies, and/or data that social and behavioral scientists use to investigate the human condition.
2. Examine institutions and/or processes across a range of historical periods, social structures or cultures.
3. Use and critique alternative explanatory systems or theories.

American History focuses on the consideration of past events relative to the United States, with the option of including Texas history for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

1. Examine social institutions and processes across a range of historical periods.
2. Analyze the effects of historical and global forces on the area under study.
3. Assess and analyze historical evidence.

Government/Political Science focuses on consideration of the Constitution of the United States and the constitutions of the states with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

1. Analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
2. Comprehend the origins and evolution of U.S. and/or Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and/or Texas, federalism, civil liberties, and civil and human rights.
3. Analyze, critically assess, and develop creative solutions to public policy problems.
4. Recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.

Academic Foundations

Victoria College Academic Foundations

Victoria College faculty, staff, and administration are committed to the success of every student enrolled at Victoria College. Some courses at Victoria College require students to demonstrate appropriate reading, writing, and/or mathematics skills prior to enrollment in those courses.

When placement scores indicate that students need additional preparation to transition into college-level courses, Victoria College requires them to enroll in academic foundations courses. An Academic Foundations Plan (AFP) will be prepared for each student targeting the courses that correct the areas of need. Students are required to enroll in academic foundations courses in those areas identified each semester until the AFP is complete.

Victoria College provides an academic foundations course for those students whose AFP requires writing and reading, Integrated Reading and Writing (INRW 0301). Students are assigned to this course based on their lowest score in either reading or writing on the Texas Success Initiative (TSI) Assessment. Students enrolled in INRW 0301 can progress to college-level courses by earning a grade of SA, SB, or SC in the course.

Victoria College provides two levels of academic foundations courses for those students whose AFP requires mathematics,

Foundations of Mathematical Reasoning (MATH 0302) and Intermediate Algebra (MATH 0303). Foundations of Mathematical Reasoning (MATH 0302) is the first level in the academic foundations sequence. It provides readiness skills for MATH 0303, MATH 1332 and MATH 1342. This course must be completed with an SA, SB, or SC. Intermediate Algebra (MATH 0303) is required in order to demonstrate readiness for MATH 1314 and must be completed with an SA, SB, or SC.

A grade of SA, SB, SC, or UF will be assigned accordingly in all Academic Foundations Integrated Reading and Writing and Math courses. These grades are not used for graduation purposes and the courses do not apply to the number of credits required for a degree or certificate.

Students who are not college ready in both areas will be required to enroll in a Student Success class as part of their AFP regardless of the number of credit hours that have been completed.

Please refer to the Required Testing section of this catalog (pages 20) for additional information about the Texas Success Initiative and college readiness.

Scholastic Probation

Students at Victoria College are expected to make and maintain a cumulative grade point average of 2.0.

The grade point average will be determined by considering all courses taken except those courses in which grades of Q, W, S, SA, SB, SC, U, or UF were received.

Students on scholastic probation may remove their probationary status by increasing their GPA to a 2.0 or above within the following semester.

Students placed on scholastic probation will be required to enroll in SDEV 0301 or EDUC 1300 if the course has not been completed in a previous semester.

Transfer Students

Students transferring from another college/university to Victoria College will be admitted without regard to probation status from their former college or university.

Enforced Withdrawal

Student who are on scholastic probation and fail to increase their GPA to a 2.0 or above the following semester will be placed on enforced withdrawal.

Students placed on enforced withdrawal:

- Will not be permitted to return to Victoria College until one semester (fall or spring or summer) has elapsed.
- Have the right to appeal for readmission through the Director of Advising, Counseling & Recruitment Services.

The procedure for the appeal is as follows:

- (1) The student must submit the completed appeal form to the Advising, Counseling & Recruitment Services Office no later than five working days (M-F) prior to the first day of class.
- (2) If the Director of Advising, Counseling & Recruitment Services or his/her designee decides that the appeal will not be granted, the student will be notified in writing of the denial. The student has no further right of appeal.

- (3) If the Director of Advising, Counseling & Recruitment Services or his/her designee decides to consider the appeal, the student will be contacted by phone to set up a personal interview.
- (4) At the time of the personal interview, topics of discussion will include further explanation of the appeal and the conditions to which the student agrees (student is allowed to repeat a maximum of two courses in which grades of D or F were earned), provided the student is readmitted. **If the student is readmitted, he/she will be required to enroll in EDUC 1300 if the course has not been completed in a previous semester.**
- (5) Students who are granted readmission will sign an Agreement of Understanding for Enforced Withdrawal.

All About The Grades

Grades

The grades used in Victoria College records and reports are:

- A** (90-100, excellent)
- B** (80-89, good)
- C** (70-79, average)
- D** (60-69, poor-lowest passing grade)
- F** (59 and below, failure)
- FX** (59 and below, failure due to non-attendance)
- S** Satisfactory
- SA** Satisfactory
- SB** Satisfactory
- SC** Satisfactory
- U** Unsatisfactory
- UF** Unsatisfactory
- W** Withdrawn
(indicates an official withdrawal from a course by a student or administrative action)
- I** Incomplete
- Q** Insufficient cause drop

The grade of I (incomplete) is given at the instructor's discretion when the student has made arrangements with the instructor prior to the final exam to award the incomplete due to extenuating circumstances (validity of extenuating circumstances is determined by the instructor). In order to receive an "I" the faculty member and the student must sign an Agreement of Settlement of I Grade form. **An incomplete (I) will be changed to a letter grade (A,B,C,D,F,SA,SB,SC,UF) if the student takes the final exam or makes up the work that is prescribed by the instructor. An incomplete not removed within 90 calendar days after the completion of the semester/term is changed to an F or UF.** Only the instructor of the course may grant an extension of time.

Students who believe they have not received grades based upon a fair and just evaluation as measured by the standards written on the syllabus given by the instructor at the first or second class meeting must report the matter in writing to the appropriate dean no later than 10 days after the first class day of the next semester. For further information, refer to the *VC Student Handbook*.

Grade Points

A four-point system for expressing in numerical terms the quality of academic scholarship achieved by the student is used in determining eligibility for honors, probation, enforced withdrawal, financial aid, membership in student organizations, etc. The system is as follows:

Each grade of **A** earns **4 grade points** for each semester hour of the course.

Each grade of **B** earns **3 grade points** for each semester hour of the course.

Each grade of **C** earns **2 grade points** for each semester hour of the course.

Each grade of **D** earns **1 grade point** for each semester hour of the course.

Each grade of **F** earns **0 grade points** for each semester hour of the course.

Each grade of **FX** earns **0 grade points** for each semester hour of the course.

Grades of **W, S, SA, SB, SC, U, UF, I, Q** are not awarded grade points and, therefore, these hours are not used in the computation of a grade point average.

Grade Point Average (GPA)

Cumulative Grade Point Average

- Beginning with the Spring 2010 semester, a single cumulative GPA is computed using only credit hours in which a grade of A,B,C,D, F, or FX was earned. **This cumulative GPA is used for determining scholastic probation/enforced withdraw and financial aid warning/suspension status.**
- Repeating a Course(s) - Only the most recent grade earned in a course taken and repeated at Victoria College is used in the computation of the cumulative grade point average (Effective with 1992 Summer School I session).

Grade Reports

Electronic grade reports are available in the Pirate Portal.

Eight and Five Weeks Report

Unsatisfactory grades (D, F, FX, or UF) are made available to the student at the end of the first eight weeks for courses lasting 16 weeks for the fall and spring semesters only. Midterm grades for courses lasting fewer than 16 weeks are not posted. GPA calculations, including eight and five week courses, are computed in May and December.

Semester Report

Final grades are available through the Pirate Portal at www.VictoriaCollege.edu. Students' login and passwords are required to access grades.

Registration

Advisor-assisted Registration

The College calendar (see pages 12-13) designates the dates for registration at the beginning of each session. The class schedule is posted each semester in the Pirate Portal and at www.VictoriaCollege.edu/ClassSchedule which lists detailed dates and procedures as well as any revisions or adjustments. Inquiries about advising should be directed to the Advising, Counseling & Recruitment Services Office at (361) 582-2400.

During the registration process, prospective students:

1. Complete application process
2. Develop a schedule and register for classes
3. Pay tuition and fees

Students will not be officially enrolled until all tuition and fees have been paid in full or students have made arrangements with the Payments Office to utilize the installment plan. The Payments Office is located in the Student Services Building and can be contacted at (361) 485-6840.

Web Registration

A student may register using web registration if the following requirements are met:

1. Scores are on file on all parts of an assessment test or students are exempt.
2. There are no holds on record (admissions, library, parking, etc.).
3. The student is a returning VC student or a transfer student who has completed the application process and is eligible to register.
4. The student is not on enforced withdrawal.

A username and password can be retrieved through the Pirate Portal once the application process has been completed. For assistance with login and password retrieval, contact the Help Desk at (361) 582-2509. This login information will be used as a security measure each time a transaction takes place and should be known only by the student.

Semesters, Sessions and Credit

The College operates on the following plan:

- **Fall and Spring semesters** of fourteen weeks or sixteen weeks
- **Fast Track classes of five-week or eight-week terms** throughout the fall and spring semesters.
- **May Interim session** of ten days available over a three-week period between the end of the spring semester and the beginning of the first summer session.
- **Summer session** divided into two terms of approximately five weeks each and one term of eight weeks.

The unit of credit in college is the semester credit hour, which is the credit earned by passing a lecture course which meets one hour per week for a semester or a lab class which meets three hours per week for a semester. The normal load for a student varies from twelve to eighteen semester credit hours.

In the summer session, a full-time student normally earns twelve semester hours in two terms. The Association of Texas Colleges sets fourteen semester hours as the maximum which may be earned in a summer.

Course Load

Course Load Per Semester/Session

- **Fall and/or Spring semesters**
Students may enroll in a maximum of 18 hours.
- **Summer sessions**
Students may enroll in six semester credit hours per five week summer session. Summer Term exceptions (such as 2 three-hour courses in addition to a Physical Education course) must be approved by the Director of Advising, Counseling & Recruitment Services Office.
- **Interim Session** Students may enroll in a maximum of one course. Students may be granted permission to enroll in excess of the allowable number of courses by the Director of Advising, Counseling & Recruitment Services.

Course Definitions

In addition to fall, spring, summer and fast track courses, the following are available:

- **Course Pairing**
An instructional strategy whereby students are enrolled simultaneously in a developmental education course and/or intervention and the entry-level freshman course of the same subject matter within the same semester. The developmental component provides support that advances students' success in the entry-level freshman course.
- **Non-Course Competency-Based Option and Intervention (also known as NCBO)**
Interventions that use learning approaches designed to address a student's identified weaknesses and effectively and efficiently prepare the student for college-level work. These interventions must be overseen by an instructor of record, must not fit traditional course frameworks, and cannot include advising or learning support activities already connected to a traditional course; interventions may include, but are not limited to, tutoring, supplemental instruction, or labs.
- **Open Entry/Defined Exit (OE or GO)**
Open Entry/Defined Exit (OE or GO) courses are self-paced classes designed to allow students more flexibility in completing their coursework. Courses offered in this format are designated in the course schedule with an OE# or GO#. An Open Entry/Defined Exit course allows the student to complete the course within the semester in which the student registers. Students may register at any time up to the ninth week of the semester; however, the student will begin the course the next odd week. Students must engage in at least one instructional activity within the first week of enrolling in the course to maintain academic progress. After that, students should work to complete the coursework as quickly as they are able. (Financial Aid students, please see special note below for requirements.) Open Entry/Defined Exit courses do not extend into the following semester.
- **Grading**
An OE# or GO# (Open Entry/Defined Exit) course must be completed by the end of the semester, regardless of when the student enrolled for the course. The grade earned will be recorded on the student's transcript.
- **Withdrawal/Drop from an OE/GO Course**
Students may withdraw from an OE# or GO# course with a "W" up through 65% of the allotted completion time of the course. Students should consult the College's web site for specific dates.
- **Special Note for Financial Aid Students Enrolled in Open Entry Courses**
Students using financial aid to pay for an Open Entry course must register during the regular semester registration period at the beginning of the semester in order for these classes to be included in their financial aid package. Students MUST begin work on their Open Entry course before the financial aid for the class will be released to the student's account. Students must continue regularly participating in the class to maintain academic standards of progress for the course. If students do not continue working on the course, (more than two weeks with no class activity) through at least the 60% point of the semester in which they enrolled, the financial aid award will be recalculated and possibly reduced, which could result in the student owing the College or the Department of Education for previously awarded financial aid.

Credit by Exam

Victoria College recognizes that students, by reasons independent of the college environment, may already have achieved college-level proficiency in credit courses. Therefore, students at Victoria College may receive credit for this achievement (1) through national standardized testing and/or (2) through a local subject area exam. The examinations that comprise the basis of the Victoria College program are: College Level Examination Program (CLEP), College Board Advanced Placement (AP) Examinations, Enhanced American College Testing (ACT) Program, College Board (SAT) Program, International Baccalaureate Diploma (IB) Program, and the Victoria College Departmental Course Examinations.

To have credit by exam posted on their permanent record, students must complete the Petition to Record Credit by Examination available in the Admissions & Records Office or in the Welcome Center.

Credit earned by examination will be awarded after official enrollment and completion of at least three hours at Victoria College in a credit course.

Credit will be granted only for courses in which a student has neither a passing nor a failing grade. Credit by exam will be accepted as "credit only" (CR) and will not affect a student's grade point average.

Credit by exam can be used to meet prerequisites for higher level courses.

Credit by exam satisfies degree requirements in the same way as credit earned by passing courses.

Credit by exam performance standards are set by the department in which the courses are taught and are subject to change at the department's discretion.

Victoria College Credit By Examination and Minimum Score Requirements

Discipline	VC Credit	Test	Minimum Score
BIOLOGY			
	8 hours-BIOL 1406-1407	AP	4
	4 hours-BIOL 1406	CLEP (General Biology)	53
	4 hours-BIOL 1406	IB: Standard Level	4
	8 hours-BIOL 1406-1407	CLEP (General Biology)	55
	8 hours-BIOL 1406-1407	IB: Higher Level	5
	4 hours-BIOL 1408	IB: Higher Level	4
CHEMISTRY			
	8 hours-CHEM 1411-1412	IB: Higher Level	5
	4 hours-CHEM 1411	IB: Higher Level	4
	8 hours-CHEM 1411-1412	AP	4
	4 hours-CHEM 1411	CLEP (General Chemistry)	41
	8 hours-CHEM 1411-1412	CLEP (General Chemistry)	47
	4 hours-CHEM 1411	SAT II Subject Test	630
COMPUTER INFORMATION SYSTEMS			
	3 hours-BCIS 1305	Departmental Exam	Contact Department
	3 hours-COSC 1301	Departmental Exam	Contact Department
	3 hours-ITSC 1325	A+ Essentials and A+ Practical Application	Reports with passing score
	2 hours-POFI 1204	Departmental Exam	Contact Department
	3 hours-ITSC 1309	Departmental Exam	Contact Department

Discipline	VC Credit	Test	Minimum Score
CRIMINAL JUSTICE			
	3 hours-CJLE 1506	Hold Current State Certification	Contact Department
	3 hours-CJLE 1512	Hold Current State Certification	Contact Department
	3 hours-CJLE 1518	Hold Current State Certification	Contact Department
	3 hours-CJLE 1524	Hold Current State Certification	Contact Department
ECONOMICS			
	3 hours-ECON 2301	IB: Standard Level	4-7
	3 hours-ECON 2301	IB: Higher Level	4-7
	3 hours-ECON 2301	CLEP (Prin. of Macro.)	55
	3 hours-ECON 2301	AP (Macroeconomics)	4
	3 hours-ECON 2302	CLEP (Prin. of Micro.)	55
	3 hours-ECON 2302	AP (Microeconomics)	4
ELECTRONICS			
	4 hours-CETT 1403	Departmental Exam	Contact Department
	4 hours-CETT 1405	Departmental Exam	Contact Department
	3 hours-CETT 1341	Departmental Exam	Contact Department
EMERGENCY MEDICAL SERVICE PROFESSIONS			
	3 hours-EMSP 1355	Departmental Exam	Contact Department
	3 hours-EMSP 1356	Departmental Exam	Contact Department
	4 hours-EMSP 1438	Departmental Exam	Contact Department
	5 hours-EMSP 1501	Departmental Exam	Contact Department
	2 hours-EMSP 2237	Departmental Exam	Contact Department
	3 hours-EMSP 2330	Departmental Exam	Contact Department
	3 hours-EMSP 2338	Departmental Exam	Contact Department
	4 hours-EMSP 2434	Departmental Exam	Contact Department
	4 hours-EMSP 2444	Departmental Exam	Contact Department
ENGLISH			
	3 hours-ENGL 1301	IB: Standard Level	4
	3 hours-ENGL 1301	IB: Higher Level	4
	3 hours-ENGL 1301	CLEP (Fresh. Comp./Essay)	52
	3 hours-ENGL 1301	Enhanced ACT (English)	30
	3 hours-ENGL 1301	SAT I Verbal Reasoning	650
	3 hours-ENGL 1301	AP (English Language & Composition)	3
	3 hours-ENGL 1302	IB: Standard Level (Extended Essay=A)	4
	3 hours-ENGL 1302	IB: Higher Level (Extended Essay=A)	4
FIRE SCIENCE			
	3 hours-FIRS 1319	Hold Current State Certification	Contact Department
	3 hours-FIRS 1329	Hold Current State Certification	Contact Department
	4 hours-FIRS 1401	Hold Current State Certification	Contact Department
	4 hours-FIRS 1407	Hold Current State Certification	Contact Department
	4 hours-FIRS 1413	Hold Current State Certification	Contact Department
	4 hours-FIRS 1423	Hold Current State Certification	Contact Department
	4 hours-FIRS 1433	Hold Current State Certification	Contact Department
	3 hours-FIRT 1301	Hold Current State Certification	Contact Department
	3 hours-FIRT 1307	Hold Current State Certification	Contact Department
	3 hours-FIRT 1329	Hold Current State Certification	Contact Department
	3 hours-FIRT 1333	Hold Current State Certification	Contact Department
	3 hours-FIRT 1338	Hold Current State Certification	Contact Department

Discipline	VC Credit	Test	Minimum Score
GEOGRAPHY			
	3 hours-GEOG 1303	IB: Standard Level	4-7
	3 hours-GEOG 1303	IB: Higher Level	4-7
GOVERNMENT			
	3 hours-GOVT 2305	CLEP (Am. Govt.)	55
	3 hours-GOVT 2305	AP (Am. Govt.)	4
HISTORY (U.S.)			
	3 hours-HIST 1301	CLEP (Hist. of U.S. I)	55
	3 hours-HIST 1301	AP (American History)	4
	3 hours-HIST 1302	CLEP (Hist. of U.S. II)	55
MATHEMATICS			
	3 hours-MATH 1314	IB: Standard Level (Mathematical Methods)	4
	3 hours-MATH 1314	IB: Standard Level (Further Mathematics)	4
	3 hours-MATH 1314	CLEP (College Algebra)	50
	3 hours-MATH 1314	Enhanced ACT (Math)	30
	3 hours-MATH 1314	SAT I (Mathematics)	600
	3 hours-MATH 1324	IB: Standard Level (Mathematical Studies)	4
	3 hours-MATH 1332	IB: Standard Level (Mathematics)	4
	3 hours-MATH 2312	CLEP (Precalculus)	50
	3 hours-MATH 2312	IB: Standard Level (Mathematical Methods)	5
	3 hours-MATH 2312	IB: Standard Level (Further Mathematics)	5
	3 hours-MATH 2312	IB: Higher Level (Mathematics)	4
	7 hours-Math 2312 & 2413	IB: Higher Level (Mathematics)	5
	4 hours-MATH 2413	CLEP (Calculus)	50
	4 hours-MATH 2413	AP (Calculus)	4
	4 hours-MATH 2413	AP (Calculus BC)	3
	8 hours-MATH 2413-2414	AP (Calculus BC)	4
MUSIC			
	3 hours-MUSI 1306	IB: Standard Level	4
	3 hours-MUSI 1306	IB: Higher Level	4
PHILOSOPHY			
	3 hours-PHIL 1301	IB: Standard Level	4
	3 hours-PHIL 1301	IB: Higher Level	4
PHYSICS			
	3 hours-PHYS 1315	IB: Standard Level	4
	8 hours-PHYS 1401 & 1402	IB: Higher Level	4
	8 hours-PHYS 1401-1402	AP (Physics B)	4
	4 hours-PHYS 1401	AP (Physics C -Mech.)	3
	4 hours-PHYS 1402	AP (Physics C-Elect. & Magnetism)	3

Discipline	VC Credit	Test	Minimum Score
PROFESSIONAL OFFICE TECHNOLOGY			
	3 hours-POFI 1349	Departmental Exam Excel 2010	Contact Department
	3 hours-POFT 1328	Departmental Exam PowerPoint 2010	Contact Department
PROCESS TECHNOLOGY			
	3 hour -PTAC 1302	Departmental Exam	Contact Department
	3 hour -PTAC 1308	Departmental Exam	Contact Department
PSYCHOLOGY			
	3 hours-PSYC 2301	IB: Standard Level	4-7
	3 hours-PSYC 2301	IB: Higher Level	4-7
	3 hours-PSYC 2301	CLEP (Psychology)	55
	3 hours-PSYC 2301	AP (Psychology)	4
SOCIOLOGY			
	3 hours-SOCI 1301	CLEP (Sociology)	55
SPANISH			
VC Placement/Credit Policy (See instructor and/or department head)			
VISUAL ART			
	3 hours-ARTS 1301	IB: Standard Level	4
	3 hours-ARTS 1301	IB: Higher Level	4
WELDING			
	4 hours-WLDG 1421 *	Departmental Exam	Contact Department
	3 hours-DFTG 1325 **	Departmental Exam	Contact Department
	3 hour- MCHN 1343**	Departmental Exam	Contact Department
	*Exam is written and "hands-on" welding skills.		
	**Exam is written only.		

Advanced Placement (AP) exams are offered once each year in May, usually in high schools that offer college-level courses based on AP course descriptions.

Tech Prep Credit

All state Tech Prep programs lost their funding at the end of the 2010-2011 school year. No new articulations were (or will be) formed from that point on. Students who earned Tech Prep credit up to the end of the 2010-2011 school year will be able to claim their credit at the Victoria College Welcome Center through May of 2014. Please call (361) 582-2400 for more details.

Transfer of Credits

It is the responsibility of the student to familiarize himself or herself with the course requirements of the college to which he or she plans to transfer and to make certain the choice of courses and the required grades in those courses are satisfied. Please contact Advising, Counseling & Recruitment Services for additional information.

A university is authorized by the Association of Texas Colleges to accept 66 semester hours from a community college. Students with acceptable grades do not experience any difficulty in transferring 66 hours from Victoria College to senior colleges that are members of the Southern Association of Colleges and Schools Commission on Colleges or other regional accrediting associations.

Students planning to transfer to another educational institution are encouraged to work closely with an advisor from both institutions.

Classification of Students

Full-time, Half-time, and Part-time Students

Full-time students	Fall and Spring Semesters: Students enrolled for twelve hours or more Summer Sessions: Students enrolled for six hours or more
Half-time students	Fall and Spring Semesters: Students enrolled for six hours Summer Sessions: Students enrolled for three hours
Part-time students	Students enrolled for less than full-time are considered part-time students.
Freshman student	Students who have earned 0 - 29.99 credit hours.
Sophomore student	Students who have earned 30 - 59.99 credit hours.

Auditing a Class

Students who wish to sit in a class without earning credit may do so on a space-available basis under the Audit policy.

Students must:

1. Meet all prerequisites for the class or have instructor approval.
2. May not register to audit a class until the last registration period.
3. Pay the audit fee of \$100 per course (in place of tuition) plus all other course fees.

Courses that are audited do not earn credit and may not be changed to a credit course at a later date. No Senior Citizen Discount can be utilized when auditing a course.

Fall 2006 and after Beginning Freshmen (30-Hour Rule)

HB 1172 and SB 1528 of the 79th Texas Legislature amended the Texas Education Code (Sections 54.014 {54.068 renumbered in 2005}) to limit the number of semester credit hours per undergraduate student that institutions may submit for state funding. This ruling applies to students who first enroll in college in the Fall 2006 semester or later. Additional tuition will be charged to students who have attempted 30 or more credit hours beyond their degree's requirement at Texas public colleges or universities. (This does not include credit hours for which the student paid out-of-state tuition, courses designated as academic foundations, any hours removed under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree.) Students who entered higher education for the first time prior to Fall 1999 while classified for tuition purposes as a Texas resident are exempt.

45-Hour Limit

Senate Bill 345 of the 76th Texas Legislature amended the Texas Education Code to limit the number of semester credit hours per undergraduate student that institutions of higher education may submit for state funding. Specifically, higher rates of tuition may be charged to students who exceed the number of hours required for their degree by 45 semester credit hours. This ruling applies to students who first enroll in college in the Fall 1999 semester or later. Credit hours for academic foundations and technical courses are not counted in the 45-hour limit.

Legislation Concerning Physical Education Courses

An appropriations rider (Special Provisions Relating Only to State Agencies of Higher Education, Sec. 44, Funding for Physical Education Courses) which became effective in the Fall 1999 semester states that colleges and universities will not receive funds for students who enroll in a physical education course if: 1) it is the only course being taken that semester; 2) the student is non-degree seeking; and 3) the course (same activity) has already been taken. Students falling into this category will be charged additional tuition (approximately \$80.00 per credit hour). If this additional charge is not made at registration, it may be collected during the semester. Failure to pay this charge (if student is notified during the semester rather than at registration) will result in a hold being placed on the student's record. Students can take the same Physical Education course twice for a maximum of two Physical Education credits.

Legislation Concerning Courses Attempted More Than Twice

HB 994, passed during the 79th Texas Legislature, allows public junior colleges to charge a student a higher rate of tuition for a course attempted more than twice beginning with Fall 2002 coursework. Public junior colleges do not receive state funds for these types of courses. See the Non-State Funded Course Fee.

Schedule Changes

Students currently enrolled may initiate a schedule change in the Advising, Counseling & Recruitment Services Office during designated schedule change dates.

Dropping a Course

If a student registers for classes but does not attend or stops attending, regardless if the student has paid or not, the student must officially drop or withdraw through the Advising, Counseling & Recruitment Services Office by completing a Victoria College Withdrawal Form. Failure to do so may result in an F on the student's transcript for each incomplete class.

Six Drop Rule

Beginning with the 2007-2008 academic year, students enrolling at any college or university for the first time may not drop a total of more than six courses without consequence for other than good cause (as defined below). This total includes any course a student transferring to Victoria College has dropped at another college or university with the exception of private and/or out-of-state colleges/universities. Students transferring to Victoria College from another institution will not be permitted to drop a class for any reason other than good cause until official transcripts from the transferring institution have been received in the Victoria College Admissions & Records Office.

In order to drop a course for good cause, students must provide the appropriate documentation, as described below, to the Advising, Counseling & Recruitment Services Office:

Good cause can include but is not limited to:

1. a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course (a doctor's note verifying the condition will be required);
2. 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 (a doctor's note verifying the student is the caregiver will be required);
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 (a copy of the death certificate will be required);
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 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 active military service is considered to be a showing of good cause (a copy of the military member's orders will be required);
5. the change of a student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete the course (a letter from the employer verifying the change in work schedule); or
6. other good cause as determined by the Vice President of Instruction or Vice President of Student Services, or designee.

FAQs - Six Drop Rule

<p>I dropped a course on the second day of the semester; will this count against me?</p>	<p>No, as long as you drop a 16 week course before the 12th class day of the semester, the course will not count as one of the six. If the course meets fewer than 16 weeks, the College will determine the deadline based on course length.</p>
<p>I'm taking a chemistry class that has a lab. If I drop the lecture and the lab, will it count as 2 classes?</p>	<p>No. Lab courses taken concurrently with lecture courses where enrollment in the lab course is required in order to enroll in the lecture course are not considered part of the six course drop limit.</p>
<p>I dropped a course in the summer of 2006. Will that count as one of the six?</p>	<p>No, The six drop limit applies only to students who are taking classes for the first time in the fall of 2007.</p>
<p>I am dropping all of my classes because I am moving. Will they be counted as part of the six course drop limit?</p>	<p>No. Courses dropped in order to withdraw completely from the College are not considered as part of the six course drop limit for the purposes of this policy.</p>
<p>What happens if I drop 7 classes?</p>	<p>The college will not allow you to drop 7 classes. The grade you have earned in the seventh course will be recorded on your transcript. If you stop attending class, that grade will be an F.</p>
<p>I'm going to a four-year university in the fall. If I return to take classes at Victoria College next summer and decide to drop one of those classes, will the university count the VC class as one of my six?</p>	<p>Yes. A total of six courses can be dropped. The six can come from multiple colleges and universities.</p>
<p>I need to drop a course for good cause but I don't see my good cause reason listed. What do I do?</p>	<p>Make an appointment to talk with either the Vice President of Instruction or the Vice President of Student Services or their designee.</p>

FAQs - How do I drop a class?

If you are dropping a class*:

Do one of the following:

1. Stop by the Advising, Counseling & Recruitment Services Office
Available Monday-Thursday 7:30 a.m. - 6 p.m. and Friday 7:30 a.m. - 5 p.m.
Please visit VictoriaCollege.edu for summer hours.

2. Submit an online request form completed within the Pirate Portal.
Pirate Portal > Student Resources menu > Advising, Counseling & Recruitment Services link

* Beginning with the 2007-2008 academic year, students enrolling in a college or university for the **first time** may not drop a total of more than six courses for other than good cause. **If you are dropping for "Good Cause," please be sure to include documentation supporting this type of drop. Unless the course is dropped for good cause, the dropped course will count toward the six course drop limit.**

* Students in selective admission programs must follow drop procedures established by the specific program. Students receiving Financial Aid must contact a Financial Aid Counselor prior to withdrawing from the College

How do I completely withdraw from the college?

If you are withdrawing from the college*:
Do one of the following:
1. Stop by the Advising, Counseling & Recruitment Services Office Available Monday-Thursday 7:30 a.m. - 6 p.m. and Friday 7:30 a.m. - 5 p.m. Please visit VictoriaCollege.edu for summer hours.
2. Submit an online request form completed within the Pirate Portal. Pirate Portal > Student Resources menu > Advising, Counseling & Recruitment Services link
* Students in selective admission programs must follow withdrawal procedures established by the specific program. Students receiving financial aid must contact a Financial Aid Counselor prior to withdrawing from the College.

What is the deadline to withdraw without consequence?

Semester	Term Length	Last day to drop without penalty
Fall	5 weeks	4th class day of the semester
Spring	5 weeks	4th class day of the semester
Fall	16 weeks	12th class day of the semester
Spring	16 weeks	12th class day of the semester
Fall	14 weeks	10th class day of the semester
Spring	14 weeks	10th class day of the semester
Summer	6 to 10 weeks	College will determine the deadline based on course length
Summer	5 weeks or shorter	College will determine the deadline based on course length
Fast-track	8 weeks	6th class day of the semester

Effects of Course Load Reduction/Total Withdrawals

1. All withdrawals through the Friday of the 10th week of classes during the fall and spring semesters will result in a course grade of W or Q. Unless the course is dropped for good cause, the withdrawal will count toward the six course drop limit and will be noted as Q. Courses dropped for good cause will be noted on the transcript as a W.
2. After the tenth (10th) week of classes, NO WITHDRAWALS will be permitted.

Students on financial aid should check with the Financial Aid Office prior to dropping a course to determine the effects of the course load reduction on financial aid eligibility. Student receiving Title IV Federal Funds please note the following:

Withdrawing from Classes - Students who withdraw completely from all classes may be responsible for the repayment of some or all of the financial aid they received. Any nonrefundable tuition and fees originally paid for with financial aid may also be owed. Students should consult with a Financial Aid counselor prior to withdrawing from classes.

Failing all classes – Students who fail all classes OR have a combination of withdrawal(s) and/or failing grades(s) may be responsible for the repayment of some or all of the financial aid they have received.

IMPORTANT: If sufficient financial aid (Pell, SEOG, Direct Loans, TPEG, Scholarships) has been awarded to pay all fees, awards will automatically be used to offset those fees on the date they are due.

NOTE: A Federal Refund Regulation will apply to all students receiving Federal Title IV funding who withdraw from the College before 60% of the period of enrollment has been completed. The law requires that when a student withdraws during a period of enrollment, the amount of financial aid earned up to that point is determined by a specific formula. A student's withdrawal date is the last date of attendance as determined by the instructor roster. Based on the last date of attendance, if the student received less assistance than the amount earned, he or she will receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned.

Distance Education

Distance education course standards, college credit, content, and transferability are the same as traditional courses offered on-campus. Students have the same rights, privileges, and responsibilities as on-campus students. Distance education courses are transcribed the same as on-campus courses. The registration process and Texas Success Initiative requirements for distance education courses are the same as for all other Victoria College courses.

COURSES

Online courses are courses in which the content is delivered completely over the Internet. Students may need to come on campus several times as determined by the course instructors for specific activities or for testing. Hybrid courses are courses in which the content is delivered through a combination of online and on-campus instruction. To take an online or hybrid course, students will need access to a computer with an Internet connection. Students can use any of the on-campus computers in the open computer labs or the library to complete their coursework. An online or hybrid course may require certain minimum hardware and software configurations on a student's machine. Those requirements are the responsibility of the student. Interactive Television (ITV) courses are courses in which students and faculty meet in an interactive television classroom and interact with other students and/or faculty at a remote location.

TESTING

Some online courses may require one to five proctored (supervised) exams during the semester. Proctored exams may be accomplished in the Testing Center on the main campus, the Calhoun County Center, the Gonzales Center, or an approved off-campus testing site at the discretion of the course instructor. All final exams for online classes must be proctored. Each instructor determines the need for additional proctored exam or exams.

ORIENTATION SESSIONS

All new students are required to attend a Pirate Orientation that explains how to use Victoria College's current Online Course Management System (Blackboard). In addition, the Distance Education department holds Blackboard Orientation sessions. These sessions do not cover course-specific material but are designed to explain how to use the technology so that students can spend their time concentrating on the course content. All students regardless of whether they are taking an online course or not are welcome to attend. Online and hybrid instructors may hold online or on-campus orientation sessions specific to their courses.

VIRTUAL COLLEGE OF TEXAS (VCT)

The Virtual College of Texas is a collaboration of the Texas community and technical colleges. Although VCT courses may originate from any one of the more than 40 public college participants in the state, they have the same tuition, admission procedures and requirements, Texas Success Initiative requirements, and appear on an academic transcript like any other Victoria College courses. If a Victoria College course is not offered online or if the Victoria College online course is full, students may look for the course on the VCT website (<http://www.VCT.org>). Each course requested must be reviewed and approved by the appropriate dean to ensure that it meets the same course guidelines as the matching Victoria College course. Additionally, the course instructor must meet the credential requirements as specified in the *Faculty Credentials and Qualifications Handbook*.

Final Exams

1. Semester Final Examinations

Examinations are normally given at the end of each semester/term according to a schedule prepared by the Admission & Records Office. Classes with a schedule that deviates from the normal semester schedule will be given final exams when those classes end. All final examinations must be proctored, and no student is exempt from taking the exam. In general final exams are not given early, but on a case-by-case basis the Division Dean may allow the final exam to be given prior to the scheduled time.

2. Online Final Examinations

Proctored examinations, which are not to exceed three hours, will be offered during the week of final exams in either an online environment in a Testing Center or face-to-face using the same format as traditional class finals. Students should not be required to take exams during times that conflict with the final exam schedule prepared by the Admissions & Records Office.

3. Postponed Examination

If a student is unable to take an exam as scheduled, the student must petition the instructor in writing prior to scheduled time of the final in order to reschedule the exam.

Dean's List

Students will be listed on the Dean's List for a given semester if they meet the following criteria: complete at least 12 semester hours during that semester (excluding Academic Foundations courses), earn a 3.50 or higher semester grade point average on graded courses, and have no grades of U or F for that semester.

Degree/Certificate Requirements

Victoria College grants the following:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Applied Science Degree
- Certificates for selected Allied Health Programs
Career & Technical Education Programs

Graduation Application

A student who is a candidate for graduation may apply at the Welcome Center. Victoria College will award degrees when earned as determined by a curriculum audit against the student's declared major.

Course Substitutions

Course substitutions may be considered for an Associate of Arts, Associate of Science, and Associate of Applied Science Degree or for the Certificate for selected Career, Health, and Technical Programs. Substitutions must be initiated with the appropriate department chair or dean. Career & Technical Education courses may not be substituted for general education courses.

Transfer Courses

If a student successfully completes the core curriculum at a Texas public institution of higher education, or receives a bachelor's degree from a regionally accredited college or university, that block of courses may be transferred to Victoria College and may be substituted for the Victoria College Core Curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional courses to complete the Victoria College Core Curriculum. Please visit the Advising, Counseling & Recruitment Services Office.

Associate of Arts Degree

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of a **minimum of 60 semester credit hours** with at least a 2.0 grade point average. Only Victoria College courses will be used in grade point average calculation.
3. Completion of at least 25 percent of semester credit hours earned through instruction at Victoria College.
4. Meet minimum standards of all areas of the assessment test to satisfy the Texas Success Initiative or meet exemption requirements.
5. Completion of Core Curriculum (42 hours). See page 29.
6. Completion of one literature course (3 hours) **in addition to core requirements**.
Select one course: ENGL 2322, 2323, 2327, 2328, 2332, 2333

Associate of Science Degree

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of a **minimum of 60 semester credit hours** with at least a 2.0 grade point average. Only Victoria College courses will be used in grade point average calculation.
3. Completion of at least 25 percent of semester credit hours earned through instruction at Victoria College.
4. Meet minimum standards of all areas of the assessment test to satisfy the Texas Success Initiative or meet exemption requirements.
5. Completion of Core Curriculum (42 hours). See page 29.
6. Completion of one mathematics course (3-4 hours) **in addition to core requirements**.
Select one course: MATH 1314, 1316, 1324, 1325, 1332, 1342, 2312, 2413, 2414.
7. Completion of two lab science courses (may be used to satisfy core requirements).

Associate of Applied Science Degree

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of a minimum of 62 semester credit hours with at least a 2.0 grade point average. Only Victoria College courses will be used in grade point average calculation.
3. Completion of all courses in the program of study as outlined in the catalog.
4. Completion of at least 25 percent of major-field courses plus the capstone course, if any, earned through instruction at Victoria College. Exceptions for work/life experience may be granted for those seeking degrees in Fire Science or Criminal Justice provided all other requirements have been satisfied.
5. Meet minimum standards of all areas of the assessment test to satisfy the Texas Success Initiative or meet exemption requirements.

Certificate in a Career & Technical Program

Victoria College grants a certificate in a variety of Career & Technical Education programs. To earn a Certificate of Completion, students must complete the following requirements:

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of the minimum semester credit hours as outlined in the program of study in the catalog with at least a 2.0 grade point average. Only Victoria College courses will be used in the grade point average calculation.
3. Completion of at least 25 percent of major-field courses plus the capstone course, if any, earned through instruction at Victoria College.

Certificate in an Allied Health Program

Victoria College grants a certificate in Vocational Nursing. To earn a Certificate of Completion in the Vocational Nursing (VN) Program students must complete the following requirements:

1. Completion of all semester credit hours outlined in the VN Program of Study in the catalog with a grade of C or better in each course.
2. Completion of at least 25 percent of the VN courses including the capstone course earned through instruction at Victoria College.
3. See the Vocational Nursing Program of Study in this catalog for information regarding admission to the program.

Catalog Year Designation for Degree and/or Certificate Requirements

It is the responsibility of the student to know and to satisfy all of the requirements listed under his or her specific catalog if the student intends to graduate from Victoria College. Since requirements and programs are subject to change, students should be aware of current regulations and requirements at all times.

Catalog year designations are made according to the following guidelines:

- **First Time VC Student** - Students entering Victoria College for the first time are assigned to the catalog in effect at the semester and/or session of entry. These students must follow the degree and/or certificate requirements as specified in that catalog, or any subsequent catalog of their choice, as long as the length of time of a student's enrollment does not exceed five years.
- **VC Student whose enrollment exceeds five years** - Students whose enrollment at Victoria College exceeds five years will forfeit the initial catalog designation. These students must then meet the degree and/or certificate requirements specified in a catalog no more than five years old.
- **Student not enrolled for two or more consecutive semesters** - Students who are not enrolled for two or more consecutive regular (fall or spring) semesters must meet the degree and/or certificate requirements of the catalog in effect at the time of reentry, or any catalog thereafter, not to exceed five years.
- **Degrees and certificates will be awarded from only one catalog.**
- **Students who are admitted or readmitted into selective admission programs** - Students who are admitted or readmitted into selective admission programs must meet the curriculum requirements in the current catalog. If curriculum changes have occurred since the student entered the program of study, the student should contact the program director for guidance.

Graduation Participation and Honors

Participation in graduation ceremonies is optional for those candidates who have met the minimum degree or certificate requirements for:

- the Associate of Science
- the Associate of Arts
- the Associate of Applied Science or
- the Certificate

Candidates eligible for graduation should complete a Graduation Application in the Welcome Center or the Admissions & Records Office located in the Student Services Building. It is preferred that the Graduation Application be completed within the first two weeks of the semester/term in which the candidate plans to graduate. The highest honor (GPA) graduate(s) for an Associate Degree as well as the highest honor (GPA) graduate(s) for a Certificate will be recognized during the commencement ceremony. Graduation with honors is noted on the official student transcript.

Graduating With Honors

To graduate with honors, a candidate must have a 3.5 Victoria College cumulative grade point average, excluding academic foundational course work. Candidates will not be considered for honors unless they have been in attendance at Victoria College for a minimum of two semesters and completed a minimum of 24 semester credit hours in residence.

Honor designations are as follows:

3.5 - 3.69	Cum Laude
3.7 - 3.89	Magna Cum Laude
3.9 - 4.0	Summa Cum Laude

Victoria College Transfer Credit Guarantee

Victoria College guarantees the transferability of course credits to any state supported Texas college or university. If such courses are rejected by the receiving institution, the student may take courses tuition-free at Victoria College which are acceptable to the receiving institution, under the following conditions:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving institution as transferable;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies exclusively to courses included in a written advising plan, which includes the institution to which the student will transfer, the major and degree sought, and the date that the educational goal was made. This information must be filed with Victoria College.

The Texas Higher Education Coordinating Board distinguishes between transfer problems and transfer disputes.

Transfer problems may include, but are not limited to, the following:

- A student may lose credit hours or have to take additional lower-level courses when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may take more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.

- The student may take vocational, technical, or academic foundations courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old based on college or program policy.
- The student may repeat courses to raise grade point averages. Duplicate credit will not be accepted.

Transfer Disputes

Transfer disputes may arise when a Texas institution of higher education does not accept lower-division course credit. To qualify as a dispute, the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the Community College General Academic Course Guide Manual, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the Transfer Dispute Resolution Form, Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393:

- a. Public institutions of higher education shall follow the following procedures in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and/or guidelines.
 3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student receives written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
 - c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.
 - d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.
 - e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transfer Credit Policy

Victoria College accepts academic college-level courses completed with a grade of D or better from accredited colleges and universities. Degree applicable credit is only awarded in academic subjects with a corresponding Victoria College discipline and only for those courses in which a grade of C or better was earned. Courses in which a letter grade lower than C was earned and courses for which there is no corresponding VC discipline will be accepted as elective credit.

Official transcripts, including military transcripts, and official score reports for standardized exams such as AP, IB, CLEP, etc. must be submitted to the Admissions & Records Office.

Military Physical Education (PE) Credit:

Requests for PE credit will be evaluated by the Admissions & Records Office. 1 PE credit will be granted for every six months of active duty service not to exceed four credits.

International Transcripts:

Coursework from institutions outside the U.S. will be considered on a case by case basis, and these students will be required to furnish an evaluation of their courses. See Methods of Admission: Foreign Students on page 23 for a list of approved evaluation agencies.

A course by course evaluation is not required for Texas Success Initiative (TSI) completion.

Experiential Learning:

Victoria College does not grant credit for experiential learning.

Evaluation Process of Transfer Credit

Initial evaluation of transfer credits is made in the office of Advising, Counseling & Recruitment Services. College courses on transcripts from other colleges and universities with the Texas Higher Education Coordinating Board (THECB or the Board) common number are accepted as comparable courses. Courses without the THECB common number are evaluated by reviewing catalog descriptions and in some cases, course syllabi. It is the students' responsibility to provide the academic advisor (advisor) with course descriptions and/or syllabi.

Below are the transcript evaluation steps:

1. Advisor conducts initial transcript evaluation by reviewing course description and syllabi
2. Advisor electronically forwards recommendation with supporting documentation to appropriate dean
3. Dean reviews recommendation in consultation with discipline expert
4. Dean approves/declines advisor recommendation and forwards decision to advisor

5. Advisor completes transfer credit form and submits to Vice President of Instruction for final approval
6. Vice President of Instruction reviews and approves/declines recommendation; forwards form to Director of Advising, Counseling & Recruitment Services, College Registrar and academic advisor
7. Transfer credit form is filed in student's permanent electronic record.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Victoria College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, and assigned representative(s) of the college will develop a written educational plan for retraining.

Transcript evaluation requests submitted at least four weeks prior to the end of the semester will be completed by the end of the semester in which the transcript evaluation request is made. Every effort will be made to complete late submissions prior to the end of the semester; however, no guarantee that the evaluation will be completed is made or implied.

Job Competency Guarantee

If an employer finds an Associate of Applied Science graduate lacking in technical job skills identified as exit competencies for his/her specific degree program, Victoria College will provide up to nine tuition-free credit hours of skill training under the conditions of the policy.

Conditions which apply to the guarantee are as follows:

1. The graduate must have earned the AAS degree beginning May 1993 or thereafter in a technical/vocational program identified in the college catalog.
2. The graduate must have completed the AAS degree at Victoria College (with a majority of Career & Technical Education/ Specialty credits being earned at Victoria College) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instructional Services.
4. Employment must commence within three months of graduation.

7. Retraining will be limited to 9 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. Students must complete retraining within a calendar year from the time that the retraining plan is signed.
9. The student's sole remedy against Victoria College and its employees for skill deficiencies shall be limited to 9 credit hours of tuition and selected expense-free education under the conditions described above. Selected expenses are limited to in-county or out-of-county, registration, building use, student service, and laboratory fees. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.

The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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General Regulations

Student Conduct

The Code of Student Conduct is designed to ensure that students have an environment that is conducive to learning and to protect student rights as well as the rights of the College. By this publication of the rules governing student conduct, Victoria College recognizes that students have the right to know the circumstances and manner in which this disciplinary power will be exercised and advises students that disciplinary rules will be enforced.

General Regulations - The rules, procedures, rights (including appeal process) and responsibilities, and policies which govern student conduct and student activities are located in the Victoria College Student Handbook.

Disciplinary offenses include the following:

1. Academic Misconduct

- **Cheating** – Cheating includes, but is not limited to, students wrongfully giving, taking or presenting any information or material not their own with the intent of aiding themselves or others with any academic work or misrepresenting their own or others work product or knowledge.
- **Plagiarism** – All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor is expected to be the result of the student's own thought, research, or self-expression. In cases in which students feel uncertain about a question of plagiarism, they are obliged to consult the instructor on the matter prior to submitting any work. When students submit work purported to be their own but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment, they are guilty of plagiarism.
- **Failure to comply with Course/ Program Requirements** – Students enrolled in courses offered within the College's various areas of study are provided standards of classroom conduct within the course syllabus at the discretion of the course instructor. Additionally, students enrolled in a selective admissions program are provided a program handbook(s)

that sets forth rules and regulations that detail a student's responsibilities and conduct within the program. In both instances, the standards of conduct are specifically related to, and intended to insure compliance with the academic requirements and goals of the course or program. Students must adhere to these conduct guidelines, as well as those outlined in the VC Student Code of Conduct. Students found guilty of violating course or program specific rules and regulations, or for not attaining or demonstrating designated benchmarks as outlined in each program's student handbook, may be subject to academic misconduct sanctions to include possible withdrawal from the program.

2. Actions Against Members of the College Community

- Interference, coercion, disruption, or reckless behavior which impedes, impairs or disrupts the College mission, processes or functions or which endangers others or interferes with the rights of others
- Harassment, including, but not limited to, sexual or racial harassment, via any means, including email
- Abusive, drunken, violent, or excessively disruptive behavior
- Lewd, indecent, or obscene behavior
- Hazing in any form

3. Abuse of the Discipline System

- Knowingly giving false testimony, or other evidence at any official hearing of the College or knowingly giving false information to any faculty or staff member acting in the performance of their duties
- The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions
- Bribing any College employee
- Violation of conditions imposed in connection with one or more of the sanctions enumerated in the Code of Student Conduct

4. Alcohol, Drugs, and Narcotics

- Use, possession, or distribution of alcohol or illegal drugs in violation of the College's policy on drugs and alcohol, or in violation of state or federal law;

5. Failure to Comply

- Failure to comply with directions of College officials acting in the performance of their duties

6. Financial Irresponsibility

- Passing a worthless check to the College or to a member of the College community acting in an official capacity

7. Firearms, Weapons and Explosives

- Possessing a firearm, ammunition, illegal knife (including switchblade or butterfly knife), club, explosives, or a chemical dispensing device

8. Providing False Information

- Falsifying, altering or forging any official College records or documents, employing official College documents or records for purposes of misrepresentation, or causing any official College documents or records to be falsified by means of any misrepresentation

9. Theft, Damage, or Unauthorized Use

- Possessing stolen property
- Defacing, disfiguring, damaging, or destroying public or private property
- Stealing any item of tangible or intangible public or private property
- Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the College community (including the theft of instructors' or other students' books and/or material for resale to the Bookstore).
- Unauthorized access to or misuse of College computers, computing programs, or service and/or failure to comply with Victoria College Computer Use Policies and Regulations, located in the Victoria College Student Handbook.

10. Unauthorized Entry, Possession, or Use

- Unauthorized entry or use of College facilities in violation of College policy or local, state, or federal law

11. Violation of Federal, State, or Local Law

- The threat or commission of physical violence against any person, not including acts of self-defense
- The commission of acts which constitute a violation of local, state, or federal law and which interfere with, are detrimental to, or incompatible with the College's educational mission as set forth in its mission statement, policies, rules, and regulations

12. Violation of Published College Mission Statement, Policies, Rules, or Regulations

- Acts of misconduct which interfere with, are detrimental to, or incompatible with, the College's educational mission as set forth in its mission statement, policies, rules, and regulations

Please see the *Victoria College Student Handbook* for complete information on rules governing student conduct.

Attendance

Attendance will be taken for every class meeting. The method by which attendance is taken will be determined by the faculty member and clearly outlined in the class syllabus. Regular and prompt class attendance is expected of every student. A student's absence means that the student is not able to participate in the class.

Faculty members are not obligated to provide opportunities for students to make up missed assignments and tests as a result of a student's absence from class. If a student stops attending class, it is the student's responsibility to withdraw from the class. If the student does not attend class and does not withdraw from the class, the student **will** receive a grade of **F or UF** in the class. Labs are counted as a class meeting.

Please see the *Victoria College Student Handbook* for the policy regarding absences for military service.

Instructor-Initiated Withdrawals (Drops)

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors:

must drop a student who has not logged into an online class or physically attended a face-to-face or hybrid class prior to the Official Reporting Date (ORD). Instructors must initiate ORD drops by the published deadlines.

cannot drop a student with an average of D/SC or better.

after following established division retention practices, **may** at their discretion drop a student who is not passing without consultation with the student when absences exceed 20% of the scheduled class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed 20% of the laboratory meetings or 20% of the lecture meetings.

must drop a student who is not passing when absences exceed 40% of the scheduled class meetings unless said excessive absences accrue after the 65% drop date.

cannot drop a student after 65% of class instruction has been completed.

Excused Absences for Religious Holy Days

For observance of a religious holy day, students may take an examination or complete an assignment scheduled for that day within a reasonable time if:

The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day no later than the 15th day after the first day of the semester. (In accordance with Texas Education Code 51.911).

The notice must be in writing and must be delivered by the student either:

- a. personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or
- b. by certified mail, return receipt requested, addressed to the instructor of each class.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Such provisions must be communicated to the student by the instructor when the student notifies the instructor of a planned absence under this section.

Family Education Rights and Privacy Act of 1974

Victoria College complies with the Family Education Rights and Privacy Act of 1974, which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the Act. For additional information, please contact the Admissions & Records Office.

Victoria College considers students to be independent of their parents in regard to their education records. However, information may be disclosed to the parents only by obtaining the students' written consent to do so. FERPA Release Forms are available at the Welcome Center.

Directory Information

The College will release the following items of directory information (as defined by the Family Education Rights and Privacy Act) without the written consent of the student: name, address, telephone number, date of birth, major, dates of attendance, degrees awarded, full and part-time status, enrollment and withdrawal verifications, student classification, and most recent previous institution attended. The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnishes it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Admissions & Records Office in writing each semester if the above information is not to be released.

Confidentiality and Access of Student Records

The Admissions & Records Office maintains permanent education records of both credit and noncredit courses. The permanent record for credit courses contains the following: student's name, social security number, address, sex, date of birth, mode of admission, TASP/THEA or alternative exam scores, academic work undertaken, grades and grade points and credit hours earned, scholastic standing, and degrees and/or certificates awarded. The permanent record for noncredit courses from 1990-present contains the following: student's name, address, social security number, date of birth, sex, courses taken, satisfactory or unsatisfactory completion, CEU's earned, and contact hours. Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records (transcripts) for off-campus use occurs only with the student's knowledge and consent, or where required by law. Students may obtain an official or unofficial student copy of the permanent record in the Welcome Center or the Admissions & Records Office only with appropriate ID unless the student properly authorizes a third party.

Transcripts

Official transcripts will be issued only with a written, signed request by the student with the exception of requests for transcripts to be sent to other colleges or universities. The student may obtain transcripts in the Welcome Center or the Admissions & Records Office with proper identification. There will be a \$10 charge for official printed transcripts. Upon graduation, two free transcripts will be provided. The Registrar may deny a student's request for a copy of the permanent record if there is a hold on the record.

Name, Address, Social Security Number Changes

Name changes and social security number changes can be made at the Welcome Center. Contact information may be updated through the Pirate Portal or at the Welcome Center. Name changes will be made at the end of each semester.

Messages and Deliveries to Students

The College does not deliver messages to students unless they involve a family, medical, or personal emergency. In certain situations that necessitate a family member or individual contacting the college to notify of a personal or medical emergency regarding the student, the Advising, Counseling & Recruitment Services Office should be contacted at (361) 582-2400.

Graduation, Employment, and Licensure Exam Pass Rates

Information on Victoria College graduation, employment, and licensure exam pass rates is available in the Office of Institutional Effectiveness, Research, & Assessment and on the VC home page and at <http://www.THECB.State.Tx.Us/Apps/Resumes/>.

Crime Awareness and Prevention Programs

Students: Victoria College students are informed in detail about campus security policies and procedures during Pirate Orientation. In addition, copies of the Victoria College Campus Security Crime Statistics brochures are distributed to all students during all registration periods and information can be accessed at www.VictoriaCollege.edu/Images/AdministrativeServices/CampusPolice/2013AnnualCampusCrimeReport.pdf.

Employees: Copies of the Victoria College Campus Security and Crime Statistics brochure are distributed annually to all employees and can also be accessed at www.VictoriaCollege.edu/CampusPoliceSecurity.

Students and Employees: Campus Police personnel will post alert bulletins via the Pirate Portal and email to inform employees and students to watch for and report similar activities if a trend of serious or illegal incidents are recorded. All students and employees are encouraged to become safety conscious and to develop habits, which if employed, will help to safeguard both personal and college property.

Clery Act Report

The Jeanne Clery Act, originally known as the Campus Security Act, requires all colleges and universities throughout the United States to disclose information about crime on and around their respective campuses.

The Department of Police and Campus Safety, in accordance with the requirements of the Clery Act, compiles and publishes the annual security report by October 1 of each year. Statistics for the report are obtained from Victoria College Police & Campus Safety Department, Victoria Police Department, Hallettsville Police Department, Cuero Police Department, Gonzales Police Department, and the Port Lavaca Police Department.

Victoria College provides Vocational Nursing Training programs in Hallettsville, Cuero, and Gonzales and as such, incidents occurring on those sites must be included in the annual report. The Victoria College Calhoun County Center and the Victoria College Gonzales Center are also included in the annual reports.

A copy of the report may be obtained in the Police and Campus Safety Office (Academic Building, Room 210) during normal business hours or from the Victoria College home page > Student Rights to Know > Campus Crime Statistics.

Illegal Drugs or Alcohol

Victoria College specifically prohibits the use, possession, or distribution on college property of illegal drugs and alcohol.

Disciplinary actions are described in the Victoria College Code of Student Conduct in the Student Handbook. VC may prosecute as allowed by state statutes.

Victoria College Police & Campus Safety strictly enforce all laws and college regulations pertaining to illegal drugs and alcohol beverages on campus.

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Tuition and Fees

Tuition and Fees

Residents of Texas

SEMESTER HOUR	TUITION	OUT-OF-COUNTY FEE	GENERAL FEE	TECHNOLOGY FEE	IN-COUNTY TOTAL	OUT-OF-COUNTY TOTAL
1	46	47	27	15	88	135
2	92	94	54	30	176	270
3	138	141	81	45	264	405
4	184	188	108	60	352	540
5	230	235	135	75	440	675
6	276	282	162	90	528	810
7	322	329	189	105	616	945
8	368	376	216	120	704	1,080
9	414	423	243	135	792	1,215
10	460	470	270	150	880	1,350
11	506	517	297	165	968	1,485
12	552	564	324	180	1,056	1,620
13	598	611	351	195	1,144	1,755
14	644	658	378	210	1,232	1,890
15	690	705	405	225	1,320	2,025
16	736	752	432	240	1,408	2,160
17	782	799	459	255	1,496	2,295
18	828	846	486	270	1,584	2,430
19	874	893	513	285	1,672	2,565
20	920	940	540	300	1,760	2,700
21	966	987	567	315	1,848	2,835

**ALL TUITION AND FEE RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
ALL TUITION AND FEES MUST BE PAID BEFORE ATTENDING CLASS.**

Tuition and fees can be paid using the installment plan. There is a \$20 nonrefundable service fee to use the installment option. Under this option, one-half of the tuition and fees must be paid at the time of registration with the balance due in one or two payments, depending on the semester. During certain early VIP registrations, the College will offer an installment plan that requires one-fourth down and three installment payments.

The installment plan may be initiated online through the Pirate Portal or in person at the Payments Office located in the Student Services Building.

Tuition and Fees

Nonresidents of Texas, Out-of-Country/Foreign

SEMESTER HOUR	TUITION*	GENERAL FEE	TECHNOLOGY FEE	TOTAL
1	200	27	15	242
2	226	54	30	310
3	339	81	45	465
4	452	108	60	620
5	565	135	75	775
6	678	162	90	930
7	791	189	105	1,085
8	904	216	120	1,240
9	1,017	243	135	1,395
10	1,130	270	150	1,550
11	1,243	297	165	1,705
12	1,356	324	180	1,860
13	1,469	351	195	2,015
14	1,582	378	210	2,170
15	1,695	405	225	2,325
16	1,808	432	240	2,480
17	1,921	459	255	2,635
18	2,034	486	270	2,790
19	2,147	513	285	2,945
20	2,260	540	300	3,100
21	2,373	567	315	3,255

*State law requires a minimum tuition charge of \$200.

Tuition Fees

In-State Tuition Per Semester Hour	46.00
*Out-of-State Tuition Per Semester Hour	113.00
*State law requires a minimum charge of \$200.	

Fees

Out-of-County Fee Per Semester Hour	47.00
General Fee Per Semester Hour	27.00
Technology Fee Per Semester Hour	15.00
*Installation Service Charge	20.00
*Installation Late Fee	25.00
*Returned Check Fee	25.00
**Liability Insurance per year	
ADN, MLT, VN, PTA, RC programs	18.00
EMSP 1160	50.00
EMSP 1261	61.00
Liability Insurance (per course)	
NURA 1060, NURA 1013, MDCA 1161, MDCA 1061, PLAB 1023	10.00
Transcript Fee	10.00
*Nonrefundable fees	
**Students who enter any Allied Health Program in the spring or summer will pay a pro-rated fee.	

Testing Fees

*Departmental Credit by Exam	40.00
*Testing Fees	
ACT Residual Test	55.00
CLEP Registration Fee	25.00
Certificate Assessment Test	15.00
GED Test	135.00
Diagnostic Entrance Test (DET)	30.00
Texas Success Initiative (TSI)	30.00
EMSP 1501 Standardized Computer Testing	25.00
EMSP 2243 Standardized Computer Testing	120.00
FIRS 1401 TCFP Certification Testing Fee	85.00
Test Change Fee (change in date/time)	
Texas Success Initiative (TSI)/DET	15.00
Correspondence Course Proctoring	(Contact Testing Coordinator)
Nursing-Associate Degree RNSG 1327, 2504, 2514, 2535 Standardized Tests	125.00
Nursing-Associate Degree RNSG 1423 Standardized Test	155.00
Nursing-Vocational VNSG 1360 Standardized Test	149.00
Nursing-Vocational VNSG 2360 & 2463 Standardized Tests	119.00
Respiratory Care RSPT 2231 Standardized Computer Test	125.00
*Nonrefundable fees	

Course Fees

ARTS 1301	30.00
ARTS 1311.....	40.00
ARTS 1316, 1317.....	65.00
ARTS 2316, 2317	85.00
ARTS 2346	102.00
ARTS 2347	110.00
EMSP 1160, 1261, 2262, & 2363 Web-based Clinical Documentation Fee	35.00
ESLR 0016.....	90.00
ESLW 0016	90.00
Field Trip Fee	
BIOL 2289, 2389	90.00
HPRS 2200.....	15.50
INRW 0016	90.00
ITSC 1309.....	24.00
Live Fire Training Fee	
FIRS 1401.....	300.00
FIRS 1433	370.00
MATH 0016	90.00
MLAB 1201, 1335, 1415, 2401, 2431, 2434, 1311, 1231, 1227, 2371, 2460, 2372, 2461	12.00
Nonstate Funded Course Fee per semester credit hour.....	80.00
Physical Education	
Archery (per course).....	36.00
Group Physical Fitness.....	36.00
Bowling (per course)	36.00
Tennis (per course).....	12.00
Golf (per course)	60.00
Swim Conditioning (per course)	36.00
POFI 1204	12.00
POFI 2331	24.00
PTHA 1201	45.00
PTHA 1305, 1321, 1413, 1431, 2201, 2409, 2435, 2339, 2531	17.50
PTHA 1262	40.00
RNSG 1219, 1423, 1260, 1327, 1261, 2504, 2461, 2514, 2462, 2535, 2463.....	15.50
RSPT 1213, 1207, 1429, 1460, 1431, 2310, 1272, 1461, 1141, 1335, 1163, 2135, 2139, 2414, 2425, 2460, 2133, 2147, 2231, 2261, 2353	12.00
VNSG 1116, 1227, 1304, 1360, 1420, 1423, 1330, 1231, 1334, 1429, 2331, 2360, 1138, 1119, 1332, 2463	10.00

Laboratory Fees

ACCT (all courses)	24.00
ACNT (all courses)	12.00
AGRI 1419	24.00
BCIS 1305	24.00
BIOL (all courses except 1322, 2289, 2306, 2389).....	24.00
CETT 1307	24.00
CHEM (all courses except 2323, 2325)	24.00
COSC 1301 1436, 1437	24.00
COSC 1315	12.00
CTEC 1401	24.00
ELEC (CETT/EECT per course).....	30.00
EMSP 1355, 1356, 1438, 1501, 2243, 2330, 2434, 2444	24.00
ENTC 1301	24.00
ENVR 1301	24.00
FIRS 1319, 1329, 1407, 1413, 1423,	24.00
GEOL (per course except 1305)	24.00
INTC (all courses except 2680)	30.00
ITCC (all courses).....	24.00
ITNW (all courses)	24.00
ITSC (all courses)	24.00
ITSY (all courses)	24.00
MLAB 1201, 1227, 1231, 1311, 1335, 1415, 2401, 2431, 2434	24.00
MUAP (two Semester Hour Credit).....	200.00
MUSI 1116, 1117, 2116, 2117	8.00
MUSI 1166, 1167, 1168, 1181, 1182, 1183, 1184, 1188, 1190, 1192, 1193, 2168, 2181, 2182, 2188, 2190, 2192, 2193.....	24.00
PHYS (all courses except 1315)	24.00
POFI 1204	12.00
POFI 1349, 2331	24.00
POFT (all courses except POFT 1328, 2321)	12.00
POFT 1328, 2321	24.00
PTAC 1302.....	18.00
PTAC 1410, 1432, 2420, 2438, 2446.....	30.00
PTHA 1305, 1413, 1431, 2409, 2435, 2531.....	24.00
RNSG 1219, 1260, 1261, 2461, 2462, 2463.....	24.00
RSPT 1207, 1272, 2133, 2135, 2139, 2147, 2310	24.00
RSPT 1335, 1429, 1431, 2231, 2353, 2414, 2425.....	48.00
VNSG 1227, 2331	24.00
VNSG 1423	48.00
WLDG (all courses except DFTG 1325, MCHN 1343)	48.00

Residency Definitions for Tuition and Fees Purposes

A Texas resident is defined as a U.S. citizen (or dependent of a U.S. citizen for the current and preceding year) who has resided continuously in Texas for at least 12 months immediately preceding registration.

A. A **county resident** is a resident of the state of Texas who:

(1) has resided continuously in Victoria County for a period of at least six months immediately preceding registration and who was not claimed as a dependent for federal income tax purposes by the individual's parent or guardian for the current tax year or for the preceding year in which the individual registers. A residence change from Victoria County to outside of the county during the first 12 class days of the fall or spring semester (first four class days of the summer sessions) will result in the student being charged the additional out-of-county tuition fees.

OR

(2) is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has resided continuously in Victoria County for a period of at least six months immediately preceding registration.

B. An **out-of-county resident** is a resident of the state of Texas who:

(1) has not resided continuously in Victoria County for a period of at least six months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or (2) is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in Victoria County for a period of at least six months immediately preceding registration.

C. A **resident alien** is a student living in the United States under a visa permitting permanent residence and has the same privilege of qualifying for Texas resident status for tuition purposes as do United States citizens. Under this status, the Resident Alien card or appropriate documentation indicating that the student has filed an I-485 form with the Immigration

and Naturalization Service must be submitted before the student may register. Students who fail to present the Resident Alien card or appropriate documentation during the registration process will be required to pay nonresident tuition. Resident aliens wishing to be classified as Texas residents must also verify that they have resided in the state at least 12 months prior to registration.

D. A **nonresident** is someone who does not live in Texas but is a citizen of the United States who:

(1) has not resided continuously in the state of Texas for a period of at least 12 months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or (2) is a dependent (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in the state of Texas for a period of at least 12 months immediately preceding registration.

The Board of Trustees of Victoria College authorizes the waiver of the difference in the rate of tuition for the out-of-county or nonresident and in-county student or his/her dependent(s), who owns property purchased by or before time of enrollment which is subject to ad valorem taxation by the Victoria County Junior College District. The individual, or his/her dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the district. This must be done prior to registration.

E. An **alien or foreign student** is defined as a student who is a citizen of any country other than the United States of America.

Residency Verification Requirements

New students, as well as returning students who were not enrolled the previous semester, are required to submit proof of their Texas residence and Victoria County residence (when applicable). For information regarding the appropriate documentation for verifying residency, contact the Welcome Center.

Verifications should be submitted when application is submitted or during registration. Failure to provide residence verification or failure to pay the additional fees owed will result in denial of future registrations as well as a hold being placed on the student record.

Students planning to apply for a partial tuition refund by providing residence documentation that will result in a residence status change must do so before the official reporting date (as set by the Coordinating Board of Texas) for the current semester. Such refunds will be made for the current semester only and not for prior semesters attended.

Official reporting dates are as follows:

- Fall and Spring semesters: 12th class day
- Summer sessions: fourth class day
- Classes of varying lengths: pro-rated accordingly (See page 46 for more details)

If an error is detected in residency determination—either by administrative staff or by erroneous information on the residence portion of the application—additional tuition may be charged during the semester. Failure to pay the additional charges will result in a hold being placed on the student record.

Tuition Rebate

The following Tuition Rebate policy has been set by the Texas Higher Education Coordinating Board.

Sec. 54.0065. TUITION REBATE FOR CERTAIN UNDERGRADUATES.

(a) A qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:

- (1) is awarded a baccalaureate degree from a general academic teaching institution; and
- (2) has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination.

(b) The amount of tuition to be rebated to a student under this section is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution of higher education awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution. However, a student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other institutions of higher education by providing the institution with proof of the total amount of that tuition paid to other institutions of higher education.

(c) A student who has transferred from another institution of higher education shall provide the institution awarding the degree an official transcript from each institution attended by the student in order that the total number of hours attempted by the student can be verified.

(d) To qualify for a rebate under this section, the student must have been a resident of this state and entitled to pay tuition at the rate provided by this chapter for a resident student at all times while pursuing the degree.

(e) All institutions of higher education shall notify each first-time freshman student of the tuition rebate program.

(f) The institution awarding the degree shall pay the rebate under this section from local funds.

(g) If a student entitled to a rebate under this section has an outstanding student loan, including an emergency loan, owed or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation, the institution shall apply the amount of the rebate to the student's loan. If a student has more than one outstanding loan, the institution shall apply the amount of the rebate to the loans as directed by the student or, if the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to the loans according to priorities established by the Coordinating Board. If the amount of the rebate exceeds the amount of the loan indebtedness, the institution shall pay the student the excess amount.

(h) The Legislature shall account in the General Appropriations Act for the rebates authorized by this section in a way that provides a corresponding increase in the general revenue funds appropriated to the institution. It is the intent of the Legislature that rebates authorized by this section shall be financed by savings to the state resulting from reductions in the number of courses taken by undergraduate students.

(i) The Coordinating Board, in consultation with the institutions of higher education, shall adopt rules for the administration of this section.

Refund Policy

The 74th Legislature assigned the Coordinating Board the duty of establishing a uniform refund policy for public community and technical colleges in Texas. The following is the refund policy adopted by the Coordinating Board in January 1996.

I. REGULAR SEMESTER LENGTH COURSES

In order for a student withdrawing from regular semester length courses to be entitled to a refund, the student must officially withdraw from Victoria College by obtaining a withdrawal form from Advising, Counseling & Recruitment Services located in the Student Services Building or by submitting a written request via email to CounselorHelp@VictoriaCollege.edu. Students who drop a course(s) or totally withdraw from Victoria College will have their tuition and mandatory fees refunded according to the following schedule:

Total Withdrawals and Course Load Reductions for Fall and Spring Semesters

*Prior to the first class day 100%
During the first 15 class days..... 70%
During the 16th through 20th class days ..25%
After the 20th class dayNone
(Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.)

Total Withdrawals and Course Load Reductions for Summer Sessions

*Prior to the first class day 100%
During the first five class days 70%
During the sixth and seventh class days...25%
After seventh class dayNone
(Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.)

NOTE: State law requires Victoria College to apply refunds for tuition and fees paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the institution.

NOTE: Not all fees are refundable. All withdrawals or course load reductions must be processed through the proper office to be official. All refunds will be processed within three to four weeks after the last day to receive a refund for the semester. Any student who early registers and later withdraws will not receive a refund until refunds for the semester for which he/she registered are processed.

II. Non-Semester-Length AND FLEX ENTRY Courses

The student must officially withdraw from Victoria College by contacting the department with which he/she registered to be entitled to a refund.

Total Withdrawals for flex entry and non-semester-length courses

*Prior to the first class day 100%
After classes begin, see table on the next page.

*Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.

Total Withdrawal Refund Table (Non-semester-Length)

Length of Class in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Refunds for Noncredit Courses

Students will receive a 100% refund if a withdrawal request is received before the class begins, or if the class is cancelled by the College. No refund is issued after the class begins. Law Enforcement Academy students will receive an 80 percent refund if the withdrawal is completed during the first five calendar days following the first class meeting.

Federal Financial Aid Return of Title IV Funds Policy

The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 and includes the following: Federal Family Education Loan Program, Federal Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG.

A federal refund policy will apply to all enrolled students receiving Federal Title IV funding and withdrawing from the College before

60 percent of the period of enrollment has been completed. Students earn their Title IV federal financial aid by attending class in person or participating in online classes. The law requires that when a student withdraws during a period of enrollment, the amount of financial aid that the student has earned up to that point is determined by a specific formula. A student's withdrawal date is the student's last date of attendance and for online classes, the last date of documented participation. Participation in an online class must be more than signing on. It can be assignment completions, group discussions, or discussions with the instructor. Based on the last date of attendance as determined by the instructor roster or by some type of participation in the class as noted by the instructor - if the student received less assistance than the amount that the student earned, the student will be able to receive those additional funds.

This is called a post-withdrawal disbursement. If the student received more assistance than the student earned, the excess funds must be returned. The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if the student completed 30 percent of the payment period of enrollment – as determined by either attending

class or participating in some manner that the instructor is able to document - the student earns 30 percent of the assistance the student was originally scheduled to receive. Once the student has completed 60 percent of the period of enrollment, the student earns all of the student's assistance. If a student received excess funds that must be returned, the College must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of funds, or the entire amount of the excess funds.

If a student is eligible for any post-withdrawal disbursement, this will be made from available grant funds before available loan funds. Any amounts that have not been disbursed will be used in the Return to Title IV Calculation as the Amount that Could Have Been Disbursed. Please see the Treatment of Title IV Funds at <http://ifap.ed.gov/fsahandbook/1213FSAHbkVol5.html>

Withdrawal Information: Please see page 46 for withdrawal procedures and dropping classes, and their requirements. Students are subject to a limit for withdrawals and must contact the Advising, Counseling & Recruitment Services Office for procedures for and consequences of withdrawing from all classes. From a financial aid standpoint, students cannot earn all of their financial aid

unless they attend and participate in class for at least 60 percent of the term. This calculation counts all calendar days, including the first and last day of each term, weekends and holidays. Breaks of one week or more are not included in the calculation. Students must stay in school through the 60 percent mark to avoid possible repayment of unearned financial aid.

Module Classes: Module classes are defined as any class that does not span the entire length of the term. These classes may also be referred to as "part of term," "fast track," or "short term" classes.

Federal regulation: *Any student who is enrolled in at least one class that is less than the length of the term is classified for that term as a "module student." This means that even if the student enrolls in and passes a module class or classes, then drops or stops attending remaining full-term classes, he/she may be subject to a TIV Return calculation (a charge to the student's account for return of unearned tuition) if the total number of days attended in the term is less than 60 percent.*

The portion of financial aid grants and loans funded, excluding Federal Work-Study, which must be returned to financial aid programs, will be based on the following components:

Date of withdrawal as determined by the College based on the following:	<ul style="list-style-type: none"> The date the student last attended class as reported by the instructor. For online classes, the last date of documentable participation. This must be more than signing into the class. Submitting assignments, group discussions, and discussions with instructor may count as attendance. If the instructor has no documented attendance records, it will be determined the student never attended and will not have earned ANY Title IV funds.
Percentage of the enrollment period earned:	<ul style="list-style-type: none"> Divide the number of days attended by the number of days in the term (including weekends and holidays). If last date of attendance occurs after the 60 percent date, the student has earned all of the financial aid received and no refund will be required.
Subtract the percentage earned from 100 percent to determine the percentage unearned.	<ul style="list-style-type: none"> Multiply the total federal aid received by the calculated percentage unearned. This reflects the total amount of unearned federal aid.
Calculation of Institutional Return	<ul style="list-style-type: none"> Multiply the percent unearned by the institutional costs to determine the unearned institutional return. Requires student repayment to Victoria College
Calculation of Student Return	<ul style="list-style-type: none"> Subtract institutional return from the total amount of unearned federal aid. Requires student repayment to Department of Education or Lender.

Financial Aid implications:

Example of a student in module classes:

- Student enrolls in two module classes, both spanning the first five weeks of the term, and one full term class.
CLASS A
3 credits MODULE Final grade-B
CLASS B
3 credits MODULE Final grade-A
CLASS C
4 credits FULL TERM
Withdrew on the 33rd day of the term
- Student is paid financial aid based on attendance for the full term.
- Student finishes the module classes, but drops the full-term class the same day the module classes ended.
- Term length is 77 days x 60% = 47 days
- Module classes were 33 days in length (33/77 = 42.9%)
- Earned tuition is 42.9%, unearned is 57.1%
- Student is subject to a TIV Return calculation because he earned less than 60% of his tuition.
- SAP status – will be reviewed at end of term, regardless of repayment of Title IV funds

Unearned Title IV funds are returned to Title IV programs based on a federally mandated formula. Under this formula, **institutions** are obligated to return unearned funds collected for institutional charges to the US Department of Education and/or the student loan lender. Students are obligated to return unearned funds beyond the institutional charges to the Department of Education.

When **institutions** have to return unearned Title IV funds from institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant, Academic Competitiveness Grant, and FSEOG. These unearned Title IV funds are posted to the student's Victoria College account and must be repaid.

When a **student** has to return unearned Title IV funds that he/she received beyond the institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant (50%), and FSEOG (50%). Note that student's responsibility for repayment of unearned Title IV **grant** money is reduced by half.

If a student owes unearned Title IV funds from a **federal loan**, the money is repaid to the lender in accordance with the terms and

conditions of the promissory note.

The college is required to notify the student within 45 days of determining the student's withdrawal of any **student** portion of unearned Title IV funds from a **federal grant**. The student is allowed 45 days to repay the amount to Victoria College, which will forward the funds to the Department of Education. After that time, payment arrangements must be made with the U.S. Department of Education or eligibility for federal financial aid at any higher education institution will be denied. The student also needs to repay to the **institution** the money that Victoria College is required to return to the Department of Education for the unearned institutional charges.

The institutional charges (tuition and fees) incurred by the student are considered to be paid by Title IV funds for the purpose of the formula, even if the institutional charges were directly paid by a source other than Title IV funds.

Students can repay the student portion of federal loans under the terms and conditions of the promissory note for the loan. However, the unearned portion of the loans that Victoria College must return is posted as a charge to the student account and must be repaid.

State of Texas Tuition Exemption/ Waiver Program

Certain tuition exemption/waiver programs are available for reduced tuition and/or fees. For more information about the specific requirements to qualify for a program, review the list at the Texas Higher Education Coordinating Board website at www.CollegeForTexans.com or contact the Admissions & Records Office located in the Student Services Building. There are time limits for qualifying for certain exemptions or waivers. Texas Education Code 54.2001 requires that a student receiving a state exemption or waiver must meet the institution's minimum grade point average requirement for making Satisfactory Academic Progress (SAP) in accordance with the institution's eligibility for receiving financial aid. For Victoria College, that requirement is a cumulative Grade Point Average (GPA) of 2.0 or higher. Students with a cumulative GPA less than 2.0 will not be eligible for a state exemption or waiver. Appeals may be made to the Satisfactory Academic Progress Appeals Committee.

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Financial Aid

Financial Aid

The purpose of the Victoria College Financial Aid Office is to assist students in obtaining the financial aid necessary to attend college. Assistance is available in the form of grants, loans, student employment, and scholarships. All students who feel that they need financial assistance are strongly encouraged to visit the Financial Aid Office to learn about the various sources of funds and to determine their eligibility.

Students who wish to apply for any type of financial aid (except merit-based scholarships and non Work-Study student assistant positions) must:

1. be enrolled in classes that pertain toward their degree plan each semester.
2. complete and submit a Free Application for Federal Student Aid (FAFSA). The FAFSA application is available through the FAFSA web site located at www.fafsa.ed.gov. After submission of the FAFSA to the Federal Processor, students will subsequently receive a Student Aid Report (SAR).

In order to complete their financial aid file, students must:

1. submit a copy of their high school transcript showing graduation date or submit verification of a GED to the Admissions & Records Office.
2. complete admissions application and be an admitted student to Victoria College.
3. submit ALL official transcripts from each college attended if they are transfer students.

If the student's file is selected for verification, the following will be required:

1. IRS tax transcript, if data retrieval method was not selected when completing the FAFSA on line. Copies of tax returns will no longer be allowed.
2. a verification worksheet (found at www.VictoriaCollege.edu/FinancialAidForms)
3. any other forms requested.

Federal Ability-to-Benefit Law **High School Graduates or GED Certificates**

All students who apply for financial aid must submit a copy of their completed high school transcript or their GED certificate to the Admissions & Records Office. Placement tests will no longer be allowed in lieu of high school diploma or GED.

A student who enrolls for summer sessions and whose high school has not yet had the opportunity to issue transcripts will be allowed to temporarily substitute a letter from the high school registrar which states that the student has completed all requirements for graduation, including passing all sections of the high school exit test. This letter must be submitted in a sealed envelope and must include the following:

- Student's Social Security number
- Confirmation that the student has successfully completed all requirements for graduation, date of graduation, and type of program
- Date issued and
- Original signature of the school official

Students who enroll using this type of verification must follow up and furnish the Admissions & Records Office with an official copy of their transcript. These regulations were developed to ensure compliance with federal law. Students who have not met these requirements will NOT be awarded Title IV federal financial aid. No exceptions will be made to this policy.

The Director of Financial Aid, under the direction of the Vice President of Student Services, administers the financial aid program. Financial Aid staff members are available to answer questions and to provide assistance with completing applications. Additional information may be obtained by visiting the Financial Aid Office or by calling or writing:

Office of Financial Aid
Victoria College
2200 E. Red River Street | Victoria, TX 77901
(361) 572-6415
www.VictoriaCollege.edu/FinancialAid

Leading The Way

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Scholarships

A wide variety of scholarships are available at Victoria College. Scholarships include those awarded and administered by the Victoria College Foundation as well as those awarded by community and civic organizations. In addition, Victoria College awards Institutional Scholarships for various programs of study and academic merit. The criteria for receiving a scholarship varies according to standards set by the donors. Scholarships may be awarded based on GPA, financial need, or a combination of other criteria.

For scholarships administered by the Victoria College Foundation, students must have applied and received acceptance to Victoria College prior to completing the scholarship application. Once students are accepted to Victoria College, they will have access to the Pirate Portal and the scholarship application. Change in GPA, major, Satisfactory Academic Progress (SAP) or other factors may affect the award status of a student's scholarship.

Victoria College also advertises scholarships awarded by various community and civic organizations. These scholarships may require additional paperwork to be completed by the student and submitted directly to the donor.

The following endowment and scholarship funds are administered by the Victoria College Foundation. Please contact the Financial Aid Office for complete information.

Endowed Scholarships

Alma Griner Endowed Scholarship
 Anne Elkowitz Levin Endowed Scholarship
 Aron & Willie Lee Kolle Endowed Scholarship
 Betsy Wright Center for Academic & Professional Excellence (CAPE) Endowment
 Billy Ruddock Endowed Scholarship
 Bob & Mary Ann Brezina/VISD Golf Tournament Endowed Scholarship
 C. L. Thomas, Inc. Endowed Scholarship
 Chad A. Slavik Memorial Endowed Scholarship
 Charles & Mary M. Geryk Endowed Scholarship
 Charles D. & Patricia A. Spurlin Endowed Scholarship
 Daughters of the American Colonists - Daniel Braman Chapter Endowed Scholarship
 David B. Lack Endowed Scholarship
 David M. Sunderman Endowed Scholarship
 Del Papa Distributing Endowed Scholarship
 Dorothy T. Arnold Endowed Scholarship
 Dr. Bud & Kathryn Lee Endowed Scholarship
 Dr. Dale Pigott Memorial Endowed Scholarship
 Dr. Gyda Hallum Endowed Scholarship
 Dr. Marvin H. & Nadine Cheshire Endowed Scholarship
 Dr. Michael & Cora Jo Hummel Endowed Scholarship
 Dr. Roland E. Bing, Jr. Endowed Scholarship
 Drs. George & Ruth Constant Endowed Scholarship
 Edmund & Albina Skloss Endowed Scholarship
 Edwin W. & Diana M. Dentler Endowed Scholarship
 Esther, Glen & David Sunderman Endowed Scholarship
 Ethel Lee Tracy Endowed Scholarship
 Ethel Thurmond Art Endowment

Eunice M. Willis Memorial Endowed Scholarship
First Victoria Endowed Scholarship
Frank & Alma Lee Marshall Memorial Endowed Scholarship
Future Business Leaders Endowed Scholarship
George & Ruth Bagnall Endowed Scholarship
Gladys Bhatia - Excellence in Nursing Endowed Scholarship
Grizzle Communications Endowed Scholarship
Hallie & Beatrice Chinn Endowed Scholarship
Harry C. & Frankie B. Smith LVN Endowed Scholarship Honoring Katie B. Nelson, LVN
H-E-B Endowed Scholarship
ICT Endowed Scholarship
Jack R. Morrison, Sr. Endowed Scholarship
Jacques D. Robinson Memorial Endowed Scholarship
Jake A. Nelson, Jr. Endowed Scholarship
Jim Lehrer-John Wiley Endowed Scholarship
Jimmy & Michelle Goodson Endowed Scholarship
John & Helen Newton Memorial Endowed Scholarship
John W. Stormont Lectures Endowment
Josephine & Thomas Charbula Endowed Scholarship
Judge Clarence Stevenson Memorial Endowment
K. R. & Laura Miller Endowed Scholarship
Kathryn O'Connor Endowment
Kiwanis Club of Suburban Victoria Endowed Scholarship
Kucera Family Endowed Scholarship
LeAnn Wendel Memorial Endowed Scholarship
Lela Welder Cliburn Endowed Scholarship
Leo & Virginia Welder Endowed Scholarship
Leonard & Penni Gietz Music Endowed Scholarship
Linda Dunn Medical Laboratory Technology Endowed Scholarship
Lota M. Gibson Endowed Scholarship
Louis & Evelyn Tittizer Endowed Scholarship
Lucy E. & Richard Crow Endowed Scholarship
M. G. & Lillie A. Johnson Foundation Endowed Scholarship
Madeline Fleming O'Connor Endowed Scholarship
Margaret & David Sunderman Endowed Scholarship
Marie Tomforde Endowed Scholarship
Marsha Shanklin Foundation Endowed Scholarship
MBA Harold Cade Endowed Scholarship
Michael Scott Joy Memorial Endowed Scholarship
Miguel & Emilia Rojas Endowed Scholarship
Milton S. & Elizabeth A. Greeson Endowed Scholarship
Morris & Camille Roberts Endowed Scholarship
Pilot Club of Victoria, Barbara M. Hanna Endowed Scholarship
Raymond Dickson Foundation Endowed Scholarship
Regional Cattlemen's Heritage Society Endowment
Regional Steel Endowed Scholarship
Reuben & Connie Murray Endowed Scholarship

Robert J. Hewitt, Sr. Endowed Scholarship
 Susan Windwehen Memorial Endowed Scholarship
 T. Michael O'Connor Endowment
 The Frank Pickens Club Sports Endowed Scholarship
 The Herbst Endowed Scholarship
 The Trull Foundation Endowed Scholarship
 Tim & Cherie Von Dohlen Endowed Scholarship for Disadvantaged Youth
 VC ADN SNA Endowed Scholarship
 Victoria Area Restaurant Group Endowed Scholarship
 Victoria College Endowed Scholarship
 Victoria College Foundation Endowed Scholarship
 Victoria College Transfer Student Endowed Scholarship
 Victoria Eye Center Endowed Scholarship
 Victoria Sembradores Educational Foundation Endowed Scholarship
 Victoria Sunrise Rotary Endowed Scholarship
 Victoria/Invista 50th Anniversary Community Appreciation Endowed Scholarship
 Victoria-Goliad-Jackson Counties Medical Alliance Endowed Scholarship
 Vocational Nursing 50th Anniversary Celebration Endowed Scholarship
 in memory of Dr. J. D. Moore and Dr. John W. Stormont
 W. Henry Crain Endowed Scholarship
 Warren Young Memorial Endowed Scholarship
 Wells Fargo Bank Texas, N.A. Endowed Scholarship
 William L. & Anna Crawford Endowed Scholarship
 William Taylor & Mabel Markham Tipton Endowed Scholarship
 Winston L. & Nixie Zirjacks Endowed Scholarship
 Wood Family Endowed Scholarship
 Works of Mercy Endowed Scholarship
 Zac & Evelyn Lentz Endowed Scholarship

Scholarships

ADN Faculty Scholarship
 Allied Health Scholarship
 Association of Operating Nurses (AORN) Scholarship
 Auxiliary of Memorial Hospital Gonzales Scholarship
 Bettie Clarke Janda Memorial Scholarship
 Bj Peterson Distinguished ADN Graduate Award
 Black History Steering Committee Scholarship
 Calhoun County Center Advisory Scholarship
 Citizens Medical Center Auxiliary Scholarship
 Club Sports Scholarship
 Cuero Community Hospital Nursing Scholarship
 Darrell & Carol Rangnow Scholarship
 Debbie Parks Memorial Scholarship
 DeTar Hospital Volunteers Scholarship
 DeWitt Medical Foundation Nursing Scholarship
 Empty Bowls Visual Arts Scholarship

Gonzales Center Scholarship
 Health Force Scholarship
 Hoblit Scholarship For GED Recipient
 J. Allen Baker Memorial Scholarship
 Jordan-McIntosh Scholarship
 Jose & Gloria Calvo Scholarship
 Julie Arndt Memorial Scholarship
 Karl E. "Ollie" Olson Scholarship
 Ladies Auxiliary Veterans of Foreign War Post 4146 Scholarship
 Lewis Allen Scholarship
 Louis W. Chenault, Sr. Scholarship for Nursing
 M. Clifton & Fay Weber LVN Scholarship
 Marthiljohni Memorial Scholarship
 Port Lavaca Rotary Club Scholarship for Nursing
 Sandalphon Study Club Scholarship
 Stanzel Family Foundation Scholarship
 Texas Society of CPA's-Victoria Chapter Accounting Scholarship
 Thomas A. & Grace E. Innes Scholarship
 TLC Staffing ADN Nursing Scholarship
 Ty Young Memorial Scholarship
 VASA POD Scholarship
 Victoria Chamber of Commerce Medical Committee Scholarship
 Victoria Civilian Fire Academy Alumni Association Scholarship
 Victoria College Bookstore Scholarship
 Victoria College Faculty Memorial Scholarship
 Victoria College Police Academy Scholarship
 Victoria Fine Arts Association Scholarship
 Victoria Gem & Mineral Society Scholarship
 Victoria Lions Club Scholarship
 Victoria Masonic Lodge #40 Scholarship
 Victoria Promise Scholarship
 Victoria Rotary Club Scholarship
 Wells Fargo VN Cuero Program Scholarship
 What's Your Story Scholarship
 Workforce & Continuing Education Scholarship

Institutional Scholarships

Victoria College Art Scholarship
 Victoria College Beat The Odds Scholarship
 Victoria College Institutional Scholarship
 Victoria College Mid Term Graduate Scholarship
 Victoria College Music Scholarship

Endowment & Scholarship listing as of June 19, 2014

Valedictorian

A tuition scholarship is awarded to the highest-ranking graduate of each accredited high school in Texas. Exemption is valid for tuition during both semesters of the freshman year immediately following the student's high school graduation. Fees are not covered and funds may not be used to pay tuition for continuing education classes. The student should send the letter of certification from his/her high school indicating he/she is the highest ranking high school graduate for that high school to the registrar of the college he/she attends.

Top 10%**Program Purpose**

The purpose of the Top 10 Percent Scholarship Program is to encourage outstanding high school graduates who graduate within the top 10 percent of their high school graduating classes to attend a public college or university in Texas.

Initial Eligibility Requirements:

1. Be a Texas resident;
2. Graduate from an accredited public or private high school in Texas (home-based private high schools are not currently accredited by TEA or one of TEA's accrediting agencies);
3. Complete the recommended or distinguished achievement curriculum (or the equivalent) at an accredited public high school in Texas, or the equivalent at an accredited private high school in Texas (see the Texas Private High School Certification section below);
4. Rank in the top 10 percent of the high school graduating class as of the seventh semester, or the sixth semester if the college uses that semester to determine admission to the institution;
5. Submit the 2014-2015 Free Application for Federal Student Aid (FAFSA) in time to generate the CPS results in a nonrejected status by March 15, 2014, or submit the 2014-2015 Texas Application for State Financial Aid (TASFA) to the Financial Aid Office by March 15, 2014*;
6. Register with Selective Service, or be exempt;

7. Enroll full-time in the Fall 2014 semester in a Texas public 2-year or 4-year college or university immediately after graduation from high school and maintain full-time enrollment through the census date of the semester; and
8. Demonstrate financial need (to be determined by the Financial Aid Office). See need determination below.

For renewal eligibility, contingent upon available funding, students must:

1. Receive an initial year Top 10 Percent Scholarship in a previous year;
2. Submit the 2014-2015 Free Application for Federal Student Aid (FAFSA) in time to generate the CPS results in a nonrejected status by March 15, 2014, or submit the 2014-2015 Texas Application for State Financial Aid (TASFA) to the Financial Aid Office by March 15, 2014;
3. Demonstrate financial need;
4. Enroll full-time in the Fall semester in a Texas public 2-year or 4-year college or university immediately after graduation and maintain full-time enrollment through the census date of the semester;
5. Complete at least 30 semester credit hours in the previous year;
6. Complete at least 75% of the hours attempted in the previous year; and
7. Maintain a cumulative 3.25 GPA*.

* If a student has taken courses at another institution which are not included in the cumulative GPA calculation, the student has the right to appeal by presenting transcripts from the other institution(s). In this situation, an overall GPA must be calculated counting all classes and grade points earned. If the resulting GPA meets the program's requirements, the student is eligible.

College for All Texans

Please refer to www.collegeforalltexans.com, Apply for Colleges and Financial Aid > Types of Financial Aid for a complete listing of financial aid offered through the state of Texas.

Grants

Victoria College participates in several need-based grant programs, which provide funds that do not have to be repaid. Students who wish to apply for any grant must submit a FAFSA. Proceeds from grants are intended to provide assistance with tuition, fees, books, and living expenses.

Federal Pell Grants

The Federal Pell Grant program is regulated by the federal government and is an important source of financial assistance for eligible students. It is recommended that students applying for a Federal Pell Grant be enrolled for six or more hours. However, a Federal Pell Grant may be available to students who enroll for less than half-time (please contact the Financial Aid Office for additional information concerning less-than-half-time Federal Pell Grants). The amount of the Federal Pell Grant award will vary with the number of semester hours carried and the financial need demonstrated by the student. Students who have demonstrated eligibility and have completed the review process with the Financial Aid Office may use Federal Pell Grant funds at registration. Any additional amount due the student will be paid later in the semester.

If students are enrolled in courses that do not count toward their degree/certificate, those hours cannot be included in determining their enrollment status. Duration of Pell eligibility is reduced to the equivalent of 12 full-time semesters instead of 18 full-time semesters. The reduction affects all students beginning with 2013-14 award year. No students are grandfathered. For the 2014-2015 aid year the maximum Pell grant is \$5,730.

Retaking Coursework

New federal regulations limit students' eligibility for federal aid with regards to repeated courses.

Students may not receive federal aid (Pell Grant and Stafford Loans) for courses that were previously taken and passed beyond the first retake.

Note: Repeat courses still count toward students' attempted hours for financial aid purposes.

For example, suppose a student takes a course and receives a grade of D. This

student needs a C in this course to count for the requirements of the degree. The student takes the course again, receives aid, and earns another D. The student needs to retake the course again, but is no longer eligible for federal aid for that class. Additionally, the student cannot use that course toward enrollment for financial aid purposes. If the student is taking 12 credits, the repeated 3 credit course is no longer eligible. The student's actual enrollment for financial aid purposes must be listed as 9 credits.

Recalculating Pell Grant for changes to Student's Cost, Estimated Family Contribution (EFC), or Enrollment Status.

Victoria College allows for recalculations of a student's Pell Grant after the initial calculation or disbursement, to account for changes to the student's costs, EFC, or enrollment status.

Change in the EFC

If the student's EFC changes due to corrections, updating, or an adjustment, and the EFC change would change the amount of the Pell award, the Financial Aid Office must recalculate the Pell award for the entire award year. If, as a result of the recalculation, the student has received more than his or her award amount, then the student has received an overpayment. In some cases, the Financial Aid Office may be able to adjust an award by reducing or canceling later payments to the student in the same award year.

Change in enrollment status between terms

In a term program that uses credit hours, the Financial Aid Office must calculate a student's payment for each term based on the enrollment status for that term. If a student attended full-time for the first term and then enrolled half-time in the second term, half-time enrollment status must be used to calculate the student's payment for the second term.

Student does not begin attendance in all classes within a term

If the student does not begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the Financial Aid Office will recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. A student is considered not to have

begun attendance in any class in which the school is unable to document that attendance.

Change in enrollment status within a term

It is Victoria College policy to recalculate Pell awards only for enrollment changes that occur up to the Official Reporting Date (ORD) of a term.

The Financial Aid Office will use the student's effective enrollment status on the date of the initial calculation, and there will be no recalculations of the student's Pell Grant for the term due to a subsequent change in enrollment status, assuming the student began attendance in each class. If the student's payment for the term is being disbursed in a subsequent payment period, the Financial Aid Office will pay the student only for the coursework completed in the term. In the case of programs offered with compressed coursework or modules within the terms, Victoria College will not allow any subsequent adjustments to enrollment status once the ORD calculation has been determined.

For example, suppose a student was determined to be registered in 9 credit hours at ORD, and the Pell calculation was performed for three-quarter status. The student then registers during a subsequent registration period for another 3 credit hours. The student is still considered to have a three-quarter time enrollment status and is not eligible for any additional Pell for this term.

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal SEOG is a federally funded program that provides additional grant funding for students receiving Federal Pell Grants. Students who have completed the application for financial aid by the priority deadlines will be given first consideration for these funds. After this deadline, funds will be awarded on a first-come, first-served basis until all monies are exhausted.

Texas Public Education Grant (TPEG)

The TPEG Grant is funded by Victoria College and funds from the state of Texas. Awards are made to students who have completed their application for financial aid by the priority deadline. Funds will be awarded on a first-come, first-served basis until all monies are exhausted. Funds are awarded using a need-based formula of Federal Pell Grant applicants. Funds are not available to students on financial aid warning status. Certain Continuing Education courses may also qualify for the TPEG award. Please contact the Financial Aid Office for more information.

Toward Excellence, Access & Success Grant (TEXAS Grant)

Beginning with the 2014-2015 year, institutions may not make initial year Texas Grant awards. Institutions may request renewal year Texas Grant funds for eligible students who received in initial year award prior to Fall 2014 either through Victoria College or another public institution. The Texas Higher Education Coordinating Board funds the TEXAS Grant. This grant is aimed at assisting students who have graduated from a Texas high school and completed the recommended high school program or the distinguished achievement program. Eligible students must have financial need and be enrolled either full-time or three-quarter time at an eligible institution within 16 months of high school graduation to receive this grant. Contact the Financial Aid Office for additional eligibility requirements.

Texas Educational Opportunity Grant (TEOG) (formerly known as TEXAS Grant II)

The Texas Higher Education Coordinating Board funds the Texas Educational Opportunity Grant. This grant is aimed at assisting students who have a high school diploma or GED. Eligible students must have financial need and be enrolled at least half-time at an eligible institution within the student's first 30 credit hours to receive this grant. Contact the Financial Aid Office for additional eligibility requirements. For a complete list of exemptions and grants, go to www.collegeforalltexas.com, Apply for Colleges and Financial Aid > Apply for Financial Aid > Types of Financial Aid.

Loans

Federal Student Loan Programs

Victoria College participates in the William D. Ford Federal Direct Loan Program (DL). The program provides low-interest loans to eligible students enrolled at least half-time in an institution of higher education. Repayment may be deferred until a student ceases to be enrolled at least half-time in an institution of higher education.

All students who wish to apply for DL must meet the following requirements:

1. Students must be currently enrolled for at least 6 credit hours.
2. Students must declare a major with the Registrar's Office.
3. Students must be enrolled in courses that count toward their degree plan or certificate program.
4. Courses that do not count toward the degree plan or certificate program cannot be included in the enrollment status of students for the purpose of determining whether students are full-time or part-time. Repeat courses that are not part of the student's enrollment status (refer to Repeat coursework under Federal Pell Grant section) cannot be included for the purpose of determining whether students are full-time or part-time.
5. Students must meet the requirements of the Satisfactory Academic Progress (SAP) requirements to be eligible to receive any type of financial aid (loans, grants, work-study, etc.)

6. All students obtaining a Direct Loan from Victoria College for the first time will be required to attend the face-to-face entrance counseling session.
7. Students must complete a loan request form each academic year and a separate summer loan request if needing loans for the summer. Forms can be found at www.VictoriaCollege.edu/FinancialAidForms
8. Students must complete an MPN with the Department of Education at www.StudentLoans.gov. MPNs are good for 10 years.
9. Students must accept loans through the Pirate Portal >Financial Aids & Scholarship folder > Financial Aid Awards link

Students' loan eligibility amount will be calculated based on financial need, the number of semester credit hours the student is enrolled in and eligible for (see Repeat Coursework section) each semester (as of the 12th class day during the fall and spring semesters and the fourth class day during summer semesters); the amount of other financial aid (grants, scholarships, work-study, WIA benefits, tuition waivers, etc.) the student may receive; and grade level.

Loan funds are available to cover initial payment of tuition/fees and purchase of books. The first disbursement of loan checks is mailed approximately 30-35 days after the first day of class during the fall and spring semesters and approximately 17-20 days after the first class day during the summer semesters (First-time borrowers must wait 30 days before loans can be disbursed, due to federal regulations.) The student's correct mailing address must be on file in the Admissions & Records Office. Loans will be disbursed in the form of a check or direct deposit to the student's bank account. The student is responsible for setting up direct deposit. It is not College policy to allow students to pick up their checks. Loans are disbursed in two equal payments in accordance with federal regulations. For loans covering one semester, the second disbursement cannot be made until at least fifty-percent of the student's enrollment has elapsed.

If anything about the student's financial circumstances change (including the receipt of additional financial aid funds, such as scholarships, grants, work-study, WIA benefits, tuition waivers, etc.) the amount of his/her loan eligibility may change.

Loan recipients must complete Loan Exit Counseling before transferring to another college or university, graduating from Victoria College, dropping below half-time status, or withdrawing. Loan Exit Counseling is available at StudentLoans.gov.

PROVISIONS AFFECTING DIRECT LOANS ONLY:

- Interest subsidies during the six month grace period are eliminated for new Stafford Loans made on or after July 1, 2012. The repayment period still begins six months after the student is no longer enrolled at least half-time, but interest accrued during those six months will be payable by the student rather than subsidized by the federal government.
- The interest rates for Direct Loans can be found at this website: <http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html>.
- First time borrowers on or after July 1, 2013 have a limit on the maximum time period that they can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. A student may not receive Direct Subsidized Loans for more than 150 percent of the published length of a program. A two year associate degree program has a maximum period for which a student can receive Direct Subsidized Loans of three years. This includes Direct Subsidized Loans received from another program. See <http://StudentAid.ed.gov/Types/Loans/Subsidized-Unsubsidized> for more details.

Student Employment

Federal Work-Study Program

The Federal Work-Study Program (FWS) provides funding for campus jobs for students who demonstrate financial need. Students may work up to 19 hours per week. Interested students must complete an application for financial aid prior to being employed as a FWS student. All students interested in participating in the FWS for this year must first apply for the Federal Pell Grant and have received an award letter from the Victoria College Financial Aid Office. Applications for employment in the FWS Program are available in Human Resources.

Student Assistant Employment Program

A limited amount of institutional funds are available for employing individuals who are not eligible for the Federal Work-Study Program. Students are encouraged to apply for the Student Assistant Employment Program as soon as possible. Please contact Human Resources for more information.

Satisfactory Academic Progress (SAP) Policy

Federal regulations mandate 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. Title IV funds include Pell Grant, SEOG, Direct Loans, and Federal Work Study.

Financial Aid SAP standards are not the same as the Victoria College Academic Standards.

Although students may be granted an Academic Fresh Start, the Financial Aid Office is required to include all prior credits completed or attempted, including prior grade point averages (GPA) when determining eligibility for financial aid. Student financial aid, as defined in this policy, specifically applies to all federal, state, and certain institutional aid programs. Federal guidelines stipulate that this policy applies to ALL enrollment periods, regardless of whether students have received financial aid.

NECESSARY REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Qualitative Standards - Students will be expected to maintain the minimum academic standards as outlined in the Academic Regulations in the Victoria College Catalog and established by the Admissions & Records Office. Students must maintain a cumulative GPA of at least 2.0. This will not include any foundational classes.

Quantitative Standard – Students must complete 67% of their cumulative attempted hours. This number will not be rounded up or down. The quantitative standard is used to measure a student's pace in a program. A student may be on pace for the semester but not be on pace when calculating the cumulative hours. Pace is measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Keep in mind attempted means all the hours a student registered for, even those he/she may have received any of the following grades: "W, F, FX, S, SA, SB, SC, T, U, UD, UF, I and Q." Completed means those hours a student has registered for and received a grade sufficient for graduation. Foundational

coursework is included in this calculation as well as transfer credits accepted by Victoria College.

Maximum Time Frame - Victoria College is a two year public community college with certificate and associate degree programs. Students must complete their program of study within 150% of the length of the program. Maximum time frame is measured by dividing the number of credit hours the student has attempted by the number of credit hours required to complete the students program of study. If the student will exceed 150% by the end of the program, the student will be placed on Financial Aid suspension. The time frame requirement applies to certificate programs, as well as associate degree and applied science degrees. Transfer course work accepted by Victoria College and courses with a grade of F, FX, W, S, SA, SB, SC, T, U, UD, UF, I and Q will be included in the calculation.

Some examples of maximum time frame are:

Program Requirement Hours	Maximum Time Frame Percentage	Attempted Hours Permitted
60	150%	90
45	150%	67
32	150%	48

FAILURE TO MEET MINIMUM REQUIREMENTS

Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at the end of a payment period and will be allowed to continue to receive aid for one payment period. There is no warning period for maximum time frame.

Financial Aid Probation is a status assigned to a student who fails to make Satisfactory Academic Progress for a subsequent payment period and who has appealed and has had eligibility for aid reinstated. A student on Financial Aid Probation may receive Title IV funds for one payment period. At that point, the student must meet the school's SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility.

Financial Aid Suspension is a status assigned to a student who has not met the requirements for Satisfactory Academic Progress and has not been granted an appeal or a student who was on Financial Aid Probation and failed to meet Satisfactory Academic Progress or the requirements of the established academic plan and will not be eligible to receive Title IV funds.

APPEAL PROCESS

Students who have not made satisfactory academic progress after being placed on warning status may file an appeal to the Satisfactory Academic Progress Appeals Committee (SAPAC).

A student can appeal if:

- There is a death of a relative
- An injury or illness occurred
- Other special circumstances

How to appeal:

- Complete a SAP appeal application (available in the Financial Aid Office or at www.VictoriaCollege.edu/FinancialAidForms)
- Appeal is due to the Financial Aid Office the Friday prior to the committee's meeting. The Appeals Committee meets once a month. Contact Financial Aid for specific meeting dates.
- Student will need to meet with an Academic Advisor to determine an Academic Plan for future semesters. You must take courses that are part of your declared degree program.

If your appeal is approved:

- You will be placed on Financial Aid Probation/PLAN
- You must meet the Satisfactory Academic Progress minimum requirements as outlined above.
- You must meet the minimum requirements EVERY semester
- You will be evaluated at the end of each semester to determine that you continue to be eligible for Title IV funds.

If your appeal is denied:

- A student has the right to appeal to the Vice President of Student Services. The appeal packet for the Vice President of Student Services is available in the Financial Aid Office or at www.VictoriaCollege.edu/FinancialAidForms. The packet is also available in the Office of the Vice President of Student Services.

- The decision made by the Vice President of Student Services is final and no other appeal exists.

If you fail to meet minimum standards while on Financial Aid Probation/PLAN

- You are not eligible to appeal any further for GPA/PACE suspension
- You will not receive any Financial Aid funds
- If you are on suspension for GPA/PACE, then you must get back into Good Standing on your own
- If you are on suspension for Maximum Time Frame, you must meet cumulative GPA/PACE requirements for a subsequent payment period before you may be eligible to appeal.

ADDITIONAL INFORMATION

- Financial Aid recipients who withdraw from classes or stop attending classes before completing at least 60% of the semester may have to pay back a portion of their grant and/or loan money. The 60% completion rate will be determined by the attendance as submitted by the instructors. This is known as a Return to Title IV calculation (R2T4). This includes all grades of W, Q, U, UD, UF, F, and FX. The amount of financial aid that you have earned up to the last attendance date is determined by a specific federal formula.
- A maximum of 30 foundational hours may be taken and paid for with Title IV funds.
- Students may not receive federal aid for courses that were previously taken and passed beyond the first re-take. Repeat courses still count toward your attempted hours for Financial Aid purposes. Other restrictions may apply in regard to repeat courses. Check with the Financial Aid Office for clarification.
- A student on Warning or Probation will not be eligible for any TPEG funds for Continuing Education (CE) courses.
- A student on Suspension will not be eligible to receive TPEG funds for Continuing Education (CE) courses.
- Pell Lifetime Limits – the Department of Education limits the student's eligibility for Pell Grant to 600% or 12 full-time awards.
- Loan Aggregate Limits – the Department of Education limits loan awards based on student status: dependent/independent, undergraduate/graduate.
- A student must be in Good Standing or on Academic Plan to receive institutional scholarships or childcare assistance.

Repeating Courses Procedures

A new federal regulation limits the number of times a student may repeat a course and receive financial aid for that course (Effective July 1, 2011).

If a student gets a 'W', 'Q', 'F', or an 'FX' in a course, that student is allowed to repeat the course and receive financial aid (assuming he/she is meeting Satisfactory Academic Progress) until he/she receives a 'D' or better. Once the student has received a 'D' grade or better, he/she can repeat the course a second time and still receive federal aid. A student is allowed one repeat after passing a course. The third time the student repeats a course in which he/she has earned a 'D' or better, the Financial Aid Office cannot provide federal funding for that repeated course.

Listed below are a few scenarios for example purposes:

Grades Received	
D, F	If the student repeats the course a third time, that course is not eligible for aid.
F, F, D, W, F	If the student repeats the course a sixth time, that course is not eligible for aid.
F, F, D, D	If the student repeats the course a fifth time, that course is not eligible for aid.
UF, W,C, D	If the student repeats the course a fifth time, that course is not eligible for aid.

This rule applies whether or not the student received aid for earlier enrollments in the course.

All repeated courses affect financial aid Satisfactory Academic Progress calculations. A repeated course, along with all the other attempts, must be counted as attempted credit hours. If the course replaces a previous course, such as a student retaking for a higher grade, only the included courses count in the completion ratio. All students must successfully complete 67% of cumulative attempted hours by the end of each term.

SALT

Victoria College has partnered with American Student Assistance to provide a unique online financial resource for students. SALT is the new membership program that teaches students how to take control of their finances. SALT helps students and alums develop financial skills for life by delivering vital information and support in a way that is simple, useful, and motivating. The program includes financial education, debt management, and ongoing resources. Students are encouraged to register at: <http://www.SaltMoney.org/Register/>.

Veterans' Benefits

Veterans are admitted on the same basis as other students. Victoria College is approved by the Texas Workforce Commission programs taken under Title 38 of the U.S. Code.

Veterans Affairs (VA) Certifying Officials are located in the Advising, Counseling & Recruitment Services Office. Students seeking veterans' educational benefits must contact a VA Academic Advisor six weeks prior to their registration period. All benefit recipients (excluding Chapter 31, 33 and Hazlewood) are **required to pay their educational costs up front**. Funding will be paid directly to students by the Department of Veterans Affairs.

Eligible veterans will receive monthly payments for their entitlement based on the coursework for which they enroll. Courses should be selected with care. Students should make certain that each course meets the requirements. The course must be a requirement for graduation in the veteran's declared degree program or completion of a certificate program. A course for audit credit will not be certified for payment.

Students who are enrolled in Victoria College and are certified to receive veterans' benefits are expected to make a grade point average of 2.0 on all work attempted. Students who are enrolled for six or more semester hours and fail to make a 2.0 grade point average will be placed on scholastic probation which could affect future eligibility to receive benefits.

In addition to the academic progress, the following is also reviewed by the Department of Veterans Affairs:

- All withdrawals, enforced withdrawals, and reductions in class load will be reported to the Department of Veterans Affairs.
- Repeats of classes where D's or above were earned will not be covered for veterans' benefits.

The Montgomery GI Bill

The Montgomery GI Bill (Chapter 30)- Active Duty program provides up to 36 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship/on-the-job training and correspondence courses. Foundational, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following the student's release from active duty.

The Montgomery GI Bill (Chapter 1606)- Selected Reserve program may be available to a student if he/she is a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, the Army National Guard, and the Air National Guard.

Students may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, or apprenticeship/on-the-job training. Foundational, refresher, and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. The student is responsible for paying tuition and fees at the time of registration. VA makes the payments to the student for this program upon verification of enrollment certification which must be completed each semester.

The student may be entitled to receive up to 36 months of education benefits. His/her benefit enrollment entitlement ends 10 years from the date of his/her eligibility for the program, or on the day he/she leaves the Selected Reserve.

The following documents are needed to apply for The Montgomery GI Bill benefits:

- Copy of DD-214 for Active Duty Program
- Letter of eligibility from Selected Reserve Unit for Selected Reserve Program
- VA Form 22-1990 (Application for Veterans' Educational Benefits) or VA Form 22-1995 (Request for Change of Place of Training or Program) if the student has previously used VA benefits at another institution or has not attended for one semester
- Victoria College Veteran's Enrollment Record
- All prior academic transcripts and military transcripts

Veterans' Educational Assistance Program (VEAP)

VEAP is available if the student elected to make contributions from his/her military pay to participate in this education benefit program. The government matches student contributions on a \$2 for \$1 basis. The student may use these benefits for degree, certificate, correspondence, or apprenticeship/on-the-job training programs. In certain circumstances,

foundational, deficiency, and refresher courses may also be available.

Benefit entitlement is 1 - 36 months depending on the number of monthly contributions. The student has 10 years from his/her release from active duty to use VEAP benefits.

The following documents are needed to apply for VEAP benefits:

- Copy of DD-214 for Active Duty Program
- VA Form 22-1990 (Application for Veterans' Educational Benefits) or VA Form 22-1995 (Request for Change of Place of Training or Program) if the student has previously used VA benefits at another institution or has not attended for one semester
- Victoria College Veteran's Enrollment Record
- All prior academic transcripts and military transcripts

Survivors and Dependents Educational Assistance Program (DEA-Chapter 35)

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. Spouses may take a correspondence course. Foundational, deficiency, and refresher courses may be approved under certain circumstances.

The following documents are needed to apply for DEA benefits:

- Copy of DD-214 for qualifying veteran
- Copy of marriage certificate for spouse and birth certificate for children
- VA Form 22-5490 (Application for Veterans' Educational Benefits) or VA Form 22-5495 or VA Form 22-5495w (Request for Change of Place of Training or Program) if the student has previously used VA benefits at another institution or have not attended for one semester
- Victoria College Veteran's Enrollment Record
- All prior academic transcripts

Hazlewood Act

Students interested in using Hazlewood benefits for registration are recommended to contact the VA Academic Advisor at Victoria College at least six weeks prior to their initial registration.

The Hazlewood Act information sheets and applications are available in the Advising, Counseling & Recruitment Services Office. Each Hazlewood Application must be completed before each new term registration. The Hazlewood Act provides a tuition waiver, so it must be used at the time of registration. It will not be retroactively applied.

The following documents are needed to apply for the Hazlewood Act benefits:

- Hazlewood Application
- Victoria College Veteran's Enrollment Record
- Copy of the DD-214

Veterans' Work-Study Program

Eligible veterans can apply for this benefit by contacting the Admissions & Records Office and filling out an application for Veterans' Work-Study. Positions are limited and an interview is required.

Veterans' Vocational Rehabilitation Program (Chapter 31)

The Vocational Rehabilitation Office in Houston, Texas determines eligibility for this Veterans' benefit. Information on how to contact this office can be obtained in the Admissions & Records Office.

Additional information regarding Veterans' Benefits may be obtained by visiting the VA web site at: www.gibill.va.gov.

Reserve Educational Assistance Program (REAP)

REAP was established as part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits.

Workforce Solutions Golden Crescent

Workforce Solutions Golden Crescent provides financial assistance (cost of tuition, fees, books, and supplies) for economically disadvantaged adults, youth, and laid-off workers. Eligibility is determined on a case-by-case basis under the program.

Workforce Solutions Golden Crescent serves people of the seven county Golden Crescent region that includes Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties. Persons who reside in this service area should call (361) 578-0341 or write for more information to the following address:

**Workforce Solutions Golden Crescent
120 S. Main, Suite 110
Victoria, TX 77901**

Persons who reside outside of these counties should call (512) 463-2222, go to the nearest Workforce Center office, or consult the website at GCWorkforce.org.

Department of Assistive and Rehabilitative Services, Division for Rehabilitation Services

The Division for Rehabilitation Services assists eligible consumers with tuition and required nonrefundable fees when it is deemed necessary to achieve a vocational outcome. Eligibility is based on physical or mental disabilities that create severe impediments to employment. Applications for such assistance should be made to:

**Texas Department of Assistive and
Rehabilitative Services**

**Division for Rehabilitation Services
4102 North Navarro, D-2
Victoria, TX 77901
(361) 580-5700**

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Student Services

Student Services

Student Services is comprised of various offices that provide programs, services, and resources to promote a positive campus environment focused on enhancing student development and supporting learning. For the most up-to-date information, refer to the Victoria College website at www.VictoriaCollege.edu.

Admissions & Records and Welcome Center

Student Services Building, Room 107
(361) 485-6841
Admissions@VictoriaCollege.edu
www.VictoriaCollege.edu/AdmissionsRecords

The Admissions & Records Office and the Welcome Center provides services regarding admissions to Victoria College and the management of student information and academic records.

- Admissions information
- Credit by exam
- Grade information
- Graduation
- Noncredit & testing information
- Residency determination
- Transcript requests
- Student information changes (name, address, etc.)
- Verification of enrollment

Advising, Counseling & Recruitment Services

Student Services Building, Room 105
(361) 582-2400
AdvisorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/AdvisingCounselingServices

Advising, Counseling & Recruitment Services provide quality services to students in the areas of career counseling, academic advising, New Student Information Sessions, personal counseling, veterans' advising, and support services for students with disabilities. Students are encouraged to become acquainted with the advising staff and to take advantage of educational, career, and personal counseling services. These services are available to all students, both on-campus and off-campus, upon request. This department is responsible for providing information regarding:

- Assessment
- Academic advising
- Counseling
- Disability Services
- Orientation
- Personal counseling
- Recruiting
- Tutoring services
- Veterans' services

Pirate Orientation

Orientation is designed to acquaint new students with the Victoria College campus and the various resources that can enhance both personal development and academic success. All freshmen are required to participate in a Pirate Orientation to be eligible to register for courses. Failure to do so will result in a hold on his/her account.

For Pirate Orientation dates and times, visit www.VictoriaCollege.edu/PirateOrientation.

In order to participate in a Pirate Orientation, students must:

1. Complete a Victoria College Application for Admission,
2. Submit assessment scores (unless exempt), and
3. Submit an official high school transcript.

Once students have completed these admission requirements, registration can be completed in the Victoria College Advising, Counseling & Recruitment Services Office or through web registration (if eligible). For additional information, call (361) 582-2400.

Learning Frameworks

All incoming freshmen with fewer than 13 hours are required to enroll in SDEV 0301. EDUC 1300 may be substituted for SDEV 0301.

Additional Advising, Counseling & Recruitment Services:**Career & Transfer Services**

Student Services Building, Room 105
(361) 582-2400
AdvisorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/CareerServices
www.VictoriaCollege.edu/TransferServices

For students who are searching for a vocation, major, or specific area of interest, or are interested in transferring to another community college or university, a visit to the Career & Transfer Services Advisor is recommended. Services include:

- Career exploration
- Off-campus employment opportunities
- Career fairs
- Career preparation workshops
- University and community college transfer requirements

Disability Services

Student Services Building, Room 105
Disability Support Services (DSS)

Disability Services Advisor
Karen Friedel
(361) 572-6411
Karen.Friedel@VictoriaCollege.edu

Title IX, Section 504 Coordinator,
Robert Cubriel
(361) 572-6406
Robert.Cubriel@VictoriaCollege.edu

www.VictoriaCollege.edu/
DisabilityServices

Disability support services are arranged on an individual case-by-case basis for qualified students with a documented disability. Services may include:

- Note-taking assistance
- Special parking provisions
- Adapted testing
- Reader services
- Information and referrals
- Special equipment and equipment adaptation

Prospective students who may qualify should contact Advising, Counseling &

Recruitment Services at (361) 572-6411 at least one month prior to registration. Supporting documentation may be required. The *Disability Support Services Student Handbook* is available in the Advising, Counseling & Recruitment Services Office or at www.VictoriaCollege.edu/DisabilityServices. Students with disabilities who feel that their rights have been violated have the right to file a grievance. The procedure for doing so is outlined in the *Disability Support Services Student Handbook*.

Recruitment (Pre-College Programs)

Student Services Building, Room 105
(361) 485-6823
PreCollegePrograms@VictoriaCollege.edu
www.VictoriaCollege.edu/
PreCollegeProgramsAndRecruitment

Pre-College Programs is responsible for providing the following services:

- Information and assistance with admissions and financial aid forms for prospective students
- Classroom presentations at elementary, middle, and high schools
- Programs to assist students with college preparation
- Campus tours
- Informational booths and presentations at community events, organizations, and businesses
- Dual Credit /Early Admissions information

Pre-College Programs provides college information and outreach services to all prospective students.

Supplemental Instruction

(361) 582-2581
Brian.Hutcheson@VictoriaCollege.edu

Supplemental Instruction is a voluntary program where students benefit from the guidance of an SI leader who provides support in historically challenging courses. The safety and support of a group setting comprised of fellow students creates an environment in which students may become more comfortable with college-level materials and study requirements.

Testing Center

Continuing Education Center, Room 201
(361) 582-2589
TestingCenter@VictoriaCollege.edu
www.VictoriaCollege.edu/TestingCenter

The Testing Center provides academic skills assessment and testing for online courses and administers selected licensure and/or certificate examinations. Special testing accommodations are available for students who meet eligibility criteria. All testing is by appointment only. Please contact the Testing Center at (361) 582-2589 or TestingAppointments@VictoriaCollege.edu to schedule an appointment.

Victoria College is a testing center for the following:

- ACT
- CLEP
- Correspondent Exams
- DET
- DSST
- GED
- SAT
- SAT Subject Exams
- TCOLE
- TSA
- TSI Assessment
- USPS
- VC Online
- VCT

Students can register for tests and verify test dates at www.VictoriaCollege.edu/TestingCenter.

Tutoring Centers

(361) 572-6473
TutorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/TutoringCenter

Main Tutoring Center

Johnson Hall, Room 106

Reading Room

Johnson Hall, Room 104

Science Tutoring Center

Health Sciences Center, Room 121C

Calhoun County Center, Portable 2

Gonzales Center, Room 108

Tutoring services are designed to provide a supportive learning environment by providing tutors and a variety of resources to help students meet their educational goals.

Schedules are posted in the centers and on the Tutoring Center website, which can be accessed in the Pirate Portal. Additional resources include computers and printers, copy machines in Johnson Hall, Room 106, handouts, textbooks, and an online InfoRack which provides downloadable handouts to students needing assistance after hours or to those students unable to come to campus.

Students who wish to work as tutors are encouraged to apply early each semester for these paid positions. For additional information, please contact the Tutoring Center by phone or email. Tutors must have an instructor's recommendation and achieve CRLA Certification. In the first two semesters, they tutor to ensure the quality of support services offered.

Students can submit online requests by visiting the website at <https://www.Formstack.com/Forms/VictoriaCollege-TutoringRequest>. The brief form allows students to provide information that will help tutors understand the request.

Veterans' Services

Student Services Building, Room 105
(361) 572-6462
AdvisorHelp@VictoriaCollege.edu
www.VictoriaCollege.edu/VeteransServices

Veterans Services is located in the Advising, Counseling & Recruitment Services Office in the Student Services Building. Victoria College is approved by the Texas Workforce Commission programs under Title 38 of the U. S. Code to train veterans for degree and certificate programs. Veterans Benefits are described in detail in the VC Catalog.

Veterans Resource Connection Johnson Hall, Room 102

In a continued effort to support of Veterans and their dependents, Victoria College established the Veterans Resource Connection. Services provided in the Veterans Resource Connection include:

- Guidance through the Veterans benefits process
- Referral to community services to support civilian transition
- Academic advising and degree planning
- Career counseling
- Financial Aid assistance to help guide

students through steps to secure grants and scholarships

- Transfer assistance for students who plan to continue their education beyond Victoria College

Financial Aid Office

Student Services Building, Room 108
(361) 572-6415
FinAid@VictoriaCollege.edu
www.VictoriaCollege.edu/FinancialAid

Students who need help paying for college are encouraged to visit the Financial Aid Office.

The Financial Aid staff will make every effort to assist students in obtaining the necessary funds to attend college. A variety of federal and state funds are available to qualifying students. Steps for obtaining financial aid include:

- Apply for admissions
- Complete a Free Application for Federal Student Aid online at www.fafsa.ed.gov
- Supply additional documentation if selected for verification
- Submit an official high school transcript with graduation date to the Admissions & Records Office
- Receive financial aid award letter
- Log in to the Pirate Portal and accept the Financial Aid Award

Scholarships and grants can be used for tuition, fees, books, and supplies. If loan funds will be required, an additional form can be obtained from the Financial Aid Office. Once the file is processed, the student can use the funds for tuition, fees, books, and supplies.

Child Care Assistance

Student Services Building, Room 108
(361) 572-6415
FinancialAid@VictoriaCollege.edu
www.VictoriaCollege.edu/ChildcareAssistance

To apply for assistance with child care costs, students must:

1. apply every academic year to be considered for child care assistance,
2. have completed the Victoria College financial aid process, and
3. be pursuing an occupational or technical program of study.

Information and applications for the academic year are available in the Financial Aid Office. Assistance is based on the availability of Victoria College funds, student financial need, individual student assessment, program of study, and number of hours.

Victoria College and The YMCA of the Golden Crescent have teamed up to offer discounted childcare to Victoria College students beginning Fall 2014. For more information, please contact the Y at (361) 575-0511.

KEY Center- Student Support Services

Johnson Hall, Room 101
(361) 582-2414
Key@VictoriaCollege.edu
www.VictoriaCollege.edu/KeyCenter

KEY stands for Knowledge, Exploration, and You — these will be the “keys” that unlock great opportunities for a Victoria College student’s education and life. The goal of the KEY Center is to retain, motivate, and graduate low-income, first generation students and/or students with disabilities. The mission of the KEY Center, a Federal TRiO program, is to promote participation in postsecondary education by providing an academically enriching and supportive environment that encourages intellectual growth and social development for qualified individuals.

The services provided by the KEY Center include:

- Academic advising and degree planning
- Career counseling and exploration through job shadowing, career planning, and other resources
- Computer and study area designated for KEY Center members
- Financial Aid Assistance to help guide students through steps to secure grants and scholarships
- Financial literacy programs to empower students with information on money management
- Mentoring program pairing a student with a VC faculty, staff, or student to help establish a solid support system
- Resources and equipment for successful study habits
- Transfer assistance for students who plan to continue their education beyond Victoria College
- Tutoring program designated for KEY Center members which includes individual and group assistance

Payments Office

Student Services Building, Room 104
(361) 485-6840
Payments@VictoriaCollege.edu
www.VictoriaCollege.edu/Payments

The Payments Office is responsible for providing the following services:

- Payments
- Test registration & payments
- Installment plans

Student Activities & Student Center

Student Center, Room 120
(361) 485-6838
Student.Activities@VictoriaCollege.edu
www.VictoriaCollege.edu/StudentActivities

Campus student activities are designed to:

- Give the students the opportunity for self-expression
- Increase interest in academic courses
- Provide recreation

Amenities provided to students include:

- Big screen TV
- Horseshoe and washer pits
- Pool tables
- Sand volleyball court
- Table tennis
- Tennis courts

Inside the Student Center students will find:

- 250-seat dining area
- Campus bookstore
- The Cove, including Subway restaurant
- Meeting rooms

Clubs and Student Organizations

The Student Activities Office in the Student Center, Room 120, is the central location for information concerning campus organizations. All students are invited to visit the Student Activities Office website at www.VictoriaCollege.edu/CampusLife or to stop by the office and pick up a current listing of campus organizations and decide which club or organizations best suit their interests.

Club Membership Information

To be a member of an officially sanctioned extracurricular organization in the student life of Victoria College, an individual must be registered in good standing as a student in the College. Specific prerequisites for membership

and holding office are determined by the constitution and bylaws of the organization, which have been approved by the Vice President of Student Services, Student Life Committee, and the Student Activities Director of Victoria College. Copies of each organization's constitution are maintained in the Student Activities Office.

Phi Theta Kappa

The Zeta Gamma Chapter of Phi Theta Kappa, the national honorary scholarship society for junior colleges, was chartered in February 1947. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. Each semester a faculty advisor and the registrar survey all available candidates and recommend for membership those students whose grade point average indicates superior scholastic achievement (grade point average of 3.50 or higher on 12 hours of associate degree coursework), who have demonstrated qualities of leadership and integrity, and are pursuing an associate or higher degree.

Student Government

Victoria College's Student Government Association (SGA) is an elected body whose purpose is to represent the entire student body in all aspects of student life. The Student Activities Director serves as an advisor to the Association. The primary responsibilities of the Association are to conduct a student body election, plan student activities, and be involved in issues concerning the welfare of the students.

Role in Institutional Decision Making

The Student Government Association serves as the official liaison between the student body and college administration. It serves as the mechanism for student participation in institutional decision making. Please see the Victoria College Student Handbook for a complete description of the role of the Student Government Association.

Officers and Club Representatives

To be eligible for an officer position, a student must have attended VC for one semester and completed 12 hours, except two of the four at-large representatives, who may have less than 12 hours. In addition, one representative from each official campus club or organization

shall select a Student Government Representative at the beginning of the school year. The club representative may be a freshman or a sophomore.

Eligibility Requirements

Offices held by students who have attended at least one semester require a 2.5 GPA at the time of election. Club representative positions and at-large representatives and transfer students require a 2.0 GPA at the time of election.

All officers and members serving in the Victoria College Student Government Association (SGA) must maintain a 2.0 GPA each semester. They must be registered for a minimum of 6 hours during the regular semester and 3 hours during the summer session(s) in order to remain an active member of SGA.

In addition to GPA requirements, all officers and representatives must complete a percentage of all hours attempted:

Hours Attempted	Hours Completed
12+	9+
6-11	6+
5	5
4	4
3	3
2	2
1	1

Intramurals

Victoria College offers intramural athletic programs. The intramural program includes basketball, bowling, golf, tennis, flag football, soccer, and volleyball. Intramural sports are organized under the Physical Education Department. Information can be obtained at the Sports Center and the Student Activities Office.

Campus Religious Organizations

The Baptist Student Ministry, Catholic Student Association, Faith Family Ministry, and the United Campus Ministry are organizations offering programs of inspiration and recreation for students.

Special Interest Organizations

The Art Association, Dirt Nerds Club, Film Club, Latin American Student Organization, Science Club, Sports Club, TRiO, Veterans Association, and Writer's Club are organizations that focus on special interests.

Program Specific Organizations

The following organizations are program specific: PTA Club that represents the Physical Therapy Program; SCOPE (Student Cardiopulmonary Organization Practicing Excellence) represents the Respiratory Program; Student Nurses Association – ADN Program; Student Nurses Association – Vocational Nursing Program (Day and Evening), and the International Society of Automation represents the Instrumentation Program.

Calendar of Events

The Student Activities Director is responsible for the supervision of all student social activities and approval and scheduling of all student activities. A master calendar of events is available in the Student Activities Office in the Student Center.

Postings

Victoria College has various areas that are available to students, faculty, and staff to post relevant information. The following areas are specifically designated for advertising purposes:

- Bulletin boards—Academic Building, Allied Health Building, Language Building, Johnson Hall, Continuing Education Center, Health Sciences Center, Sports Center, Student Center, Student Services Building, Technology Center, and William Wood Building
- Portable bulletin boards—located in various campus areas

Please refer questions regarding posting to the Student Activities Director.

Field Trips

Many college departments and campus organizations sponsor one or more field trips each semester. Field trips give students additional community knowledge, add to the interest in coursework, and allow them to observe applications of principles learned in class.

(Instructional)

Field trip forms are located in the Pirate Portal > Faculty Resources menu > Faculty Tools & Resources channel and must be completed and signed by the faculty sponsor. The faculty sponsor provides lists of field trip participants to faculty members whose classes will be missed by participating students.

(Club/Organizations)

Field trip forms for Clubs/Organizations are located in the Pirate Portal > Student Resources menu > Forms & Resources channel > Student Activities & Student Center link or may be obtained in the Student Activities Office. The form must be completed and signed by the advisor(s) of the club/organization and the Student Activities Director.

The Student Activities Director or club advisors will provide a list of field trip participants to faculty members whose classes will be missed by participating students.

Student Computer Access

Victoria College provides computers for student use and offers a variety of computer network capabilities, including Internet access, electronic mail, and a wide selection of applications.

There are several computer labs located across the campus:

- Academic Building
- Health Sciences Center
- Johnson Hall - Main Tutoring Center
- Technology Center

The following buildings offer wireless network access:

- Allied Health Building
- College Services & Training Building
- Continuing Education Center
- Fine Arts Building
- Health Sciences Center
- Language Building
- Sports Center
- Student Center
- Student Services Building
- Technology Center

Each student is automatically issued an email address. Students can access their login and password for the Pirate Portal at <https://HelpDesk.VictoriaCollege.edu/Bansam/>. Information concerning email access and student computer support may be obtained by contacting the Help Desk at HelpDesk@VictoriaCollege.edu or (361) 582-2509.

Code of Student Conduct

The Code of Student Conduct is reviewed annually and is updated as required. Updates to the Code of Student Conduct are published annually in the *Victoria College Student Handbook*. Students are subject to the most current Code of Student Conduct as printed in the *Handbook*, which may or may not be identical to the Code in this catalog.

Terms To Know

These are the terms which apply to college and university activities. They are common to institutions of higher learning throughout the country.

Academic Probation: A student whose cumulative GPA falls below a 2.0 after a semester is placed on academic probation.

Admission: The process of filling out forms, filing documents, and taking tests prior to registering for classes.

Academic Term: A length of time in which a course is taught. Academic terms can vary from 2 weeks, 5 weeks, 8 weeks, 14 weeks, or 16 weeks in length. Students may register for several different academic terms within one semester.

College: When capitalized, the term "College" means Victoria College.

College Official: Includes any person employed by Victoria College while performing assigned administrative or professional responsibilities.

College Premises: Includes all land, buildings, facilities, and other property that is owned, used, or controlled by the College.

Course: The organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification usually is awarded, unless the course is designated as Academic Foundations.

Course Prerequisite: The preliminary requirement that must be met before a certain course can be taken.

Credit: Measure of the quantity of work in a course, sometimes referred to as an hour.

Curriculum: A group of required courses leading to a degree or certificate; also refers to course offerings of a college as a whole.

Elective: A subject or course which a student may choose to take as distinguished from a required course.

Enforced Withdrawal: Students who have been placed on Academic Probation and are unable to increase their GPA to a 2.0 or higher within the following semester will be placed on Enforced Withdrawal and suspended from the College, preventing their enrollment for one long semester (fall, spring or both summer sessions).

Grade Point Average: Determined by dividing the total grade points earned by hours attempted. A course in which a grade of W, S, SA, SB, SC, Q, U, or UF is earned will not be counted as hours attempted for the purpose of cumulative GPA calculation.

Hold: Refers to the indicator placed on a student's official record, preventing registration and/or issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account.

Installment Plan: A method available to pay tuition and fees. Under the plan, one half of the tuition and fees must be paid at the time of registration. For the fall and spring semesters, the balance is due in two payments. For summer, the balance is due in one payment. During certain early VIP registrations, the College will offer an installment plan that requires one-fourth down and three installment payments. There is a \$20 service fee to use the installment plan.

Major: The specific subject area in which a student determines to devote most effort in college. From 24 to 30 semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior and senior year at a 4-year college or university.

Member of the College Community:

Includes any person who is a student, visitor, faculty, staff member, College official, or any other person employed by the College.

Minor: A student's secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

Noncredit Courses: Courses that are intended for students who want to learn a new skill for career training, upgrade or recertify existing skills, gain general knowledge, or develop personal interests. Upon completion, students receive a Victoria College Certificate of Completion. Students are not required to apply for admission to the college or take entrance exams for noncredit courses.

Pirate Portal: A secure, personalized gateway where VC students can access important College information, check email, access Blackboard, register for courses, check grades, and more.

Satisfactory Academic Progress (SAP):

SAP is used to define successful completion of coursework to maintain eligibility for student financial aid. "Students must maintain established minimum standards in the areas of GPA, completion rate, and maximum time frame to be eligible for Federal Title IV funds (any of the federal student aid funds).

Semester: An academic term within the academic school year typically lasting 16 weeks or the combination of both summer sessions typically lasting 10 weeks collectively.

Student: Any person taking any credit or noncredit course(s) offered by the College.

Transcript: A student's academic record.

Transfer Course: Any course offered that is listed in *The Community College General Academic Course Guide Manual*.

Transfer Institution: A college or university to which one may transfer for advanced education or training after attending a community college.

Transient Student: A student currently attending another college or university who is taking courses with Victoria College to be transferred back to a home college or university.

TSI: Texas Success Initiative (TSI); legislation requiring assessments in reading, math, and writing before attending public colleges or universities in Texas.

TSI Assessment: A state exam to determine a student's skill levels in math, English, and reading. The results are used to ensure that students are meeting basic skills before enrolling in college-level courses.

Tuition and Fees: Charges levied for enrolling in classes and for the use of College facilities. See the College catalog and/or semester schedule for additional information.

Tutoring: Free services which provide additional academic assistance for all students.

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Associate of Arts Degree-General Studies
Associate of Science Degree-General Studies
Academic Transfer

Associate of Arts Degree - General Studies

Associate of Science Degree - General Studies

The Associate of Arts (AA) and Associate of Science (AS) degrees are the foundation of a Bachelor of Arts (BA) or Bachelor of Science (BS) degree. With careful planning, an AA or AS can fulfill the freshman and sophomore requirements for the BA or BS. If you are planning on transferring to a university after completing your AA or AS, please meet with one of VC's academic advisors to create an AA or AS customized to fit the requirements of the university to which you want to transfer.

In addition to meeting transfer requirements, an AA or AS is often an appropriate degree for immediate entry into the workforce. Please meet with an academic advisor to determine the best route to meeting your career goals.

Associate of Arts Degree - General Studies

FRESHMAN YEAR

FALL SEMESTER	Credit Hours	SPRING SEMESTER	Credit Hours
ENGL 1301 Composition 1 (Core 010)	3	HIST (See Core Curriculum* 060)	3
SPCH (See Core Curriculum* 010)	3	Creative Arts (See Core Curriculum* 050)	3
HIST (See Core Curriculum* 060)	3	Life and Physical Science (See Core Curriculum* 030) – must be a lab science	4
MATH (See Core Curriculum* 020)	3	ENGL 1302 OR ENGL 2311	3
EDUC 1300 ¹ (Core 090)	3	BCIS 1305 or COSC 1301 (Core 90)	3
	15		16

SOPHMORE YEAR

FALL SEMESTER	Credit Hours	SPRING SEMESTER	Credit Hours
Life and Physical Science (See Core Curriculum* 030)	3	Language, Philosophy & Culture (See Core Curriculum* 040)	3
GOVT 2305 Federal Government (Core 070)	3	GOVT 2306 Texas Government (070)	3
Social and Behavioral Science (See Core Curriculum* 080)	3	Elective ⁺	3
Additional Literature Course	3	Elective ⁺	3
Elective ⁺	3		14
	15		

*See Core Curriculum – Be sure to choose the specific course(s) required by the university department (major) to which you are planning to transfer.

⁺A minimum of 60 credit hours are need for completion. Please see your advisor to determine if these elective hours are needed.

¹ Required for all first-time-in-college students.

Associate of Science Degree - General Studies

FRESHMAN YEAR

FALL SEMESTER	Credit Hours	SPRING SEMESTER	Credit Hours
ENGL 1301 Composition 1 (Core 010)	3	HIST (See Core Curriculum* 060)	3
SPCH (See Core Curriculum* 010)	3	Creative Arts (See Core Curriculum* 050)	3
HIST (See Core Curriculum* 060)	3	ENGL 1302 OR ENGL 2311	3
MATH (See Core Curriculum* 020)	3	Life and Physical Science (See Core Curriculum* 030) – must be a lab science	4
EDUC 1300 ¹ (Core 090)	3	BCIS 1305 or COSC 1301 (Core 90)	3
	15		16

SOPHMORE YEAR

FALL SEMESTER	Credit Hours	SPRING SEMESTER	Credit Hours
Life and Physical Science (See Core Curriculum* 030) – must be a lab science	4	Language, Philosophy & Culture (See Core Curriculum* 040)	3
GOVT 2305 Federal Government (Core 070)	3	GOVT 2306 Texas Government (070)	3
Social and Behavioral Science (See Core Curriculum* 080)	3	Elective ⁺	3
Elective ⁺	3	Elective ⁺	3
Additional Math Course	3		13
	16		

*See Core Curriculum – Be sure to choose the specific course(s) required by the university department (major) to which you are planning to transfer.

+A minimum of 60 credit hours are need for completion. Please see your advisor to determine if these elective hours are needed

¹ Required for all first-time-in-college students.

Academic Transfer

Liberal arts and sciences courses at VC are designed to transfer to a four-year university and are central to completing an Associate of Arts or Associate of Science degree. Students who earn a degree in general studies at VC and then transfer will have completed all of the core lower division requirements for any public university in Texas.

The following areas of study are popular choices among VC students who plan to transfer to a university.

Art & Design	History
Biology	Interdisciplinary Studies
Business Administration	Mathematics
Chemistry	Music
Computer Science	Physics
Criminal Justice	Pre-Dental/Pre-Medical/Pre-Pharmacy/Pre-Veterinary
Economics	Pre-Law
Engineering	Psychology
English	Sociology
Geography	Spanish
Geology	Speech
Government	

Be sure to visit with one of VC's academic advisors to create a transfer plan customized to fit the requirements of any university you choose.

Core Curriculum

The core curriculum is a set of courses in the liberal arts, humanities, sciences, and political, social, and cultural histories that all undergraduates of an institution of higher education are required to complete before receiving a degree. **Completion of the core curriculum DOES NOT complete the requirements for an associates degree.** In order to fulfill the College's academic standards and in an attempt to help the students become well-rounded, educated individuals, the following core curriculum is required.

If a student successfully completes the core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Texas Higher Education Coordinating Board has approved a larger core curriculum at that institution.

Full degree requirements can be found on pages 50-51.

Victoria College Core Curriculum Courses

Core Component	Core #	Course Selection		Minimum Hours Required
COMMUNICATION	010	Select 1	ENGL 1301	6
		Select 1	SPCH 1315, 1318	
MATHEMATICS	020	Select 1	MATH 1314, 1316, 1324, 1332, 1342, 2312, 2413	3*
LIFE AND PHYSICAL SCIENCES	030	Select 2	BIOL 1406, 1407, 1408, 1409, 2306, BIOL 2404, BIOL 2420	6*
			CHEM 1406, 1411, 1412	
			ENVR 1301, GEOL 1305, 1403, 1404	
			PHYS 1315, 1401, 1402, 1410, 2425, 2426	
LANGUAGE, PHILOSOPHY & CULTURE	040	Select 1	ENGL 2322, 2323, 2327, 2328	3
CREATIVE ARTS	050	Select 1	ARTS 1301, 1303, 1304	3
			DRAM 1310	
			MUSI 1304, 1306, 1308, 1309, 1310	
AMERICAN HISTORY	060	Select 2	HIST 1301, 1302, 2301	6
GOVERNMENT/ POLITICAL SCIENCE	070	Select 2	GOVT 2305, 2306	6
SOCIAL AND BEHAVIORAL SCIENCES	080	Select 1	ECON 2301, 2302, GEOG 1303	3
			PSYC 2301, SOCI 1301	
COMPONENT AREA OPTION	090	Select 6 SCH	Any course listed above except ENGL 1301, GOVT 2305 and GOVT 2306	6
			BCIS 1305 (3) or COSC 1301 (3)	
			EDUC 1300 (3)	
			ENGL 1302 (3)	
			ENGL 2311 (3)	
			MATH 1325 (3)	
			*OTHER HOURS – BIOL 1406 (1), 1407 (1), 1408 (1), 1409 (1), 2402 (1), 2420 (1), CHEM 1406 (1), 1411 (1), 1412 (1), GEOL 1403 (1), 1404 (1), MATH 2413 (1), PHYS 1401 (1), 1402 (1), 1410 (1), 2425 (1), 2426 (1)	

*Additional hours fall to Component Area Option or will fulfill degree requirements.

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Programs of Study - Career, Health, and Technical Professions

Division of Career, Health, and Technical Professions

Credit Offerings

Business Management
Computer Information Systems-Networking
Criminal Justice
Electronics Technology
Emergency Medical Services
Fire Science
Instrumentation
Nursing (Associate Degree and Vocational)
Physical Therapist Assistant
Process Technology
Respiratory Care
Welding

Degrees & Certificates

Two-Year Associate of Applied Science Degrees

Business Management
Criminal Justice - Law Enforcement
Electronics Technology/Instrumentation-Electronics Technology Specialization
Electronics Technology/Instrumentation-Instrumentation Technician Specialization
Fire Science
Nursing
Physical Therapist Assistant
Process Technology
Respiratory Care

Certificates (Indicates Level 1 Certificate)*

Basic Peace Officer

Basic Firefighter*

Electronics Technology/Instrumentation-Instrumentation*

Instrumentation/Measurement Technician*

Office Management*

Personal Computer and Local Area Network Technician

Vocational Nursing

Welding - Basic*

Welding - Advanced*

Enhanced Skills Certificates

Instrumentation

See Workforce & Continuing Education Section for:

Activity Director

Continuing Nursing Education (POST-RN, LVN)

Emergency Medical Service Professions

Medical Assisting

Medication Aide

Nursing Assistant (Nurse Aide)

NOTE: All programs of study are subject to change. Please refer to the Victoria College website at VictoriaCollege.edu for current programs of study.

Business Management

The Business Management Program will prepare the student for a variety of entry-level management positions or entry into business training programs and will provide educational and career mobility for those students already employed in business and/or industry. For more information, please call (361) 582-2553.

ASSOCIATE OF APPLIED SCIENCE DEGREE-BUSINESS MANAGEMENT

FRESHMAN YEAR

FALL SEMESTER		Credit Hours
ACNT	1303 Introduction to Accounting I OR	
ACCT	2301 Principles of Financial Accounting	3
BCIS	1305 Business Computer Applications OR	
ITSC	1309 Integrated Software Applications	3
BMGT	1325 Office Management	3
BMGT	1307 Team Building	3
¹ EDUC	1300 Learning Frameworks	3
		15

Above Office Management Level 1 certificate with ACNT 1303 and ITSC 1309 is TSI Exempt

SPRING SEMESTER		Credit Hours
MATH	1324 Mathematics for Business & Social Sciences	3
ACCT	2301 Principles of Financial Accounting OR	
ACCT	2302 Principles of Managerial Accounting	3
ENGL	1301 Composition I	3
BUSI	1301 Business Principles	3
BMGT	1327 Principles of Management	3
		15

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours
ACNT	1329 Payroll & Business Tax Accounting	3
MRKG	1311 Principles of Marketing	3
BUSI	2304 Business Report Writing & Correspondence	3
BUSI	2301 Business Law	3
ECON	2301 Principles of Economics (Macro) OR	
ECON	2302 Principles of Economics (Micro)	3
		15

SPRING SEMESTER		Credit Hours
ACNT	1311 Introduction to Computerized Accounting	3
BMGT	1341 Business Ethics	3
+ BMGT	2347 Critical Thinking & Problem Solving	3
Humanities/Visual & Performing Arts Elective from Core Curriculum		3
BUSI	1307 Personal Finance	3
		15

Total Degree Credit Hours 60

Students who successfully complete the freshman and sophomore years of the above program may apply for an Associate of Applied Science Degree.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

Computer Information Systems - Networking

This certificate prepares students for a variety of entry-level networking jobs in the information technology field by providing job skills of installation, configuration, and support of a local area network; maintenance of network hardware and software; and monitoring the network to ensure network availability to all system users. The coursework emphasizes hands-on, skill-building labs and provides knowledge necessary to pass industry standard certifications, such as A+, Network+, Server+, MCP (Microsoft Certified Professional), and CCNA (Cisco Certified Network Associate), which lead to greater employment opportunities and benefits. Training and certification opportunities for the MTA (Microsoft Technology Associate) infrastructure track including Windows Operating System, Windows Server Administration, Networking and Security are included at no charge within the curriculum. Information about this program can be obtained by calling (361) 572-6467.

PERSONAL COMPUTER AND NETWORK TECHNICIAN CERTIFICATE (Level II Certificate)

SUMMER SEMESTER Credit Hours

¹ SDEV	0301	Learning Frameworks	0
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FALL SEMESTER Credit Hours

ITSC	1325	PC Hardware & OS (A+)	3
ITNW	1351	Fundamentals of Wireless LANs	3
ITNW	2305	Network Administration (Microsoft)	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSY	2301	Firewalls and Network Security	3
			15

SPRING SEMESTER Credit Hours

ITSY	2342	Incident Response & Handling	3
ITNW	2312	Routers	3
ITCC	1340	Switching Basics	3
ITSC	2339	PC Help Desk Support	3
+ITNW	2335	Network Troubleshooting & Support	3
			15

Total Certificate Credit Hours 30

Students who successfully complete the above program may apply for a Certificate of Completion.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

Criminal Justice

The Criminal Justice Program at Victoria College prepares students for a career in the law enforcement field. The Program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and career advancement. Victoria College offers both a Basic Peace Officer Certification Course, as well as an Associate of Applied Science Degree in Criminal Justice.

Program curriculum, course identifications, titles, and descriptions are subject to change with approval of the Texas Higher Education Coordinating Board. For current curriculum or more information, visit VictoriaCollege.edu, or contact the Criminal Justice Program Office at (361) 572-6426.

CERTIFICATE: BASIC PEACE OFFICER COURSE

The Certificate Program was developed to prepare students for a career as a Texas Peace Officer. The Victoria College Law Enforcement Academy meets the curriculum requirements for certification as a Basic Peace Officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE). Students who successfully complete the program will be eligible to take the TCOLE licensing exam.

Admission Requirements

The Law Enforcement Academy is a selective admission program with a maximum enrollment of 24 students. The following are the minimum requirements to be qualified for admission into the Program.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. Assessment test scores or completed course work that reflect the student has mastered reading and writing skills at the Developmental II level or higher. Contact Advising, Counseling & Recruitment Services for further explanation if necessary.
3. Complete the Law Enforcement Academy Program application.
4. Satisfactory completion of the physical fitness test, psychological exam, physical exam, and criminal history check.
5. Interview with Director of Public Services Academies.

CERTIFICATE: BASIC PEACE OFFICER COURSE

			Credit Hours
¹ SDEV	0301	Learning Frameworks	0
*CJLE	1506	Basic Peace Officer I	5
*CJLE	1512	Basic Peace Officer II	5
*CJLE	1518	Basic Peace Officer III	5
*CJLE	1524	Basic Peace Officer IV	5
CJLE	1132	Physical Fitness for Law Enforcement	1
			21

Total Certificate Credit Hours 21

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

*Required courses for the TCOLE licensing exam. All CJLE courses must be successfully completed in the same academy. These courses may be offered as noncredit.

ASSOCIATE OF APPLIED SCIENCE DEGREE PLAN

The Associate of Applied Science Degree in Criminal Justice is designed to provide students with foundational skills in law enforcement. The degree also serves law enforcement professionals seeking enhanced skills and a broad spectrum of knowledge in the field of criminal justice.

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog, to include high school and all college transcripts. Contact Admissions & Records Office regarding questions.
2. TSI (Texas Success Initiative) satisfied. Contact Admissions & Records Office regarding questions.
3. Overall GPA of 2.0 or above on all college hours attempted
4. Must meet the requirements for the Basic Peace Officer course.

CRIMINAL JUSTICE - LAW ENFORCEMENT - DEGREE PLAN

PRE SEMESTER	Credit Hours
¹ SDEV 0301 Learning Frameworks	0

FIRST SEMESTER	Credit Hours
CJLE 1506 Basic Peace Officer I	5
CJLE 1512 Basic Peace Officer II	5
CJLE 1518 Basic Peace Officer III	5
CJLE 1524 Basic Peace Officer IV	5
CJLE 1132 Physical Fitness for Law Enforcement	1

SECOND SEMESTER	Credit Hours
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 2313 Correctional Systems & Practices	3
ENGL 1301 Composition I	3
Speech Elective from Core Curriculum	3
Computer Literacy Elective from Core Curriculum	3

THIRD SEMESTER	Credit Hours
CRIJ 2314 Criminal Investigation	3
CRIJ 1310 Fundamentals of Criminal Law	3
ENGL 2311 Technical Writing	3
GOVT 2305 Federal Government	3
MATH Elective from Core Curriculum	3

FOURTH SEMESTER	Credit Hours
CRIJ 1306 Court Systems and Practices	3
*CRIJ 2328 Police Systems and Practices	3
DAAC 1317 Basic Counseling Skills	3
GOVT 2306 Texas Government	3
Humanities/Visual & Performing Arts Elective from Core Curriculum	3

Total Degree Credit Hours 66

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Capstone course

WORK/LIFE EXPERIENCE POLICY

The Criminal Justice Program has developed the following mechanism to assist those persons employed in the criminal justice field to satisfy degree requirements for their work/life experience and in-service training.

Students who wish to obtain an Associate of Applied Science Degree in Criminal Justice from Victoria College and are certified peace officers from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) may satisfy degree requirements for Basic Peace Officer courses by meeting the following criteria and paying \$40 per course. (Students must have taken and successfully completed 21 hours of transferable credit from Victoria College prior to receiving credit for the Peace Officer courses.) Director of Public Services Academies approval is required for permission to satisfy degree requirements in this manner.

The prerequisites for work/life and in-service training credit are as follows:

1. The applicant must be currently employed with a criminal justice agency and have at least six months experience, and
2. The applicant must submit a résumé and all supporting documentation to the program coordinator for evaluation, and
3. The applicant must secure a letter of verification from the chief administrator of the employing agency attesting to the information contained in the applicant's résumé and supporting documentation regarding the prerequisites and criteria required by this policy, and
4. The applicant must pay all fees required by the College.

No credit by résumé is applicable until the applicant has earned an equivalent number of hours at Victoria College.

Credit for the following courses may be awarded by résumé under the work/life experience policy:

These courses are required for graduation with an Associate of Applied Science degree in criminal justice from Victoria College.

CJLE	1506	Basic Peace Officer I
CJLE	1512	Basic Peace Officer II
CJLE	1518	Basic Peace Officer III
CJLE	1524	Basic Peace Officer IV
CJLE	1132	Physical Fitness for Law Enforcement

Electronics Technology/Instrumentation

ELECTRONICS TECHNOLOGY SPECIALIZATION

This program of study is designed to provide a certificate of completion or associate degree with the knowledge and skills necessary for a graduate to pursue entry-level positions as an electronics technician. Electronic technicians install, maintain, troubleshoot, repair, and replace electronic equipment to maintain quality products and insure environmental protection, safety, and cost-effective operations. They may work in a variety of industries, such as manufacturing, radio & television, medical equipment, research and development, and many others.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information, visit VictoriaCollege.edu, contact the Electronics Technology/Instrumentation Program Office at (361) 572-6467, or email Donald.McLain@VictoriaCollege.edu.

ASSOCIATE OF APPLIED SCIENCE DEGREE - ELECTRONICS TECHNOLOGY

SUMMER SEMESTER

	Credit Hours
¹ SDEV 0301 Learning Frameworks	0

FRESHMAN YEAR

FALL SEMESTER

	Credit Hours
CETT 1325 Digital Fundamentals	3
CETT 1403 DC Circuits	4
MATH 1314 College Algebra	3
COSC 1315 Fundamentals of Programming	3
ENGL 1301 Composition I	3
PHED 1101 Physical Education	1
	17

SPRING SEMESTER

	Credit Hours
CETT 1341 Solid State Circuits	3
CETT 1349 Digital Systems	3
CETT 1405 AC Circuits	4
COSC 1436 Programming Fundamentals I	4
MATH 1316 Plane Trigonometry	3
	17

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

SOPHOMORE YEAR**FALL SEMESTER****Credit Hours**

PHYS	1401	General College Physics I	4
INTC	1357	AC/DC Motor Control	3
CETT	1345	Microprocessors	3
SPCH	1321	Business and Professional Speaking	3
EECT	1303	Introduction to Telecommunications	3
			16

SPRING SEMESTER**Credit Hours**

INTC	2336	Distributed Control & Programmable Logic	3
+CETT	1357	Linear Integrated Circuits	3
PHED	1101	Physical Education	1
		Social and Behavior Sciences Elective from Core Curriculum	3
PHYS	1402	General College Physics II	4
		Humanities/Visual & Performing Arts Elective from Core Curriculum	3
			17

Total Degree Credit Hours 67

Students who successfully complete the freshman and sophomore years of the above program may apply for an Associate of Applied Science degree.

* Capstone course

INSTRUMENTATION SPECIALIZATION

This program of study is designed to provide a certificate of completion or associate degree with the knowledge and skills necessary for a graduate to pursue entry-level positions as an instrumentation technician. Instrumentation and controls technicians install, maintain, troubleshoot, repair, and replace process control equipment to produce quality products and ensure environmental protection, safety, and cost-effective operations. Most instrumentation & control technicians are skilled workers that work five days a week on straight-day shifts. Instrument technicians are employed locally and globally in many types of industries, such as chemical, petrochemical, power generation, manufacturing, hospital/medical equipment, construction, and many others.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit VictoriaCollege.edu, contact the Electronics Technology/Instrumentation Program Office at (361) 572-6467, or email Donald.McLain@VictoriaCollege.edu.

CERTIFICATE IN INSTRUMENTATION**SUMMER SEMESTER**

	Credit Hours
¹ SDEV 0301 Learning Frameworks	0

FALL SEMESTER

	Credit Hours
CETT 1325 Digital Fundamentals	3
CETT 1403 DC Circuits	4
INTC 1343 Application of Industrial Automatic Control	3
+INTC 1401 Principles of Industrial Measurements	4
	14

SPRING SEMESTER

	Credit Hours
CETT 1341 Solid State Circuits	3
CETT 1349 Digital Systems	3
CETT 1405 AC Circuits	4
INTC 1355 Unit Operations	3
INTC 2336 Distributed Control & Programmable Logic	3
	16

Total Certificate Credit Hours 30

Students who successfully complete the above courses and all required 0300 level Academic Foundations coursework may apply for a Certificate in Instrumentation Technology.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Capstone course

INSTRUMENTATION/MEASUREMENT TECHNICIAN CERTIFICATE**SPRING SEMESTER****Credit Hours**

¹ SDEV	0301	Learning Frameworks	0
CETT	1325	Digital Fundamentals	3
CETT	1403	DC Circuits	4
PTAC	1302	Introduction to Process Technology	3
			10

SUMMER SEMESTER**Credit Hours**

CETT	1405	AC Circuits	4
INTC	1357	AC/DC Motor Control	3
			7

FALL SEMESTER**Credit Hours**

CETT	1341	Solid State Circuits	3
+INTC	1401	Principles of Industrial Measurements I	4
INTC	1356	Instrumentation Calibration	3
			10

Total Certificate Credit Hours 27

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Capstone course

ASSOCIATE OF APPLIED SCIENCE DEGREE - INSTRUMENTATION**SUMMER SEMESTER****Credit Hours**

'SDEV	0301	Learning Frameworks	0
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FRESHMAN YEAR**FALL SEMESTER****Credit Hours**

CETT	1403	DC Circuits	4
CETT	1325	Digital Fundamentals	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3
PTAC	1302	Intro to Process Technology	3
PHED	1101	Physical Education	1
			17

SPRING SEMESTER**Credit Hours**

CETT	1405	AC Circuits	4
CETT	1349	Digital Systems	3
CETT	1341	Solid State Circuits	3
INTC	1401	Principles of Industrial Measurements I	4
Humanities/Visual & Performing Arts Elective from Core Curriculum			3
			17

SUMMER I and/or II SESSION**Credit Hours**

Speech Elective from Core Curriculum			3
Social and Behavioral Sciences Elective from Core Curriculum			3
			6

SOPHOMORE YEAR**FALL SEMESTER****Credit Hours**

INTC	1343	Application of Industrial Automatic Control	3
INTC	1356	Instrumentation Calibration	3
CETT	1345	Microprocessors	3
INTC	1357	AC/DC Motor Control	3
EECT	1303	Introduction to Telecommunications	3
PHED	1100	Physical Education	1
			16

SPRING SEMESTER**Credit Hours**

CETT	1357	Linear Integrated Circuits	3
INTC	1355	Unit Operations	3
INTC	2330	Instrumentation Systems Troubleshooting	3
+INTC	2336	Distributed Control & Programmable Logic	3
PHYS	1401	General College Physics OR	
PHYS	1410	Elementary Physics	4
			16

Total Degree Credit Hours 72

Students who successfully complete the freshman and sophomore years of the above program may apply for an Associate of Applied Science degree in instrumentation.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

ENHANCED SKILLS COURSES Credit Hours

+INTC	2680	Cooperative Education	6
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Students who successfully complete the first year, second year, and INTC 2680 may apply for an Enhanced Skills Certificate.

+ Capstone course

Emergency Medical Services

(semester-credit-hour)

The Emergency Medical Service (EMS) Program offers courses that lead to Emergency Medical Technician (EMT) and Paramedic certification. Certificate courses are approved by the Texas Department of State Health Services (DSHS), and students completing all requirements are eligible to seek certification, by written examination, from DSHS and the National Registry of EMTs (NREMT).

When minimum entry requirements are met, admission to EMT courses is on a first-come, first-served basis. The Paramedic Certificate Program has selective admission and requires prior application.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit VictoriaCollege.edu, contact the EMS Program Office at (361) 572-6426.

EMT-BASIC CERTIFICATION (EMSP 1160 and 1501)

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. Assessment test scores or completed coursework that reflect the student has mastered INRW 0300 and MATH 0301. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
3. Completed EMS Program application
4. Interview with program coordinator
5. The interview must be completed and all admission documents must be in the EMS Program Office by July 1 for fall semester admission, November 1 for spring semester admission, and April 1 for summer semester admission. Late applicants will be considered on a space-available basis.
6. Some clinical agencies require criminal background checks and drug screens prior to clinical learning experiences; any student who does not have a clear criminal background check and drug screen may not be able to meet all course objectives.

Prior to enrollment, qualified applicants who have been accepted into the EMT courses must meet the following requirements:

- a. Two-step TB skin test or chest x-ray
- b. Tetanus-diphtheria toxoid (TD) within the last 10 years
- c. Measles/Mumps/Rubella vaccinations or serological confirmation of immunity
- d. Varicella vaccinations or proof of disease, including serological confirmation of immunity
- e. Three injection hepatitis B vaccination series or serological confirmation of immunity to hepatitis B virus
- f. Basic Life Support for Healthcare Provider certification.
- g. Criminal background check and drug screen conducted by the EMS Program approved provider

EMT CERTIFICATION PLAN

	Credit Hours
EMSP 1501 Emergency Medical Technician	5
EMSP 1160 Clinical, Emergency Medical Technician	1
¹ SDEV 0301 Learning Frameworks	0

Total Certificate Credit Hours 6

Students completing EMSP 1501 and 1160 with a final grade of C or better are eligible to apply for DSHS and NREMT certification as an EMT.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

PARAMEDIC CERTIFICATE PROGRAM

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
3. Overall GPA of 2.0 or above on all college hours attempted. Students with less than a 2.0 GPA will be evaluated on an individual basis.
4. Completed Paramedic Program application.
5. Validation of current EMT level knowledge by: 1) successful completion of Victoria College's EMT courses within one year of application to the Paramedic Program, 2) pass a NREMT certification exam or CE evaluation within one year of application to the Paramedic Program, or 3) score at least a 70% on the Victoria College EMSP challenge exam within one year of application to the Paramedic Program.
6. Documentation of current EMT certification.
7. Official college transcripts indicating a grade of C or better in EMSP 1501, EMSP 1160, and HITT 1305.
8. Interview with program coordinator.
9. The interview must be completed and all admission documents must be in the EMS Program office by July 1. Late applicants will be considered on a space-available basis.
10. Some clinical agencies require criminal background checks and drug screens prior to clinical learning experiences; any student who does not have a clear criminal background check and drug screen may not be able to meet all course objectives.

Prior to enrollment, qualified applicants who have been accepted into the Paramedic Program must submit a current BLS for Healthcare Provider card, a completed physical examination form, and must meet the following immunization requirements:

- a. Two-step TB skin test or chest x-ray
- b. Tetanus-diphtheria toxoid (TD) within the last 10 years
- c. Measles/Mumps/Rubella vaccinations or serological confirmation of immunity
- d. Varicella vaccinations or proof of disease, including serological confirmation of immunity
- e. Three injection hepatitis B vaccination series or serological confirmation of immunity to hepatitis B virus.
- f. Basic Life Support for Healthcare Provider certification
- g. Criminal background check and drug screen conducted by the EMS Program approved provider

PARAMEDIC CERTIFICATE

PREREQUISITES		Credit Hours
EMSP 1501	Emergency Medical Technician	5
EMSP 1160	Clinical, Emergency Medical Technician	1
HITT 1305	Medical Terminology I	3
¹ SDEV 0301	Learning Frameworks	0
		9

FRESHMAN YEAR

FALL SEMESTER		Credit Hours
EMSP 1438	Intro to Advanced Practice	4
EMSP 1356	Patient Assessment & Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Clinical, Paramedic I	2
		12

SPRING SEMESTER		Credit Hours
EMSP 2444	Cardiology	4
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2262	Clinical, Paramedic II	2
		12

SUMMER I and/or II SESSION		Credit Hours
EMSP 2338	EMS Operations	3
+EMSP 2243	Assessment Based Management	2
+EMSP 2363	Clinical, EMS Capstone	3
		8

Total Certificate Credit Hours 41

Students completing all courses listed above with a final grade of C or better are eligible to apply for a Paramedic Certificate from Victoria College and are eligible to apply for DSHS and NREMT certification as a paramedic.

¹Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

Fire Science

The Fire Science Program at Victoria College prepares students for a career in the fire service. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and career advancement. Victoria College offers both a Basic Firefighter Certificate, as well as an Associate of Applied Science Degree in fire science.

Program curriculum, course identifications, titles, and descriptions are subject to change with approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu/Firefighting, or contact the Fire Science Program Office at (361) 572-6449 or email Kelly.Phelps@VictoriaCollege.edu.

CERTIFICATE: BASIC FIREFIGHTER

The Basic Firefighter Certificate was developed to prepare students for a career as a professional firefighter. Victoria College's Fire Academy meets the curriculum requirements for certification as a Basic Firefighter for the Texas Commission on Fire Protection. Students who successfully complete the program will be eligible to take the Basic Fire Fighter certification exam. Students will also need to complete Emergency Medical Technician (EMT) training in order to achieve a Certificate of Completion in Firefighting from Victoria College.

Admission Requirements

The Basic Fire Academy is a selective admission program with a maximum enrollment of 24 students. The following are the minimum requirements to be qualified for admission into the program.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office for questions.
2. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
3. Complete the Firefighter Program application.
4. Satisfactory completion of the Physical Exam
5. Interview with Director of Public Services Academies

FIREFIGHTER CERTIFICATION PLAN

	Credit Hours
¹ SDEV 0301 Learning Frameworks	0
*FIRS 1301 Firefighting Certificate I	3
*FIRS 1407 Firefighting Certificate II	4
*FIRS 1313 Firefighting Certificate III	3
*FIRS 1319 Firefighting Certificate IV	3
*FIRS 1323 Firefighting Certificate V	3
*FIRS 1329 Firefighting Certificate VI	3
**FIRS 1333 Firefighting Certificate VII	3
	22

EMT - BASIC

	Credit Hours
EMSP 1501 EMT-Basic	5
EMSP 1160 Clinical-EMT Basic	1
	6

Total Certificate Credit Hours 28

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Required courses for the Texas Commission on Fire Protection Certification Exam.

+ Upon successful completion of FIRS 1433, a certification exam administered by the Texas Commission on Fire Protection will be taken that serves as a capstone experience. All FIRS courses must be successfully completed in the same academy.

ASSOCIATE OF APPLIED SCIENCE DEGREE - FIRE SCIENCE

The Associate of Applied Science in fire science is modeled on the Fire and Emergency Services Higher Education (FESHE) National Curriculum and is designed to provide students with foundational skills in firefighter safety, building codes, fire prevention, code inspections, firefighting strategy and tactics, and fire behavior. The degree serves fire services professionals seeking enhanced skills and a broad spectrum of knowledge in the field of fire science.

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office for questions.
2. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
3. Overall GPA of 2.0 or above on all College hours attempted. Students with less than a 2.0 GPA will be evaluated on an individual basis.
4. Complete Firefighter Program application
5. Satisfactory completion of the Physical Exam
6. Interview with Director of Public Services Academies

ASSOCIATE IN APPLIED SCIENCE DEGREE - FIRE SCIENCE - DEGREE PLAN

FIRST SEMESTER		Credit Hours
¹ SDEV	0301 Learning Frameworks	0
FIRT	1301 Firefighter Certification I	3
FIRS	1407 Firefighter Certification II	4
FIRS	1313 Firefighter Certification III	3
FIRS	1319 Fire Certification IV	3
FIRS	1323 Fire Certification V	3
FIRS	1329 Fire Certification VI	3
FIRS	1333 Firefighter Certification VII	3
		22

SECOND SEMESTER		Credit Hours
EMSP	1501 EMT-Basic	5
EMSP	1160 Clinical-EMT-Basic	1
ENGL	1301 Composition I	3
FIRT	1301 Fundamentals of Fire Protection	3
		12

THIRD SEMESTER		Credit Hours
FIRT	1333 Fire Chemistry I	3
FIRT	1329 Building Codes & Construction	3
	Speech Elective from Core Curriculum	3
	Social and Behavioral Science Elective from Core Curriculum	3
	Humanities/Visual & Performing Arts Elective from the Core Curriculum	3
		15

FOURTH SEMESTER		Credit Hours
* FIRT	1319 Firefighter Health & Safety	3
FIRT	1338 Fire Protection Systems	3
FIRT	1307 Fire Prevention Codes & Inspections	3
MATH	Elective from Core Curriculum	3
		12

Total Degree Credit Hours 61

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* FIRT 1319 is the capstone course in the Associate of Applied Science degree in Fire Science.

Students completing the entire curriculum are eligible for an Associate of Applied Science Degree in Fire Science from Victoria College.

WORK/LIFE EXPERIENCE POLICY

The Fire Science Program has developed the following mechanism to assist those persons in the firefighting field to satisfy degree requirements for their work/life experience and in-service training.

Students who wish to obtain an Associate of Applied Science Degree in fire science and are firefighters currently certified by the Texas Commission on Fire Protection may satisfy degree requirements by meeting the following criteria and paying \$40 per course. (Students must have taken and successfully completed 22 hours of transferable credit from Victoria College prior to receiving credit for the Basic Fire Academy courses.) Fire Science Program Coordinator approval is required for permission to satisfy degree requirements in this manner.

The prerequisites for work/life and in-service training credit are as follows:

1. The applicant must be currently employed with a fire department and have at least six months experience, and
2. The applicant must submit a resumé and all supporting documentation to the program coordinator for evaluation, and
3. The applicant must submit a letter from the Chief Administrator of the employing agency attesting to the information contained in the applicant's resumé and supporting documentation, regarding the prerequisites and criteria required by this policy, and
4. The applicant must pay all fees required by the College.

No credit by resume is applicable until the applicant has earned an equivalent number of hours at Victoria College.

Credit for the following courses may be awarded by resumé under the work/life experience policy:

	Credit Hours
FIRS 1301 Firefighter Certification I	3
FIRS 1407 Firefighter Certification II	4
FIRS 1313 Firefighter Certification III	3
FIRS 1319 Fire Certification IV	3
FIRS 1323 Fire Certification V	3
FIRS 1329 Fire Certification VI	3
FIRS 1333 Firefighter Certification VII	3
FIRT 1307 Fire Prevention Codes & Inspections	3
FIRT 1338 Fire Protection Systems	3
FIRT 1329 Building Codes & Construction	3

Nursing - Associate Degree (Generic Student Curriculum)

Victoria College offers a two-year Associate of Applied Science degree in nursing. Upon successful completion of the program, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify the graduate for licensure as a registered nurse.

The Associate Degree Nursing (ADN) Program is fully approved by the Texas Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or call (404) 975-5000.

Admission Requirements

Admission requirements for the ADN Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/ProfessionalNursing. The ADN Program is a selective admission program with a limited number of available student slots each semester.

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documentation as stated below is in the ADN Office by June 1 for fall admission and by September 1 for spring admission.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. Completed student ADN Program application dated within the last year.
3. ACT Composite score of 18 or SAT total score of 870. Students who have earned at least 12 semester credit hours on the program of study with a GPA of at least 2.25 may have either an ACT of 16 or SAT of 780. (ACT scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis.)
4. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
5. A grade of C or better by June 1 for fall applicants or by September 1 for spring applicants in each of the following prerequisite courses:

BIOL 2401	PSYC 2301	CHEM 1406	HITT 1211 or POFI 1204
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 Beginning June 1, 2015, a grade of C or better in each of the following courses:

BIOL 2401	PSYC 2301	BIOL 2420	COSC 1301
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6. Official college transcripts from all colleges or universities attended on file in Associate Degree Nursing Office
7. Overall GPA of 2.0 or above on all college hours attempted and GPA 2.15 on the ADN program of study. Any student whose cumulative GPA falls below 2.0 will not graduate.
8. A clear Texas Board of Nursing Criminal Background Check (CBC) must be on file in the ADN Office by June 1 for fall applicants or by September 1 for spring applicants. The procedure to complete this requirement will be mailed to prospective students once their ADN application has been received.
9. ADN Program Counseling Interview required no more than one year prior to program admission. Call (361) 572-6435 for more information.
10. Submit completed VC Record of Immunization form. All immunizations, including Hepatitis B series, or proof of serological immunity must be completed by application deadline.
11. **Prior to enrollment** qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card (American Heart Association is required) and a completed physical examination form.
12. **Prior to enrollment** qualified applicants who have been accepted into the program must submit a ten panel drug screen test result. The procedure to complete this requirement may be obtained from any of the Victoria College nursing programs.

Please note: Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated.

Transfer Students Admission Procedures

1. Transfer students are considered on a space-available basis.
2. Students who have successfully completed nursing courses at other accredited schools are evaluated on an individual basis by the chair of the ADN Program to determine their entry level in the Victoria College ADN Program.
3. The transfer student must furnish a copy of each nursing course syllabus with course description to the ADN chair so each course can be evaluated.
4. Transfer students must meet the same admission and progression criteria as Victoria College students.
5. Completing at least the last semester of the sophomore year at Victoria College is necessary to meet the requirements for graduation.
6. It is the responsibility of the applicant to furnish all necessary documentation to the ADN Office at least two months prior to the semester the student is seeking entry.
7. Prior to enrollment, qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card and a completed physical examination form, and they must meet the immunization requirements.

GENERIC STUDENT CURRICULUM/TECH-PREP PLAN

Prerequisites			Credit Hours
BIOL	2401	Human Anatomy & Physiology I	4
¹ POFI	1204	Computer Fundamentals	2
PSYC	2301	General Psychology	3
CHEM	1406	Introductory Chemistry	4
² SDEV	0301	Learning Frameworks	0
			13

¹ Higher level Computer Science courses may be substituted for this course

² Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Beginning June 1, 2015, a grade of C or better in each of the following courses: BIOL 2401, PSYC 2301, BIOL 2420, and COSC 1301.

LEVEL I**SEMESTER I**

			Credit Hours
RNSG	1219	Integrated Nursing Skills I	2
RNSG	1423	Intro to Professional Nursing for Integrated Programs	4
RNSG	1260	Clinical I—Registered Nursing/Registered Nurse	2
HPRS	2200	Pharmacology for Health Professions	2
BIOL	2402	Human Anatomy & Physiology II	4
PSYC	2314	Human Growth & Development	3
			17

³ Students who successfully complete RNSG 1219 with a C or better and RNSG 1260 with an S may apply for a Nurse Aid Certificate of Completion and are eligible to take the exam to become a Certified Nurse Aide/Home Health Aide.

LEVEL II**SEMESTER II**

			Credit Hours
RNSG	2504	Integrated Care of the Client with Common Health Needs	5
RNSG	2461	Clinical II—Registered Nursing/Registered Nurse	4
BIOL	2420	Microbiology	4
PHED	1101	Physical Education	1
			14

⁴Summer Optional Transfer into VN Program for Summer

VNSG	1119	Professional Development	1
VNSG	1138	Mental Illness	1
VNSG	1332	Medical Surgical Nursing II	3
VNSG	2463	Clinical – Licensed Vocational Nurse (LVN) Training	4
			9

⁴ Students who successfully complete these courses are eligible to take the NCLEX-PN exam.

LEVEL III**SEMESTER III**

			Credit Hours
RNSG	2514	Integrated Care of the Client with Complex Health Needs	5
RNSG	2462	Clinical III—Registered Nursing/Registered Nurse	4
ENGL	1301	Composition I	3
SOCI	1301	Introduction to Sociology	3
			15

LEVEL IV**SEMESTER IV**

			Credit Hours
*RNSG	2535	Integrated Client Care Management	5
*RNSG	2463	Clinical IV—Registered Nursing/Registered Nurse	4
PHED	1101	Physical Education	1
*Humanities/Visual and Performing Arts			3
			13

Total Program Credit Hours 72**

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during the semester designated on the degree plan or before.

* Capstone courses

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses. Contact Advising, Counseling & Recruitment Services or program chair for specific course considerations.

** Beginning Fall 2015, total program credit hours will decrease to 60. Contact the Program for further details at (361) 572-6435.

Due to the continual change in clinical facilities, some alternate clinical learning experiences may be required in some semesters.

Nursing-Associate Degree (LVN-ADN Transition Program)

Victoria College offers LVN transition courses. Upon successful completion of RNSG 1327 and RNSG 1261, 12 hours equivalency credit for RNSG 1423, RNSG 1260, RNSG 1219 and RNSG 2461 will be granted. Upon successful completion of the program, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify the graduate for licensure as a registered nurse.

The Associate Degree Nursing Program is fully approved by the Texas Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, or call (404) 975-5000.

Admission Requirements

Admission requirements for the Associate Degree Nursing (ADN) Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/ProfessionalNursing. The ADN Program is a selective admission program with a limited number of available student slots each semester.

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documentation as stated below are in the Associate Degree Nursing (ADN) Office by March 1 for summer admission.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. Completed student ADN Program application dated within the last year.
3. ACT Composite score of 18 or SAT total score of 870. Students who have earned at least 12 semester credit hours on the program of study with a GPA of at least 2.25 may have either an ACT of 16 or SAT of 780. (ACT scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis.)
4. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
5. A grade of C or better by March 1 for summer applicants in each of the following prerequisite courses:

BIOL 2401	PSYC 2301	CHEM 1406	HITT 1211 or POFI 1204
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 Beginning March 1, 2016, a grade of C or better in each of the following courses:

BIOL 2401	PSYC 2301	BIOL 2420	COSC 1301
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6. Official college transcripts from all colleges or universities attended on file in Associate Degree Nursing Office
7. Overall GPA of 2.0 or above on all college hours attempted and GPA 2.15 on the ADN program of study. Any student whose cumulative GPA falls below 2.0 will not graduate.
8. A clear Texas Board of Nursing Criminal Background Check (CBC) must be on file in the ADN Office by March 1 for summer applicants. The procedure to complete this requirement will be mailed to prospective students once their ADN application has been received.
9. Graduation from an accredited VN Program and current unencumbered Texas LVN licensure
10. At least one year work experience providing direct patient care
11. ADN Program Counseling Interview required no more than one year prior to program admission. Call (361) 572-6435 for more information.
12. Submit completed VC Record of Immunization form. All immunizations, including Hepatitis B series, or proof of serological immunity must be completed by application deadline.
13. **Prior to enrollment** qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card (American Heart Association is required) and a completed physical examination form.
14. **Prior to enrollment** qualified applicants who have been accepted into the program must submit a ten panel drug screen test result. The procedure to complete this requirement may be obtained from any of the Victoria College nursing programs.

Please note: Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated.

Due to the continual change in clinical facilities, some alternate clinical learning experiences may be required in some semesters.

LVN TRANSITION CURRICULUM

Prerequisites			Credit Hours
CHEM	1406	Introductory Chemistry	4
BIOL	2401	Human Anatomy and Physiology I	4
¹ POFI	1204	Computer Fundamentals	2
PSYC	2301	General Psychology	3
² SDEV	0301	Learning Frameworks	0
			13

¹ Higher level Computer Science courses may be substituted for this course

² Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

SEMESTER I			Credit Hours
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	1261	Clinical Transition—Registered Nursing/Registered Nurse	2
BIOL	2402	Human Anatomy & Physiology II	4
PSYC	2314	Human Growth & Development	3
BIOL	2420	Microbiology	4
HPRS	2200	Pharmacology for Health Professions	2
			18

Upon successful completion of RNSG 1327 and RNSG 1261, 12 hours equivalency credit for RNSG 1423, RNSG 1260, RNSG 1219 and RNSG 2461 will be granted.

SEMESTER II			Credit Hours
RNSG	2514	Integrated Care of the Client with Complex Health Needs	5
RNSG	2462	Clinical—Registered Nursing/Registered Nurse	4
ENGL	1301	Composition I	3
SOCI	1301	Introduction to Sociology	3
PHED	1101	Physical Education	1
			16

SEMESTER III			Credit Hours
*RNSG	2535	Integrated Client Care Management	5
*RNSG	2463	Clinical—Registered Nursing/Registered Nurse	4
*Humanities/Visual and Performing Arts			3
PHED	1101	Physical Education	1
			13

Total Program Credit Hours 72**

* Capstone courses

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses. Contact Advising, Counseling & Recruitment Services or program chair for specific course considerations.

** Beginning Fall 2015, total program credit hours will decrease to 60. Contact the Program for further details at (361) 572-6435.

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during the semester designated on the degree plan or before. For further information and program application forms, contact Advising, Counseling & Recruitment Services or the ADN Office.

Nursing-Vocational

Victoria College offers a 12-month certificate program in vocational nursing in Cuero, Gonzales, Hallettsville, and Victoria. The program of study is designed to enable students to acquire knowledge, skills, and competencies related to enhancing the health and well-being of individuals. Vocational nursing graduates are prepared to function as members of the health care team under the supervision of registered nurses and physicians in varied health care settings. Completion of the program entitles the learner to apply to take the National Licensure Exam for Practical Nurses (NCLEX-PN). The Vocational Nursing Program is fully approved by the Texas Board of Nursing.

Admission Requirements

Admission requirements for the Vocational Nursing (VN) Program differ from general admission to Victoria College. Additional information may be found at VictoriaCollege.edu/VocationalNursing. The VN Program is a selective admission program with a limited number of available student slots at each location.

The following are required for enrollment in the Vocational Nursing Program:

1. All materials needed to document that the applicant meets the admission criteria must be received by Victoria College by June 1 of the year in which the applicant is seeking admission.
2. Complete the Licensure Eligibility Requirement form and submit it to the VN Program Office. This form will not be accepted after May 1 for fall admission. It can take up to six weeks or longer for the Texas Board of Nursing (BON) to complete this process. Without resolution of all licensure eligibility issues including a clear criminal background check (CBC), applicant is not eligible for admission to the Vocational Nursing Program. **Once applicants have received a completed, clear CBC result from the BON, it is their responsibility to submit the original document to the program office by June 1. (Faxed or scanned copies will not be accepted.)**
3. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
4. Official copies of transcripts for other post-secondary educational programs must be in the Vocational Nursing Program office and the Victoria College Admissions & Records Office by June 1.
5. TSI (Texas Success Initiative) must be satisfied. Please contact Advising, Counseling & Recruitment Services and the Admissions & Records Office to validate TSI status.
6. Qualifying score on Diagnostic Entrance Test (DET) must be documented in Vocational Nursing Program Office. Qualifying score is valid for two years from the testing date.
7. Completion of Vocational Nursing Program application (dated within the last year) and Victoria College student application forms (www.VictoriaCollege.edu/GettingStarted).
8. Submit completed Victoria College Record of Immunization form. Hepatitis B series must be completed or in progress on or before March 1 of the current year or earlier OR proof of serologic immunity.
9. Applicants who have earned less than 13 hours of college credit must complete EDUC 1300 or SDEV 0301 with a C or better to be eligible for admission. Documentation of meeting this criteria must be in the VN Program Office by June 1.
10. A satisfactory grade in BIOL 2401 Human Anatomy and Physiology (Credit 4) and BIOL 2402 Human Anatomy and Physiology (Credit 4) may substitute for BIOL 2404 Introductory Anatomy and Physiology (Credit 4).
11. To be admitted to the nursing program, a student must have a 2.0 or better GPA. To maintain good standing in the program and be allowed to continue, a student must pass all nursing classes with a C or better. Any student whose cumulative GPA falls below a 2.0 will not graduate.

12. **Prior to enrollment** qualified applicants who have been accepted into the program must submit a ten panel drug screen test result. The procedure to complete this requirement may be obtained from any of the Victoria College nursing programs.
13. **Prior to enrollment** qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card (American Heart Association is required) and a completed physical examination form.
14. Beginning May 2015, applicants will be required to obtain a Certified Nursing Assistant (CNA) Certificate prior to enrollment.
15. Please refer to VictoriaCollege.edu/VocationalNursing for curriculum changes beginning in the Summer 2015.

READMISSION, TRANSFER, and TRANSFER FROM ADN TO LVN

Students can join the current VN class on a space-available basis by readmission, transfer within, transfer from ADN to VN, or transfer from outside. However, students can only be admitted into the VN Program twice. Preference will be given as follows:

1. READMISSION OF PREVIOUSLY ENROLLED VICTORIA COLLEGE VN STUDENTS

Students' coursework and clinical performance will be evaluated by the VN program chair, and an individual course schedule will be developed. Readmission students will be selected based on skills assessment, GPA, and any special circumstances involved in a student's withdrawal/dismissal from the program. Readmission must occur within three years of a prior admission.

2. TRANSFER WITHIN VICTORIA COLLEGE SYSTEM

The student may seek transfer within the Victoria College Vocational Nursing system at the end of any semester of study by contacting the coordinator of each program involved one month prior to the end of the semester. Transfer students will be selected based on skills assessment and GPA.

3. TRANSFER FROM ADN TO LVN

ADN students who desire to transfer into the VN Program in the spring or the summer must submit a request for transfer to the VN Program coordinator. ADN transfer students will be selected based on skills assessment, GPA, and any unusual circumstance related to the student's progress in the ADN Program.

4. TRANSFER FROM OUTSIDE VICTORIA COLLEGE VOCATIONAL NURSING SYSTEM

Students who have successfully completed nursing courses at an approved school in good standing with the Texas Board of Nursing are evaluated on an individual basis by the VC Vocational Nursing Program Coordinator, Program Chair, and Director of Nursing to determine their entry level into the Victoria College Vocational Nursing Program. Transfer students must meet the admission, progression, and graduation requirements of Victoria College.

VOCATIONAL NURSING CURRICULUM

Prerequisite	Credit Hours
¹ SDEV 0301 Learning Frameworks	0
BIOL 2404 Intro Anatomy & Phys	4

FALL SEMESTER*	Credit Hours
VNSG 1116 Nutrition	1
VNSG 1227 Essentials of Medication Administration	2
VNSG 1304 Foundations of Nursing	3
VNSG 1360 Clinical-Licensed Practical/ Licensed Vocational Nurse Training	3
VNSG 1270 Intro to Medical Surgical Nursing	2
VNSG 1423 Basic Nursing Skills	4
	15

SPRING SEMESTER*	Credit Hours
VNSG 1330 Maternal-Neonatal Nursing	3
HPRS 2200 Pharmacology for Health Professions	2
VNSG 1334 Pediatrics	3
VNSG 1329 Medical Surgical Nursing I	3
VNSG 2331 Advanced Nursing Skills	3
VNSG 2360 Clinical - Licensed Practical/ Licensed Vocational Nurse Training	3
	17

SUMMER SESSION	Credit Hours
VNSG 1138 Mental Illness	1
VNSG 1119 Leadership and Professional Development	1
VNSG 1332 Medical Surgical Nursing II	3
+VNSG 2463 Clinical-Licensed Practical/ Licensed Vocational Nurse Training	4
	9

Total Program Credit Hours 45

To assure quality clinical learning experiences for all students, some evening clinical experiences may be required.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Completion of the fall semester of the program entitles the student to a Nursing Assistant (Aide) Program Certificate of Completion and to apply to take the Texas Nurse Aide Competency Evaluation Program Exams. For the student who is a Certified Nurse Aide, completion of the spring semester allows the student to apply for the Texas Medication Aide Certification Exam.

+ Capstone course

Physical Therapist Assistant Program

Victoria College offers a two-year program in physical therapist assisting, which leads to an Associate of Applied Science degree. The program of study is designed to enable students to acquire knowledge, skills, and competencies related to restoring function and well-being of individuals. Physical therapist assistants are prepared to function as members of the health care team. Upon successful completion of the program, the graduate will be eligible to take the National Physical Therapist Assistant licensing examination.

Victoria College's Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314, accreditation@apta.org; (703) 684-2782 or (703) 684-3245).

Admission Requirements

Admission requirements for the Physical Therapist Assistant (PTA) Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/PhysicalTherapistAssistant. The PTA Program is a selective admission program with a limited number of available student slots.

1. The student must meet the admission requirements and complete the general admission application for Victoria College as stated in the current college catalog.
2. Complete the PTA Program application by May 1 for fall admission.
3. Complete 30 hours of observation, volunteer work, or work experience in the field of physical therapy. These hours must be a combination of at least two different settings in physical therapy (i.e. inpatient, outpatient, rehabilitation clinic, skilled nursing facility, home health, or pediatric). These hours must be documented on the form provided in the application (application forms can be obtained online at www.VictoriaCollege.edu/PhysicalTherapistAssistant or from the PTA Program Office).
4. Overall GPA of 2.0 or better on all college hours attempted. Official college transcripts on file in the Admissions & Records Office and submitted with PTA Program application.
5. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation, if necessary.
6. ACT score of 18 or SAT score of 870. Students who have earned at least 12 hours credit in the program of study with a GPA of at least 2.25 may have either an ACT of 16 or SAT of 780.
7. Prerequisite courses must be taken within five years of application. Courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated. A grade of C or better is required in the following courses.
BIOL 2404 HITT 1305 ENGL 1301 MATH 1314 or MATH 1332
8. Transfer students will be accepted on an individual basis.
9. Official college transcripts must be turned in to the Admission & Records Office from all colleges and universities attended, AND another copy must be included in the application packet to the PTA Program. Students should make sure they are the most current transcripts. All prerequisites must be verified with official transcripts indicating the course has been completed with a grade of C or better.
10. Two recommendation letters are required; one must be from an employer and one from an instructor (see PTA forms online at www.VictoriaCollege.edu/PhysicalTherapistAssistant). If you do not have an employer, then you may use two instructors for the recommendations.
11. Once the application scores are tallied, the top 30 - 40 applicants will be invited to an interview. Scores will be re-tabulated and ranked in order.
12. Some clinical agencies may require criminal background checks and/or drug testing prior to clinical learning experiences; students who do not have clear criminal background checks or negative drug tests may not be able to meet all course objectives.
13. **Prior to enrollment** qualified applicants who have been accepted into the PTA Program must submit a current CPR Health Care Provider card and a completed physical examination form, and must meet the program immunization requirements.

PHYSICAL THERAPIST ASSISTANT DEGREE PLAN**SUMMER SESSION I** **Credit Hours**

HITT	1305	Medical Terminology	3
BIOL	2404	Intro to Anatomy/Physiology	4
¹ SDEV	0301	Learning Frameworks	0
			7

SUMMER SESSION II **Credit Hours**

PTHA	1321	Pathophysiology	3
PTHA	1201	Profession of Physical Therapy	2
			5

FRESHMAN YEAR**FALL SEMESTER** **Credit Hours**

PTHA	1305	Basic Patient Care Skills	3
PTHA	1413	Functional Anatomy	4
PTHA	2201	Essentials of Data Collection	2
ENGL	1301	Composition I	3
SPCH	1318	Interpersonal Communications	3
			15

SPRING SEMESTER **Credit Hours**

PTHA	1431	Physical Agents	4
PTHA	2409	Therapeutic Exercise	4
PSYC	2301	General Psychology	3
MATH	1314	College Algebra OR	
MATH	1332	College Mathematics	3
			14

SUMMER SESSION I **Credit Hours**

PTHA	2435	Rehabilitation Techniques	4
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SUMMER SESSION II **Credit Hours**

PTHA	1262	Clinical I – Physical Therapist Assistant	2
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SOPHOMORE YEAR**FALL SEMESTER** **Credit Hours**

PTHA	2531	Management of Neurological Disorders	5
PSYC	2314	Human Growth and Development	3
*Humanities/Visual & Performing Arts Elective			3
			11

SPRING SEMESTER **Credit Hours**

PTHA	2339	Professional Issues	3
PTHA	2663	Clinical II – Physical Therapist Assistant	6
			9

Total Program Credit Hours 67¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Students must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses.

Process Technology

The Process Technology Program at Victoria College prepares students for a career as a process technician or operator. Process technicians are trained to operate, analyze, and troubleshoot industrial processes in order to produce products safely and efficiently. They gather information using instruments that monitor process conditions such as pressure, temperature, level, and flow rates. They operate various types of mechanical equipment, such as pumps, valves, and compressors, and apply quality principles to produce products that meet customer specifications.

Process technicians may work both indoors and outdoors alongside chemical engineers, maintenance personnel, and other professionals. They will be expected to use their knowledge of computers, math, physics, and chemistry to monitor and troubleshoot plant operations. Strong communication skills are also required, as well as the ability to write, give oral presentations, and exercise effective listening skills in order to succeed as a process technician.

Upon successful completion of the Process Technology Program, students will receive an Associates of Applied Science degree and be prepared to work as a process technician in any of the various local industries, including petrochemical plants and refineries, oil and gas production, and power generation.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu/ProcessTechnology, call (361) 582-2526 or email Stacie.Kloesel@VictoriaCollege.edu.

All courses with the exception of PTAC 1302 will only be offered during the semester listed.

FRESHMAN YEAR

SUMMER SEMESTER

	Credit Hours
¹ SDEV 0301 Learning Frameworks	0

FALL SEMESTER

	Credit Hours
² PTAC 1302 Intro to Process Technology	3
³ PTAC 1308 Safety, Health, and Environment I	3
MATH Elective from Core Curriculum	3
Computer Literacy Elective from Core Curriculum	3
² CETT 1307 Fundamentals of Electronics	3
PHED 1101 Physical Education	1
	16

SPRING SEMESTER

	Credit Hours
PTAC 1432 Process Instrumentation I	4
PTAC 1410 Process Tech I - Equipment	4
PTAC 2348 Safety, Health, and Environment II	3
CHEM 1406 Introductory Chemistry	4
PHED 1101 Physical Education	1
	16

SUMMER I and/or II SESSION

	Credit Hours
HRPO 1311 Human Relations	3
Humanities/Visual Performing Arts Elective from Core Curriculum	3
	6

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

² Completion of Texas Success Initiative Math section is required.

³ Completion of Texas Success Initiative Reading and Writing sections required.

SOPHOMORE YEAR**FALL SEMESTER****Credit Hours**

⁴ PTAC	2314	Quality	3
PTAC	2420	Process Technology II - Systems	4
PHYS	1401	General College Physics OR	
PHYS	1410	Elementary Physics	4
ENGL	1301	Composition I	3
SPCH	1315	Public Speaking OR	
SPCH	1321	Business & Professional Speaking	3
			17

SPRING SEMESTER**Credit Hours**

PTAC	1354	Industrial Processes OR	
CTEC	2680	Coop: Chemical Tech	3
PTAC	2438	Process Technology III - Operations	4
+ PTAC	2446	Process Troubleshooting	4
ENGL	1302	Composition II OR	
ENGL	2311	Technical Writing	3
		Social and Behavior Sciences Elective from Core Curriculum	3
			17

Total Degree Credit Hours 72⁴ Completion of Texas Success Initiative Reading and Math sections required.

+ Capstone course

Respiratory Care Program

Victoria College offers a two-year associate degree program in respiratory care. Upon successful completion of the AAS degree program, the graduate will be eligible to take a series of national board exams to become a registered respiratory therapist (RRT).

Victoria College's Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835 (www.coarc.com).

Admission Requirements

Applicants must meet special entrance requirements and complete a department application. For more information about the program and course schedule assistance, contact the program chair. Additional information may be found at www.VictoriaCollege.edu/RespiratoryCare.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. Complete general admission application as required by the Admissions & Records Office.
3. Complete the Respiratory Care Program application by May 15 for fall admission. Three letters of recommendation must be included with application.
4. An ACT composite of 18 is required, SAT scores of 870. Students who have earned at least 12 credit semester hours on the program of study with a GPA of 2.25 or greater may have an ACT composite of 16 or SAT score of 780. (ACT Scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis)
5. TSI (Texas Success Initiative) satisfied. Contact Advising, Counseling & Recruitment Services for further explanation if necessary.
6. Overall GPA of 2.25 or above on all college hours attempted. Students with less than a 2.25 GPA will be evaluated on an individual basis.
7. The following courses **must** be completed with a grade of C or better prior to enrolling in the program:
 - ENGL 1301 Composition I
 - PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology
 - BIOL 2404 Intro to Anatomy & Physiology or BIOL 2401 and BIOL 2402
 - PHE 1101 Physical EducationStudents are **strongly recommended** to complete BIOL 2420-Microbiology, PHE 1101-Physical Education, and Humanities/Visual and Performing Arts elective before enrolling in the program.
8. Official high school and college transcripts on file in the Admissions & Records Office and Respiratory Care Department.
9. Interview with program chair. Submit a one-page typewritten essay as to why you should be considered for acceptance into the Respiratory Care Program.
10. It is the responsibility of the applicant to furnish all necessary documentation to the Respiratory Care Department (including the interview) by May 15 for fall admission. Late applicants are considered if spaces are available.
11. Transfer students will be accepted on an individual basis.
12. Previous respiratory care students who received a certificate from Victoria College and are currently registered therapists may receive equivalency credit toward an AAS degree. See program chair for specific procedure.
13. Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated.
14. Some clinical agencies may require criminal background checks prior to clinical learning experiences; students who do not have clear criminal background checks may not be able to meet all course objectives.
15. Prior to enrollment, qualified applicants who have been accepted into the Respiratory Care Program must submit a current CPR Health Care Provider card, a completed physical examination form, and must meet the program immunization requirements.

RESPIRATORY CARE DEGREE PLAN

PROGRAM PREREQUISITES		Credit Hours
ENGL	1301 Composition I	3
PSYC	2301 General Psychology OR	
SOCI	1301 Introduction to Sociology	3
BIOL	2404 Introductory Anatomy & Physiology	4
PHED	1101 Physical Education	1
¹ SDEV	0301 Learning Frameworks	0
		11

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301. Selection criteria are based on completion of all program prerequisites and BIOL 2420-Microbiology, PHE 1101-Physical Education, and Humanities/Visual and Performing Arts.

FRESHMAN YEAR

FALL SEMESTER		Credit Hours
RSPT	1429 Respiratory Care Fundamentals I	4
RSPT	1207 Cardiopulmonary Anatomy & Physiology	2
RSPT	1213 Basic Respiratory Care Pharmacology	2
RSPT	1460 Clinical-Respiratory Therapy/Therapist I	4
		12

SPRING SEMESTER		Credit Hours
RSPT	1431 Respiratory Care Fund II	4
RSPT	2310 Cardiopulmonary Disease	3
RSPT	1461 Clinical-Respiratory Therapy/Therapist II	4
RSPT	1272 Clinical Blood Gases	2
BIOL	2420 Microbiology	4
		17

SUMMER SESSION		Credit Hours
RSPT	1141 Respiratory Home Care/Rehab	1
RSPT	1163 Clinical-Respiratory Therapy/Therapist III	1
RSPT	2139 Advanced Cardiac Life Support	1
RSPT	1335 Cardiopulmonary Testing	3
RSPT	2135 Pediatric Advanced Life Support	1
		7

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours
RSPT	2414 Mechanical Ventilation	4
RSPT	2425 Cardiopulmonary Diagnostics	4
RSPT	2460 Clinical-Respiratory Therapy/Therapist IV	4
PHE	1101 Physical Education	1
		13

SPRING SEMESTER		Credit Hours
RSPT	2353 Neonatal/Pediatric Cardiopulmonary Care	3
*RSPT	2231 Simulations in Respiratory Care	2
RSPT	2147 Specialties in Respiratory Care	1
RSPT	2133 Respiratory Care Case Management	1
RSPT	2261 Clinical-Respiratory Therapy/Therapist V	2
*Humanities/Visual and Performing Arts		3
		12

Total Program Credit Hours 72

* Capstone course

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses. (Contact Advising, Counseling & Recruitment Services or program chair for specific course considerations).

NOTE: Some evening and weekend clinical learning experiences may be required in some semesters.

Welding

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join beams when constructing buildings, bridges, and other structures, and to join pipes in pipelines, power plants, and refineries. Welders use many types of welding equipment set up in a variety of positions, such as flat, vertical, horizontal, and overhead.

In the VC Welding Program, courses focus on specific welding processes including Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Flux-Cored Arc Welding, and Gas Metal Arc Welding. Students' welds are tested for quality assurance in accordance with national welding codes. Welding is performed on carbon steel, stainless steel, and aluminum plate and pipe. Additional skills include blueprint reading, as well as product design, fabrication, and layout. Graduates have the option to apply for national welding certification. Upon completion of the program, students will possess the knowledge and technical skills necessary to pursue a welding career in a variety of jobs.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu, contact the Welding Program office at (361) 572-6471 or email Wade.Vrana@VictoriaCollege.edu.

BASIC WELDING CERTIFICATE

SUMMER SEMESTER

Credit Hours

¹ SDEV 0301 Learning Frameworks	0
² CNBT 1091 NCCER Core Skills for Construction Trades	0

FALL SEMESTER

Credit Hours

² WLDG 1421 Welding Fundamentals	4
WLDG 1417 Intro to Layout and Fabrication	4
² WLDG 2443 Adv Shielded Metal Arc Welding	4
	12

SPRING SEMESTER

Credit Hours

WLDG 2435 Advanced Layout and Fabrication	4
+ ² WLDG 2406 Intermediate Pipe Welding	4
² WLDG 1434 Intro to Gas Tungsten Arc Welding	4
	12

FALL SEMESTER

Credit Hours

MCHN 1343 Machine Shop Mathematics	3
² DFTG 1325 Blueprint Reading and Sketching	3
² WLDG 1430 Intro to Gas Metal Arc Welding	4
	10

Total Certificate Credit Hours 34

Students who successfully complete the above program may apply for a Certificate of Completion in Basic Welding. CNBT 1091 is required only for students pursuing NCCER Certification.

¹Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

²Completion of these courses will enable students to apply for NCCER Level 1-3 Welding Certification. Additional lab and classroom testing is required. Testing will be conducted during hours outside of regular class time. Additional fees apply.

+ Capstone course

ADVANCED CERTIFICATE	Credit Hours
¹ WLDG 2451 Advanced Gas Tungsten Arc Welding	4
² WLDG 2452 Advanced Flux Cored Arc Welding	4

Total Advanced Credit Hours 8

Students who successfully complete the above advanced certificate courses, and basic certificate requirements, may apply for a Certificate of Completion in Advanced Welding. CNBT 1091 is required only for students pursuing NCCER Certification.

² Completion of these courses will enable students to apply for NCCER Level 1-3 Welding Certification. Additional lab and classroom testing is required. Testing will be conducted during hours outside of regular class time. Additional fees apply.

* Capstone course

BUSINESS & TECHNOLOGY

Computer Applications 153
Customized Training 153
Real Estate 129

HEALTH CAREERS

Activity Director 153
Electronic Health Records 153
Medical Assisting 156
Medication Aide 156
Nursing Assistant (Aide)..... 157
Pharmacy Technician 158
Phlebotomy 158
Physical Therapy Aide 159

INDUSTRIAL TRADES

EPA Technician 155
Industrial & Craft Training 155
Truck Driving..... 159

PUBLIC SERVICE

Emergency Medical Services..... 154
Law Enforcement..... 155

Academy for Lifelong Learning 153
Motorcycle Safety 157

Workforce & Continuing Education

Workforce & Continuing Education

(Noncredit)

Victoria College Workforce & Continuing Education Mission Statement

Continuing education that effectively fulfills business, industry, and individual needs for quick response to preparatory, supplemental, or professional development training.

Programs

Activity Director
Electrical
Electronic Health Records
Heating, Ventilation & Air Conditioning (HVAC)
Medical Assisting
Medication Aide
Millwright
Nursing Assistant (Aide)
Pharmacy Technician
Pipefitting
Real Estate
Truck Driving
Welding

Professional Continuing Education

Continuing Nursing Education
Dental Continuing Education
Electrical License Renewal
Emergency Medical Services
Law Enforcement - Basic Peace Officer

Courses

Business and Customer Service
Computer Applications
Customized Training
Language Skills
Motorcycle Safety
Personal Enrichment

NOTE: All programs of study are subject to change. Please refer to the Victoria College website at VictoriaCollege.edu for current programs of study.

Academy for Lifelong Learning

The Academy for Lifelong Learning (ALL) is an educational program for lifelong learners. The program encourages lifelong learning, providing members with common interests the opportunity to participate in study, discussions, and social interaction. Classes are offered in the fall and spring. Social activities will be scheduled throughout the year. Membership is \$50 per year and entitles the member to unlimited courses offered through the Academy for Lifelong Learning.

For more information:
www.VictoriaCollege.edu/AcademyForLifelongLearning
 (361) 582-2426
Destiny.Olson@VictoriaCollege.edu

Activity Director

Instruction pertaining to the role of the activity director in long-term care facilities. Topics include the assessment of client needs, the development of plans of care, the design of programs using therapeutic recreation techniques, and the supervision of recreation personnel.

The student will discuss the regulatory requirements for recreation services in long-term care settings and apply appropriate principles of management to activity program design as well as to staff and volunteer supervision. The student will assess client needs, create a plan of care based on the assessment of client needs and design leisure activities using a therapeutic recreation model to meet the needs of the client population.

This course is designed to provide state-mandated training and certification for qualified activities professionals as required by the Texas Department of Human Services for Nursing Home/Extended Care facilities in the State of Texas.

ADMISSION REQUIREMENTS

- High school graduate or GED.
- Currently employed in a nursing home or related facility.
- Concurrent enrollment in Practicum/Field Experience Course.
- Validation of immunizations including TB and hepatitis B series.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2412
Marcela.Barrera@VictoriaCollege.edu

Computer Applications

Courses vary from the most basic computer literacy courses to advanced courses in web design and programming.

Short Courses -

Minimum time. Maximum learning.
 Access, Excel, Internet & Email, Outlook, PowerPoint, QuickBooks, Windows, Word

Online Courses -

A world of choices.
 Your schedule. Your location.
 Education to Go - www.ed2go.com/victoria

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2528
Radonna.Brown@VictoriaCollege.edu

Workforce & Continuing Education Customized Training

Victoria College is your partner for innovative learning solutions for you and your business. We can provide the highest quality, customized training to meet the needs of the changing workforce. Our customized training services are designed to respond to your organization's development needs quickly and affordably. We have programs tailored to the needs of your employees at all levels and from all backgrounds.

For more information:
www.VictoriaCollege.edu/WCEI
 (361) 582-2575
Rachel.Nessel@VictoriaCollege.edu

Electronic Health Records - *formerly Electronic Medical Records*

Provides skills and knowledge in the health information field related to electronic medical records management and the role of the "scribe" for the medical office. Course content will also include evaluation of filing systems and equipment, along with maintenance of database records according to information management theory.

ADMISSION REQUIREMENT

Associate degree or higher and/or comparable computer competency and work experience.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2412
Marcela.Barrera@VictoriaCollege.edu

Emergency Medical Service Professions (noncredit)

The Emergency Medical Service (EMS) Professions offers noncredit courses that lead to Emergency Care Attendant (ECA) and Emergency Medical Technician-Basic (EMT-B) certifications, as well as courses in Health Care Provider CPR, Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and International Trauma Life Support (ITLS).

For more information about the courses listed below, including specific course dates, times and admission requirements, visit www.VictoriaCollege.edu/HealthcareProfessions.

Emergency Care Attendant/First Responder

Emergency Care Attendants (ECA)/ First Responders are trained to provide basic emergency medical care. They are likely to be the first people to arrive at the scene of an incident. Many volunteer firefighters, police officers, and other emergency workers are trained to this level. The Emergency Care Attendants (ECA)/ First Responders represent the first component of the EMS system. Students successfully completing the ECA course are eligible to apply for certification with the Texas Department of State Health Services (DSHS) as an Emergency Care Attendant.

EMT-Basic

(This course may be taken credit or noncredit.)

An EMT-B is trained to care for patients at the scene of an emergency and transport patients by ambulance to the hospital under medical direction. The EMT-B has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. Students successfully completing the EMT-B lecture/lab course and the EMTB Clinical course are eligible to apply for certification as an Emergency Medical Technician-Basic with the Texas Department of State Health Services and National Registry of EMT's.

Basic Life Support (BLS) for Healthcare Providers - CPR

The Basic Life Support (BLS) for Healthcare Providers course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide Cardiopulmonary Resuscitation (CPR), use an Automated External Defibrillator (AED), and relieve choking in a safe, timely, and effective manner.

Advanced Cardiac Life Support - ACLS

In this classroom-based course, providers enhance their skills in treating adult victims of cardiac arrest or other cardiopulmonary emergencies, while earning their American Heart Association ACLS for Healthcare Providers Course Completion Card. The course includes simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leaders.

Pediatric Advanced Life Support - PALS

This course gives healthcare professionals the knowledge and skills to better recognize and treat critically ill infants and children. The course uses a scenario-based team approach to teach pediatric emergency management of pediatric patients approaching or already in respiratory or cardiac arrest.

International Trauma Life Support - ITLS

ITLS is accepted internationally as the standard training course for prehospital trauma care and is used as an essential curriculum in many paramedic, EMT, and first-responder training programs. This course combines classroom and hands-on skills stations.

For more information:

www.VictoriaCollege.edu/WorkforceTraining
(361) 582-2412

Marcela.Barrera@VictoriaCollege.edu

Environmental Protection Agency (EPA) Technician Certification

Victoria College, in cooperation with the Air Conditioning and Refrigeration Institute (ARI), offers EPA Technician Certification courses. Participants will receive instruction in compliance with the Federal Clean Air Act, Section 608, and will take the EPA Technician Certification Exam. Certification cards will be issued from ARI to individuals who pass the exam. Exam fees are included in tuition.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2528
Radonna.Brown@VictoriaCollege.edu

Industrial & Craft Training Courses

Victoria College Workforce & Continuing Education Department, in alliance with the Industrial Merit Shop Education Foundation (IMSEF), offers nationally accredited construction training classes for both the commercial and industrial sectors of the construction industry.

Industrial and craft training consists of multiple levels for each craft training area. These courses are taught in progressive levels using the nationally recognized Contren™ curriculum. This curriculum was developed by the National Center for Construction and Research (NCCER) in cooperation with the construction industry. These courses provide competency-based, task-driven modular training and are designed to maximize learning by combining illustrated instructional materials and structured classroom activities conducted by craft instructors.

The following training programs are available:

- Electrical
- Heating, Ventilating, & Air Conditioning -HVAC
- Pipefitting
- Millwright
- Welding

Core Curriculum: Introductory Craft Skills is a prerequisite for all Level 1 training.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2528
Radonna.Brown@VictoriaCollege.edu

Law Enforcement Basic Peace Officer Course

(This course may be taken as credit or noncredit)

The Certificate Program was developed to prepare students for a career as a Texas Peace Officer. The Victoria College Law Enforcement Academy meets the curriculum requirements for certification as a Basic Peace Officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE). Students who successfully complete the program will be eligible to take the TCOLE licensing exam.

Admission Requirements

The Law Enforcement Academy is a selective admission program with a maximum enrollment of 24 students. The following are the minimum requirements to be qualified for admission into the Program.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. Assessment test scores or completed course work that reflect the student has mastered reading and writing skills at the Developmental II level or higher. Contact Advising, Counseling & Recruitment Services for further explanation if necessary.
3. Complete the Law Enforcement Academy Program application.
4. Satisfactory completion of the physical fitness test, psychological exam, physical exam, and criminal history check.
5. Interview with Director of Public Services Academies.

For more information:
VictoriaCollege.edu
 (361) 572-6426

Medical Assisting Program

Victoria College offers an introductory Medical Assisting Program designed for students to develop basic knowledge and skills necessary to function safely and effectively in a medical office/clinic environment where certification is not required. The 96-hour program consists of classroom work, class lab activities, and clinical practice in a medical office/clinic setting.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- 2 Step TB Skin Test
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity Required Immunizations (must be completed prior to enrollment)

PROGRAM CURRICULUM TOPICS

Introduction to health care system
 Professional growth
 Communication
 Ethical/legal issues
 Clerical office skills
 General office management
 Personnel management
 Patient records management
 Insurance processing
 Basic anatomy and physiology
 Assisting with physical exam
 Performing minor laboratory procedures
 Handling medical office emergencies
 Define terms related to ICD-9 and CPT coding
 Utilize guidelines to apply codes to selected insurance forms
 Describe process for coding as it relates to reimbursement of medical services

MEDICAL ASSISTING PROGRAM CURRICULUM - NONCREDIT COURSES

HITT	2040	Medical Billing
MDCA	1091	Basic Medical Assistant Technology
MDCA	1061	Advanced Medical Assistant Technology
MRMT	1007	Medical Transcription Fundamentals
MDCA	1043	Medical Coding (previously insurance coding)
POFM	1000	Medical Coding Basics

Completion of the program entitles the learner to a certificate of completion.

For more information:

www.VictoriaCollege.edu/WorkforceTraining

(361) 582-2412

Marcela.Barrera@VictoriaCollege.edu

Medication Aide Program

Victoria College offers a 140-hour Texas Department of Health-approved Medication Aide course designed to prepare Nurse Aides to take the Texas Medication Aide Permit Examination. Nurse Aides who are on the State Registry and employed in long-term care and non licensed direct care staff persons who have been employed 90 days in an approved facility are eligible to take the course. Coursework includes classroom, classroom laboratory, and clinical practice activity.

Clinical practice is conducted in area long-term care agencies. Both day and evening classes are available. Classes are taught on main campus as well as off-campus sites.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- Official copy of high school transcript or certified diploma or GED
- 2 Step TB Skin Test Required Immunizations (must be completed prior to enrollment)
- General Statement Enrollment form
- Experience Documentation Report form
- State required fee for permit - \$25.00

PROGRAM CURRICULUM TOPICS

Concepts of medication administration
 Basic pharmacology
 Effects of chemotherapeutic agents on the body systems
 Drug therapy for common disease processes
 Age related variations to medication administration
 Role of the Medication Aide

MEDICATION AIDE PROGRAM CURRICULUM

NURA 1013 - Medication Administration for the Nurse Aide/Home Health Aide

NOTE: An average of 70% or better for course work and completion of clinical assignment is required to pass.

MEDICATION ADMINISTRATION CONTINUING EDUCATION

NURA 1041

Professional Development: Medication Aide

PROFESSIONAL DEVELOPMENT:**MEDICATION AIDE**

Victoria College offers the 7-hour Professional Development: Medication Aide for fulfillment of the annual education renewal requirements for the Medication Aide.

ADMISSION REQUIREMENTS

- Application
- Tuition

For more information:

www.VictoriaCollege.edu/WorkforceTraining

(361) 582-2412

Marcela.Barrera@VictoriaCollege.edu

Motorcycle Safety

The Motorcycle Basic *RiderCourse* is designed with the beginner in mind, but experienced riders can also benefit from this course. Students will learn:

- how to operate a motorcycle
- best protective clothing to wear
- how to avoid dangerous situations

Students will finish the course at the two year rider level, and the motorcycle and helmet are furnished. Successful completion of the Basic *RiderCourse* should waive the driving portion of the Texas DPS test. Students are required to take a written and vision exam at the DPS office.

For more information:

www.VictoriaCollege.edu/MotorcycleSafety

(361) 582-2528

Mary.Pullin@VictoriaCollege.edu

Nursing Assistant (Aide) Program

Victoria College offers a 144-hour Texas Department of Health-approved Nursing Assistant (Aide) course designed to prepare the learner to function safely and effectively as a care provider in Long Term Care facilities, the home, and other care settings. The classroom and nursing skills laboratory portion of the course are conducted on the Victoria College campus. The clinical portion of the course is conducted in area health care agencies. Both day and evening classes are available. The program is offered in several off-campus sites as well. Successful completion entitles the learner to a certificate of completion and the opportunity to take the Texas Nurse Aide Skills and Written Exams for placement on the Texas Nurse Aide Registry.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- Meet Federal Employability Status
- Minimum reading score of 585 on the TABE assessment*
- 2 Step TB Skin Test
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity
Required Immunizations
(must be completed prior to enrollment)

* Those scoring below the minimum score will be offered tutoring through adult education.

PROGRAM CURRICULUM TOPICS

- Introduction to health care systems
- Skills related to preparing for direct consumer care
- Skills related to activity and movement
- Skills related to hygiene
- Basic anatomy & physiology
- Measuring vital signs
- Skills related to body systems
- Care of the client in the home
- Care of clients with special needs

NURSING ASSISTANT (AIDE) PROGRAM CURRICULUM

NURA 1001 Nurse Aide for Health Care

NURA 1060 Clinical -
Nursing Assistant - Aide

NOTE: An average of 70% or better for coursework and a pass on clinical performance is required.

For more information:

www.VictoriaCollege.edu/WorkforceTraining

(361) 582-2412

Marcela.Barrera@VictoriaCollege.edu

Pharmacy Technician

This course will prepare students to work as a pharmacy technician in a retail or other pharmacy setting. Upon successful completion, students will receive a certificate of completion and become eligible to apply for registration as a Pharmacy Technician and to take the national Pharmacy Technician Certification Board (PTCB) exam.

PROGRAM CURRICULUM TOPICS

Pharmacy medical terminology
 History of pharmacy
 Pharmacy practice in multiple environments
 Pharmacy calculations and measurements
 Reading and interpreting prescriptions
 Defining drugs by generic and brand names
 Dosage calculations
 Drug classifications
 I.V. flow rates
 Sterile compounding
 Dose conversions
 Aseptic technique
 Handling of sterile products
 Total parental nutrition (TPN)
 Dispensing of prescriptions
 Inventory control
 Billing and reimbursement

ADMISSION REQUIREMENTS

Minimum 18 years of age and high school completion or its equivalent.

The scheduling of this course is based on area job market demand.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2412
Marcela.Barrera@VictoriaCollege.edu

Phlebotomy

Victoria College offers a 57 training hour Phlebotomy course designed to develop skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. The classroom and laboratory portions of the course are conducted on the Victoria College campus. The clinical portion of the course is conducted in area health care agencies, clinics, private physicians' offices, and medical laboratory facilities.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- Evidence of health care work experience or course work
- 2 Step TB Skin Test
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity
 Required Immunizations
 (must be completed prior to enrollment)

PROGRAM CURRICULUM TOPICS

Proper Patient Identification Techniques
 Specimen Collection Techniques -
 Venipuncture
 Specimen Collection Techniques -
 Capillary Puncture

PHLEBOTOMY COURSE

PLAB 1023 - Phlebotomy

Successful completion of the course entitles the learner to a Certificate of Completion.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
 (361) 582-2412
Marcela.Barrera@VictoriaCollege.edu

Physical Therapy Aide

The Physical Therapy Aid course prepares students with entry level skills to provide patient care and assistance for the Physical Therapist or Physical Therapists Assistant. The Physical Therapy Aide provides the application of basic patient handling, functional skills, communication, and selected data collection techniques. Included will be transfer, bed mobility, ambulation, and use of assistive devices.

ADMISSION REQUIREMENTS

- 2 Step PPD TB Skin Test or record of annual TB test
- Healthcare Provider CPR certification
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity
Required Immunizations
(must be completed prior to enrollment)
- Individual Department of Public Safety (DPS) background check
Cost - \$3.57
Visit: <https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>.
You will need to set up an account to complete the process.

Successful completion of the course entitles the learner to a Certificate of Completion.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
(361) 582-2412
Marcela.Barrera@VictoriaCollege.edu

Professional Continuing Education

If you are a professional who is already in the workforce and need to meet ongoing education requirements, or you want to improve your job skills, you can enroll in a variety of professional continuing education courses at VC.

Continuing Nurse Education
CPR Training
Electrical License Renewal
EPA Technician Certification
Law Enforcement Training

For more information:
www.VictoriaCollege.edu/WorkforceTraining
(361) 582-2528

Real Estate

To be eligible to apply for a real estate Salesperson License, an individual must be a citizen of the United States or a lawfully admitted alien, 18 years of age or older, and a legal resident of Texas.

To be eligible to apply for a real estate Salesperson License, an individual must furnish the Commission satisfactory evidence of successfully completing the following education:

- Principles of Real Estate core real estate course (60 classroom hours)
- Law of Agency core real estate course (30 classroom hours)
- Law of Contracts core real estate course (30 classroom hours)
- An additional three related courses (90 classroom hours) acceptable to the Texas Real Estate Commission.

Both core and related courses are available through online instruction.

For more information:
www.VictoriaCollege.edu/WorkforceTraining
(361) 582-2528
Radonna.Brown@VictoriaCollege.edu

Truck Driving

The Truck Driving Course (286 clock hours) prepares persons for entry-level employment in the industry. This course provides classroom instruction with emphasis on safety, rules, regulations, and techniques. Behind-the-wheel driving range activities, public, street, and highway driving are also included. Opportunities are available for students to meet with recruiters from the trucking industry. Students are able to take the Commercial Driver License (CDL) written and driving examinations at the Department of Public Safety as a class activity. Students must pass Department of Transportation (DOT) physical, drug, and alcohol assessment prior to registration.

For more information:
www.VictoriaCollege.edu/MotorcycleSafety
(361) 582-2528
Mary.Pullin@VictoriaCollege.edu

Contact Information

To meet the need for specialized training in a minimum amount of time, the College offers and/or can create a variety of short courses. For more information or to request specialized training, contact the appropriate office below:

Academy for Lifelong Learning

(361) 582-2575 Destiny.Olson@VictoriaCollege.edu

Workforce & Continuing Education

Department

(361) 582-2528 Radonna.Brown@VictoriaCollege.edu

Business and Customer Service

Computer Applications

Language Skills

Personal Enrichment

Real Estate

Transportation (Truck Driving and Motorcycle Safety)

Workforce & Continuing Education

Customized Training

(361) 582-2426 Rachel.Nessel@VictoriaCollege.edu

Emergency Medical Services Office

(361) 582-2536 Ricky.DeLaGarza@VictoriaCollege.edu

Advanced Cardiac Life Support – ACLS

Basic Life Support for Health Care Providers - BLS

CPR

Emergency Medical Technician - Basic

Emergency Care Attendant/First Responder

International Trauma Life Support - ITLS

Pediatric Advanced Life Support - PALS

Health Careers Office

(361) 582-2412 Marcela.Barrera@VictoriaCollege.edu

Dental Continuing Education

Electronic Health Records

Long-Term Care Activity Directing

Medical Assistant

Medication Aide for Nurse Aide/Home Health Aid

Medical Terminology

Medical Transcription

Nurse Aide

Phlebotomy

Pharmacy Technician

Physical Therapy Aide

Therapeutic Recreation

Industrial & Craft Training

(361) 582-2528 Radonna.Brown@VictoriaCollege.edu

Electrical

Heating, Ventilation, & Air Conditioning (HVAC)

Millwright

Pipefitting

Welding

Law Enforcement

(361) 572-6426 Kelly.Phelps@VictoriaCollege.edu

Basic Peace Officer

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All About VC

VC Locations

Victoria College Gonzales Center

424 E. Sarah DeWitt Drive | Gonzales, TX 78629 | (830) 672-6251

What is available?

- computer lab
- faculty and staff offices
- interactive television (ITV)
- nursing lab
- science lab
- state-of-the-art classrooms and laboratories
- tutoring center
- welding lab

What is offered?

A variety of credit and noncredit classes, including vocational nursing, are offered in classroom, ITV and online settings.

At the Gonzales Workforce Training Center introductory craft skills, welding, and commercial truck driving classes are currently offered. Electrical, instrumentation, and heating, ventilation, and air conditioning (HVAC) classes will begin soon.

This center was opened in collaboration with the City of Gonzales and the Gonzales Economic Development Corporation.

Victoria College Calhoun County Center

900 N. Virginia Street | Port Lavaca, TX 77979 | (361) 553-4316

What is available?

- buildings trade lab
- computer labs
- faculty and staff offices
- interactive television (ITV)
- science labs
- state-of-the-art classrooms and laboratories
- tutoring center

What is offered?

A variety of credit and noncredit classes, including adult education classes, are offered in classroom, ITV, and online settings.

Millwright and pipefitting courses are held at the VC Wilkins Industrial Training Center, located at 701 S. Ann Street, Port Lavaca, Texas 77979.

The center was opened in collaboration with Calhoun County Independent School District in an effort to provide workforce training for employees and staff of area plant facilities as well as members of the Calhoun County Community.

Victoria College Vocational Nursing-Cuero

2550 N. Esplanade Street | Cuero, TX 77954 | (361) 277-6760

Victoria College Zelda L. Allen School of Nursing

1410 N. Texana Street | Hallettsville, TX 77964 | (361) 798-2289

Victoria College Adult Education Center
802 E. Crestwood Street | Victoria, TX 77901 | (361) 573-7323 (573-READ)

Regular business hours:

Monday - Thursday 8 a.m.- 4:30 p.m. and 6 - 9 p.m. (Friday 4 p.m.) Closed from 12-1 p.m.
 The Center is a year-round open entry/open exit program.

Victoria College Adult Education Program provides noncredit, free, high-quality educational programs that focus on:

- Adult literacy
- GED preparation
- Workforce training
- English proficiency for speakers of other languages

Registration

Registration and enrollment are provided on a regularly scheduled basis. Instructional periods are approximately seven weeks. Applications for enrollment are accepted daily. The enrollment process includes assessment for skill levels and advising to determine services. The enrollment process must be completed with all required paperwork in place before receiving education services. Off-campus class hours vary. Call the Adult Education Center at (361) 573-7323 or visit our website for information www.VictoriaCollege.edu/AdultEducation.

Note: This program exists to serve undereducated adults. Adults scoring higher than a 12.9 (grade equivalency) on the state-mandated assessment instrument (TABE) are not eligible to attend Adult Basic Education classes.

Classes are also periodically offered in nearby counties: Calhoun, DeWitt, Jackson, Lavaca, and Refugio. Individuals seeking information about classes are welcome to stop by during regular business hours or call (361) 573-7323 (573-READ).

Adult Basic Education (ABE):

The Adult Basic Education Program offers classes in the core academic subjects:

- Reading
- Writing
- Math
- Science
- Social studies

Curriculum is structured within a real-world context and emphasizes life skills.

Students also receive instruction to improve their workplace skills including:

- Job attainment
- Retention
- Advancement

Students set their own educational goals and work at their own pace. Basic skills classes may be useful for GED, college, or employment preparation or for personal or family educational advancement.

Students Accelerating through Integrated Learning (SAIL):

Need your GED and job training?

Earn your GED and get job training in a short amount of time.

Get help with tuition, books, & supplies. Choose to become a:

- Certified Nurse Aide
- Electrician
- Truck Driver
- Welder

Who can be in the program?

Students who want to improve basic skills and meet the following criteria:

- Score below 12.9 in Reading, Language, or Math on the Test of Adult Basic Education (TABE)
- Be at least 18 years of age
- Be eligible to work in Texas

Want to learn more?

Information sessions are every Wednesday at 9 a.m. at the Victoria College Adult Education Center, 802 E. Crestwood, Victoria TX.

English as a Second Language (ESL):

ESL classes are available to individuals with limited English proficiency.

An emphasis is placed on:

- Reading/Writing
- Speaking/Listening
- Attaining citizenship

ESL instruction is goal-oriented and self-paced. ESL curriculum is also structured within a real-world context.

Eligibility:

Any adult aged 18 or older and 16-17 years old under special provision (call for information) with basic education needs.

Wireless Buildings

The following main campus buildings are wireless:

- Allied Health Building
- College Services & Training Building
- Continuing Education Center
- Fine Arts Building
- Health Sciences Center
- Language Building
- Sports Center
- Student Center
- Student Services Building
- Technology Center

Flexible Schedules

Flexible scheduling is an option for community college students. VC offers courses during the day or evening as well as via distance education:

- online
- computer-based format
- hybrid
- interactive television video (ITV)

Most distance education students at Victoria College will enroll in courses developed and taught by Victoria College faculty. However, Victoria College is a partner in Virtual College of Texas (VCT). For information about VCT, please see page 47.

For more information about distance education courses, contact the Distance Education Office at (361) 572-6481 or via email to Distance_Ed@VictoriaCollege.edu.

Workforce & Continuing Education

Victoria College offers a variety of workforce and continuing education courses and programs designed to meet the needs of the community. From customized training to lifelong learning activities, Victoria College Workforce & Continuing Education provides businesses, industries, and individuals the opportunity to learn or improve technical and professional competencies, along with vocational and recreational classes for personal enrichment.

Workshops, seminars, and institutes can be planned to meet needs of specific groups. In such cases, Continuing Education Units (CEUs) may be awarded to participants. For more information, contact the Workforce & Continuing Education Department at (361) 582-2528 or via email to AskCE@VictoriaCollege.edu.

Cultural Enrichment

Victoria College offers a wide range of programs and facilities for cultural enrichment and community service for students and the community.

- Museum of the Coastal Bend
- Leo J. Welder Center for the Performing Arts
- Musical productions and art exhibits
- Lyceum guest lecture series
- John W. Stormont Lecture Series on South Texas
- and much more

The Johnson Symposium, Leo J. Welder Center for the Performing Arts, Museum of the Coastal Bend, Student Center, and the VC/UHV Library are college facilities that are frequently utilized by the public.

Leading the Way

Victoria College Board of Trustees

Ronald B. Walker, District 7 at-large, Term expires in 2020	Chair
Luis A. Guerra, District 2, Term expires in 2018	Vice Chair
Dr. Josie Rivera, District 1, Term expires in 2018	Secretary
Robby Burdge, District 4, Term expires in 2016	Member
Catherine R. McHaney, District 6, Term expires in 2016	Member
V. Bland Proctor, District 3, Term expires in 2020	Member
John A. Villafranca, District 5, Term expires in 2020	Member

Administration & Staff

Thomas Butler, EdD	President
Patricia A. Vandervoort, EdD	Vice President of Instruction
Florinda Correa, EdD	Vice President of Student Services
Keith Blundell, MBA, CPA	Vice President of Administrative Services
Jennifer Yancey, MAIS	Vice President of College Advancement & External Affairs
Larry Garrett, DVM	Executive Director of Special Projects
Cindy Buchholz, MA	Dean, Division of Arts, Humanities, & Social Sciences
Betsy Crane, MBA	Dean, Division of Career, Health, & Technical Professions
Jerry Hamilton, MEd	Dean, Division of Science, Mathematics, & Physical Education
Babette Lowe, MAIS	Dean, Division of Academic Foundations
Tracey Bergstrom, MBA, CPA	Director of Finance
Sherre Clegg, MEd	Manager of Calhoun County Center
Bobby Cubriel, MS	Director of Advising & Counseling
Joe F. Dahlstrom, PhD	Director of Libraries
LaVern Dentler, BAAS	Director of College Information Systems
Robert Duffie	Director of Physical Plant
Helen Dvorak, MAIS	Director of Distance Education & Instructional Technology
Elaine Everett-Hensley, BBA	Director of Student Center & Student Activities
Andy Fariior, MS	Director of Technology Services
Darla Guajardo, BSN, MSN	Director of Nursing
Lydia Huber, MBA	Director of Purchasing
Danette Johnson, MAIS, GPC	Director of Grants Development
Tiffany Johnson, MAIS	Director of Adult Education
Darin Kazmir, BBA	Director of Marketing & Communications
Missy Klimitchek, MAIS	Registrar
Terri Kurtz, BA	Director of Human Resources & Affirmative Action Officer
Tempi McLeod, MAIS	Director of Quality Enhancement Plan
Robbyn Michalka, BSHE ...	Director of Texas Area Health Education Center East-Victoria Region
Jacquelyn Mikesh, MEd	Manager of Gonzales Center
Amy Mundy, BA	Executive Director of Victoria College Foundation
Pam Neuman, MEd	Director of KEY Center
Kim Obsta, BS	Director of Financial Aid
Sherri Pall	Director of Workforce & Continuing Education
Kelly Phelps, AAS	Director of Public Service Academies
Sue Prudhomme, BBA	Director of Cultural Affairs
Susan Prukop, BS	Development Director
Patricia A. Rehak, MA	Director of Institutional Effectiveness, Research & Assessment
Melissa Robinson, MPA	Director of Pre-College Programs & Recruitment
Kim M. Smith, MEd	Director of Title V

Educated By the Best

Victoria College Faculty

Ajrami, Heidi-English

BA, Mercer University - Atlanta; MA, University of Nebraska-Omaha

Anderson, Jonathan M.-Department Chair, Fine Arts

BA, Millikin University; MM, Ball State University

Baker, Tanya-Academic Foundations Division, Integrated Reading and Writing

BA, MA, Baylor University

Barfield, Becky-Vocational Nursing Programs - Victoria

Diploma, Baptist Hospital School of Nursing; AA, Southwest Texas State University; BSN, University of Houston - Victoria

Beeman, Ralph E.-Biology and Chemistry

BS, MS, PhD, University of Oklahoma

Buchholz, Cindy-Dean, Division of Arts, Humanities, & Social Sciences

BA, MA, University of Houston - Victoria

Butler, Deborah-Academic Foundations Division, Integrated Reading and Writing

BA, Glenville State College; MA, Shepherd University

Byerly, Edward A.-History/Geography

BA, University of Northern Colorado; MA, Western Illinois University; PhD, Arizona State University

Byers, William H. "Bill"-Department Chair, Physical Education

BS, Texas Tech University; MS, Texas A&M University

Chadd, Melissa-Curriculum Coordinator, Business Management

AS, Northern Oklahoma College; BBA, MBA, University of Houston - Victoria

Chronister, Debra-Art

BFA, Texas Christian University; MFA, University of Texas - Austin

Coons, William J.-Department Chair, Science

BS, Emporia State University; MS, PhD, Kansas State University

Crandall, Laura-Director/Chair, Physical Therapist Assistant Program

BS, California State University; MS, Western University of Health Sciences

Crane, Betsy-Dean, Division of Career, Health, & Technical Professions

BBA, MBA, University of Houston - Victoria

DeVries, Lisa-English

BA, MA, East Carolina University

DeVries, Peter-Biology

BS, University of California; MS, California Polytechnic University

Driskell, Janna-Vocational Nursing Program-Hallettsville

AAS, Blinn College

Dunn, Larry S.-Medical Laboratory Technology, Professor Emeritus

BA, MS, Trinity University

Dvorak, Helen-Director, Distance Education & Instructional Technology

BS, MAIS, University of Houston - Victoria

Elsik, Lisa-Psychology

BA, MS, Texas A&M - Kingsville

Fletcher, Marylynn L.-Music

BM, Indiana University; MM, DMA, University of Texas - Austin

Flores, Jacob Z.-Department Chair, Humanities

BA, MA, St. Mary's University - San Antonio

Gibbs, Marilyn-Associate Degree Nursing

AS, Northwestern Michigan College; BS Northern Michigan University;
BSN, MS, University of Michigan-Ann Arbor

Gordan, Cathleen-Art

BA, MFA, Fort Hays State University

Gould, Shari-Program Chair, Associate Degree Nursing

AAS, Excelsior University; BSN, MSN-Walden University

Guajardo, Darla-Director of Nursing-Victoria

AAS, Victoria College; BSN, MSN, Texas Tech University Health Science Center

Gyamera-Acheampong, Charles-Biology and Chemistry

BSc, Biochemistry, University of Science & Technology; MSc, University of Tromso;
PhD, University of Ottawa

Hagan, Karen-History

BA, Skidmore; MA, University of Virginia; PhD, Louisiana State University

Hall, Gary Dean-English

BA, MA, Sam Houston State University

Hall, Michelle.-Vocational Nursing Program-Gonzales

AAS, Victoria College

Hamilton, Jerry Wayne-Dean, Division of Science, Mathematics, & Physical Education

BS, MEd, Southwest Texas State University

Harper, Joyce-Program Chair, Vocational Nursing Program-Coordinator Hallettsville

AAS, Victoria College, BSN, Texas Tech University Health Science Center

Hayden, Jon R.-Economics

BBA, MA, University of Houston

Henry, Mark-Business Management, Professor Emeritus

BBA, MBA, Texas A&I University

Hewig, Alison-Associate Degree Nursing

BSN, University of Texas - Austin; MSN, University of Phoenix

Hoblit, Karen-Psychology

BS, University of the State of New York; MS, Southwestern Oklahoma State University; EdD, Southeastern University

Hodde, Robert B.-Drama/Speech

BA, MA, Southwest Texas State University; MA, Stephen F. Austin State University

Howard, Gloria-Vocational Nursing Program-Victoria

Diploma in Nursing, Baptist Medical System

Hubbard, Jeffrey-Government

BA, Ohio State University; MA, University of Minnesota

Hummel, Michael D.-History, Professor Emeritus

BA, MA, Baylor University; PhD, North Texas State University

Hutcheson, Brian-Academic Foundations Mathematics and Supplemental Instruction Coordinator

BS, Southwest Texas State University; MEd, Texas State University

Hyak, Sharon-Biology

BS, University of Houston - Victoria; MS, University of Nebraska - Kearney

Janowski-Bell, Margaret-Biology

BS, University of Texas - San Antonio; MS, Midwestern State University; PhD, University of Missouri - Columbia

Kallus, Chris E.-Program Chair, Respiratory Care

RRT, BS, Southwest Texas State University; MEd, University of Houston - Victoria

Kapp, Ann-Department Chair, Social and Behavioral Sciences

BA, University of Texas - Austin; MA, Texas State University - San Marcos

Kloesel, Stacie-Curriculum Coordinator, Process Technology

BBA, University of Houston-Victoria

Kosler, Sheryl-Biology and Chemistry

AS, Victoria College; BS, University of Houston - Victoria; MS, University of Maryland

Lowe, Babette-Dean, Academic Foundations

BS, MAIS, University of Houston - Victoria

Marshall, Bridgette S.-English & Reading

BS, MAIS, MEd, University of Houston - Victoria

Mason, Patrick-Instrumentation & Electronics

AAS, Victoria College

Mayes, Mary-Physical Education

BS, Southwest Texas State University; MS, Texas A&M University - Corpus Christi

McBride, Lori-Business Management

BS, Southwest Texas State University; MBA Regis University

McLain, Donald-Department Chair, Industrial Programs

AS, Grantham University - College of Engineering; BS, Grantham University

McLeod, Tempi-Business Management

BA, Texas A&M University; MAIS, University of Houston - Victoria

McClure, Kim-Coordinator, Vocational Nursing Program-Victoria

AAS, Victoria College; BSN, Texas Tech University Health Science Center; MSN, Walden University

McKay, Kelly H.-Physical Education

BSBA, University of Houston - Victoria; MS, Corpus Christi State University

Mendenhall, Jeffrey-Speech

BS, MA, Ball State University

Miles, Vicki- Vocational Nursing Program-Gonzales

AAS, Victoria College; BSN, University of Houston-Victoria

Mikulik, Tammy-Physical Therapist Assistant Program

BS, UT Health Science Center-San Antonio; DPT, Hardin-Simmons University

Moreno, Irma-Associate Degree Nursing

AAS, Victoria College; BSN, MSN, University of Houston-Victoria

Murphy, Joseph Daniel-Academic Foundations, Mathematics

BS, Texas A&M University; MEd, University of Houston - Victoria

Nix, Nacona-Government

BA, Stephen F. Austin State University; MA, University of North Texas

Oldmixon, Cecilia-Respiratory Care

RRT, AAS, Victoria College; BAAS, University of Houston - Victoria; MAEd, University of Phoenix

Olsovsky, Mark-Instrumentation & Electronics

BS, Texas A & I

Pagel, Diana-Mathematics

BA, Incarnate Word College; MS, St. Mary's University; MS, Texas A&M University - Corpus Christi

Paulsen, Michelle-English

BA, MA, University of Illinois

Pena, Debbie-Associate Degree Nursing

AAS, Victoria College; BAAS, University of Houston - Victoria; BSN, University of Texas A&M - Corpus Christi; MSN, University of Texas A&M - Corpus Christi

Pfeil, Kristi-Associate Degree Nursing

AAS, Victoria College; BSN, Texas Tech University Health Science Center; MSN, Walden University

Phelps, Kelly-Director, Public Services Academies

AAS, Delmar College

Powell, Marilyn-Coordinator/Instructor, Allied Health Continuing Education

BSN, MSN, Corpus Christi State University

Prince, Konnie-Associate Degree Nursing

BSN, MA, University of Iowa

Reese, Ronnie L.-Chemistry

BS, University of Texas at Tyler; PhD, Texas A&M University

Robinson, Jacquelyn-English

BA, University of Texas; MA, University of Houston - Victoria

Sanderson, Barbara Lynne-Vocational Nursing Program-Hallettsville

BSN, Baylor University; MSN, Regis University

Savoie, Elaine-Coordinator, Vocational Nursing Program-Cuero

AS, University of the State of New York Regents College

Sekul, Joseph D.-Government

BS, St. Joseph's University; MA, The College of William and Mary in Virginia;
PhD, University of Texas - Austin

Settles, Jo Anne-Associate Degree Nursing

BSN, Texas Woman's University; MSN, University of Texas Health Science Center - San Antonio

Slagle, Pam-Associate Degree Nursing

BSN, University of Mary Hardin-Baylor; MSN, University of Phoenix

Smith, Karen Bauer-Coordinator, Vocational Nursing Program-Gonzales

BSN, The University of Texas Health Science Center - San Antonio School of Nursing

Stahoviak, Mary K.-English

BA, University of Texas - Austin; MA, University of Houston - Victoria

Stockbauer, Margaret Annette-Department Chair, Business and Computer Programs

BS, University of Houston - Victoria; MS, Texas A&M University - Corpus Christi

Sullivan, Susan-Associate Degree Nursing

BA, University of North Texas; BSN, Texas Woman's University;
MSN, Texas A & M University-Corpus Christi

Svetlik, Jenise-Associate Degree Nursing

AAS, Victoria College; BSN, MSN, Texas A & M University-Corpus Christi

Swickheimer, Dave-Computer Information Systems

BA, University of Texas - Austin; MS Texas A&M University - Corpus Christi

Thigpen, Trent-Computer Information Systems

BBA, Southwest Texas State University; MAIS, University of Houston - Victoria

Thiry, Patrick- Vocational Nursing Program-Cuero

AAS, Victoria College

Turner, Mark-Fire Science Program

BS, Charter Oaks State College

Ulbrich, Michelle-Associate Degree Nursing

BSN, Texas A & M University - Corpus Christi; MSN, The University of New Mexico

Underwood, Gary M.-Biology

BS, MS, Texas A&I University

Van Beveren, Nadine-Associate Degree Nursing

BS, Texas Woman's University; MS, University of Phoenix

Voskamp, Carl-Department Chair, Public Service Programs

BS, MBA, Sam Houston State University

Voss, Cary-Speech

BA, MA, Baylor University; PhD, University of Kansas

Vrana, Wade-Curriculum Coordinator, Welding

AAS, Coastal Bend College; BAAS, Texas State University

Wagner, Harry A., III-Geology, Professor Emeritus

BS, MS, University of Texas - El Paso

Walpole, Katie- Vocational Nursing Program-Victoria

AAS, Victoria College

White, William David-Mathematics, Physics, Professor Emeritus

BS, MS, Southwest Texas State University

Wiley, Gerry "Matt"-Mathematics

BS, MS, University of California Riverside

Williams, Jeffery-Biology and Chemistry

BA, Brigham Young University (Provo, UT); PhD, University of Texas - Austin

Winkenwerder, Rachel A.-Mathematics

BS, University of Houston - Victoria; MEd, Texas State University - San Marcos

Yosko, Melanie-Mathematics - Department Chair, Mathematics

BA, MS, Texas A&M University

History of VC

Victoria Junior College was established as a part of the Victoria school system on February 4, 1925. During the first session of operation, classes were conducted on the third floor of the Patti Welder High School while a new building was being constructed to house the College. This building, which joined the Patti Welder Junior High school, served as the College home until the end of the 1948-49 session.

The growth of the community in the war and post-war years gave the impetus to an expansion movement which resulted in making the College a county-wide institution. This change was accomplished by the people of the county in a special election on December 2, 1947. In June of the following year, the people of the county voted a \$750,000 bond issue to provide a new site and new buildings for the growing institution. On January 10, 1949, the Board of Trustees changed the name from Victoria Junior College to The Victoria College. A new site for the college was purchased in 1948, and four new buildings were constructed during 1948 and 1949. All college activities were transferred to the present campus in September 1949.

Since the first bond issue in 1947, the voters of The Victoria County Junior College District have approved four tax bond issues totaling \$31,350,000, and the College has issued \$7,840,000 in revenue bonds. The funds from these bond issues have been used to purchase additional land and construct a number of buildings to accommodate the growth of Victoria College and the University of Houston-Victoria.

Main Campus Buildings

Academic Building

The Academic Building is a two-story structure with general academic classrooms, two interactive television classrooms, a computer lab, and the Corporate Training Room. Also located in this building are the Vice President of Administrative Services: Business Office, Human Resources Office, and Purchasing Office; along with the Police & Campus Safety Office.

Allied Health Building

The Allied Health Building is the instructional center for the Allied Health & Public Service programs. The building also contains the Johnson Symposium Center which is utilized for a variety of ceremonies and college productions, an interactive television classroom, and a computer lab.

Center for Academic and Professional Excellence (CAPE)

CAPE (formerly Building A) houses two multi-purpose community design rooms, a soundproof recording studio, a break room, a commons area, and personnel offices.

College Services & Training Building

The College Services & Training Building houses the Marketing & Communications Department, the Offices of the Physical Plant, Call Center, and Mailroom. It also houses a heating, ventilation, and air conditioning lab, an electrical lab, and a multi-purpose classroom.

Continuing Education Center

The Continuing Education Center is a two-story structure with classrooms and computer labs. Also located in this building are the Workforce & Continuing Education Department and the Testing Center, and the Victoria College Foundation.

Fine Arts Building

The Fine Arts Building houses classrooms, studios, band hall, choir room, an art gallery, and office space for the Music and Art Departments.

Health Sciences Center

The Health Sciences Center houses 14 classrooms and lecture halls, 18 laboratories, six study halls, three computer labs, tutoring rooms and a resource center, four state-of-the-art simulation centers, conference facilities and faculty offices, and a commons area with a coffee bar.

The Health Sciences Center was constructed utilizing funds approved in May 2006 by Victoria County voters in a \$15.5 million tax bond issue. The project was initiated by a challenge grant from The M.G. and Lillie A. Johnson Foundation. Furnishings and equipment were funded by the generosity of individuals, foundations, and businesses in the college service area.

Johnson Hall

Johnson Hall is equipped with classrooms for a variety of college courses and programs, the Academic Foundations Division, and faculty offices. Also located in this building are Student Support Services (KEY Center), the Tutoring Center, the Reading Room, and the Academic Center for Accelerating Foundations and Essentials (Academic CAFE).

Language Building

The Language Building contains classrooms and faculty offices.

Library

The VC/UHV Library is a joint library serving both Victoria College and the University of Houston-Victoria. The library occupies a three-story building with a seating capacity of over 300. Over thirty computer workstations provide access to the Internet, library electronic databases, and reference materials, as well as a selection of Microsoft Office applications. Other library facilities include conference rooms, study carrels and tables, leisure reading areas, and copiers.

Professional librarians are available to assist in locating information and using the library's resources. Interlibrary Loan is available to all students, faculty, and staff. The library also has a full program of bibliographic instruction.

The library's main collection contains over 400,000 print volumes, over 20,000 subscriptions to print and electronic journals, and over 500,000 items on microforms. The Local History Collection contains books on local and Texas history. The Archives/Special Collection section houses maps, photographs,

manuscripts, and archives regarding the history of the Victoria region.

The library serves as a depository for federal documents. As a Regional Historical Resource Depository, the library houses a collection of historical records and documents from Victoria and surrounding counties.

The Library's audiovisual collection is located in the Media Center, on the second floor of the Library building. This facility houses approximately 7,500 audiovisual items, including compact discs, DVDs, and audio and video tapes.

Museum of the Coastal Bend

The Museum of the Coastal Bend serves the general public, tourists, college and university students, and in particular, the kindergarten through 12th grade students in Victoria and surrounding counties. The mission of the Museum of the Coastal Bend is to enhance the appreciation and enjoyment of the region's heritage. The purpose of the museum is four-fold: to collect, to preserve, to exhibit, and to interpret the history and heritage of the region. For more information visit www.MuseumoftheCoastalBend.org.

Sports Center

The Sports Center features one basketball court; two volleyball courts; aerobics room; fitness room; dressing facilities for students, faculty, and staff; and faculty offices.

Student Center

The Student Center features an atrium area, dining area, The Cove (VC's convenience store) which includes a Subway restaurant, a big screen TV, pool tables, air hockey tables, Student Activities Office, Bookstore, and meeting rooms.

The Victoria College Bookstore is located in the Student Center and serves the students, faculty, and staff of both Victoria College and University of Houston-Victoria. The Bookstore has been established to provide books, supplies, and other related materials essential to meet the educational mission of the institutions it serves. Regular hours are maintained Monday through Friday. Additional hours are posted for registration periods or special events.

Student Services Building

The Student Services Building (formerly the Administration Building) houses the Offices of the Vice President of Student Services, Admissions & Records, Advising, Counseling & Recruitment Services, Financial Aid, Payments Office, Pre-College Programs, Title V, the Welcome Center, and the Office of Institutional Effectiveness, Research and Assessment. Also located in this building are the President, the Vice President of Instruction, and the Vice President of College Advancement & External Affairs.

Technology Center

The Technology Center houses state-of-the-art computer labs, classrooms, and faculty offices. Technology support, and Cafe Espresso are also located in the building.

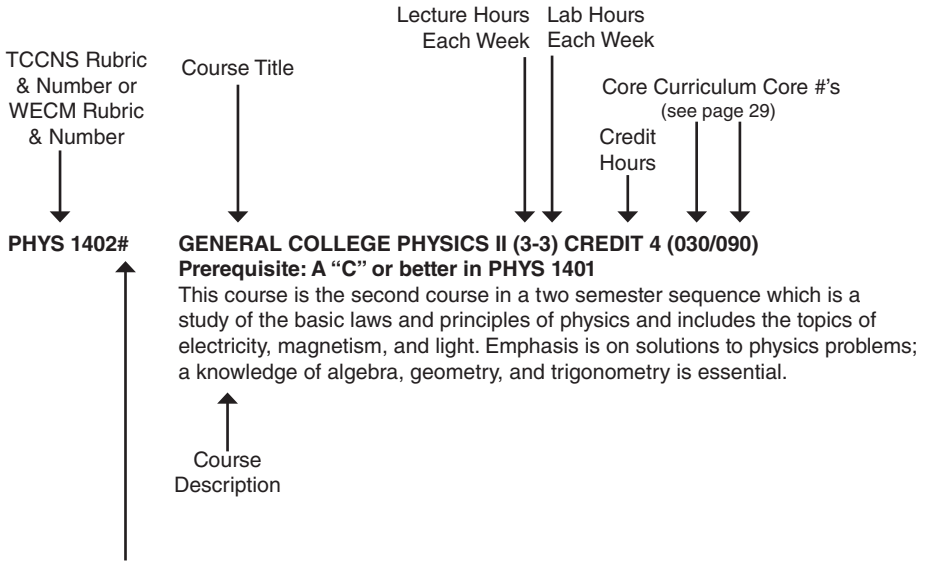
William A. Wood Building

The William A. Wood Building houses classrooms and laboratories for instrumentation and electronics, process technology, and welding. Each lab is outfitted with the latest machines, tools, computers, and equipment to provide students an opportunity for training that meets current industry requirements.

Courses are listed in alphabetical order by
TCCNS Rubric and WECM Rubric.

Course Descriptions

Explanation of Items in Course Descriptions



(#) Courses are equivalent to academic courses listed in the current edition of the *Community College General Academic Course Guide Manual*.

Courses are listed in alphabetical order by TCCNS Rubric and WECM Rubric.

- ACCT 2301# PRINCIPLES OF FINANCIAL ACCOUNTING (2-3) CREDIT 3**
Prerequisite: Meet Texas Success Initiative complete college-readiness standard for Mathematics; or equivalent
Recommended corequisite: MATH 1324 Mathematics for Business & Social Science
 This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).
- ACCT 2302# PRINCIPLES OF MANAGERIAL ACCOUNTING (2-3) CREDIT 3**
Prerequisite: A grade of C or better in ACCT 2301
 This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
- ACNT 1303 INTRODUCTION TO ACCOUNTING I (3-1) CREDIT 3**
 A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
- ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING (2-2) CREDIT 3**
Prerequisite: ACNT 1303 or ACCT 2301 or instructor approval
(Offered only in spring semester)
 Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.
- ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING (3-0) CREDIT 3**
Prerequisite: ACNT 1303 or ACCT 2301 or instructor's approval
(Offered only in fall semester)
 A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

- AGRI 1419** **INTRODUCTORY ANIMAL SCIENCE (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading
 Scientific animal agriculture. Topics covered would include animal reproduction, nutrition, management and marketing of various agriculturally important species. The course includes related laboratory activities and field trips.
- ARTS 1301#** **ART APPRECIATION (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.
- ARTS 1303#** **HISTORY OF ART I (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.
- ARTS 1304#** **HISTORY OF ART II (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.
- ARTS 1311#** **DESIGN I (2-DIMENSIONAL) (2-4) CREDIT 3**
 An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.
- ARTS 1316#** **DRAWING I (2-4) CREDIT 3**
 A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.
- ARTS 1317#** **DRAWING II (2-4) CREDIT 3**
Prerequisite: A grade of D or better in ARTS 1316 or permission of instructor
 A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.
- ARTS 1325#** **ART FUNDAMENTALS (2-4) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 An introduction to the basic elements of design, drawing, painting, ceramics, and sculpture. Slide lectures introduce each of the areas followed by applied studio problems.
- ARTS 2316#** **PAINTING I (2-4) CREDIT 3**
 Studio work exploring color theory, painting techniques, and pictorial problems from art historical periods through contemporary styles using oil and acrylic paint.

- ARTS 2317# PAINTING II (2-4) CREDIT 3**
Prerequisite: A grade of D or better in ARTS 2316 or permission of instructor
A continuation of Painting I with expressive and conceptual aspects of painting explored.
- ARTS 2323# LIFE DRAWING (2-4) CREDIT 3**
Prerequisite: A grade of D or better in ARTS 1316 or permission of instructor
Basic study of the human form and figure drawing.
- ARTS 2346# CERAMICS I (2-4) CREDIT 3**
Beginning instruction in basic techniques of hand-built and wheel-thrown ceramic construction, glazing, and firing. The craft and art of ceramics are explored through contemporary and historical approaches to decorative, conceptual, and functional forms.
- ARTS 2347# CERAMICS II (2-4) CREDIT 3**
Prerequisite: A grade of D or better in ARTS 2346 or permission of instructor
A continuation of Ceramics I with additional instruction and advanced work in ceramics processes and concepts. Students are encouraged to pursue their unique vision.
- BCIS 1305# BUSINESS COMPUTER APPLICATIONS (2-3) CREDIT 3 (090)**
(For Business Majors)
Prerequisites: Texas Success Initiative complete or consent of instructor
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the internet. NOTE: No Credit if COSC 1301 is taken.
- BIOL 1322# NUTRITION & DIET THERAPY (3-0) CREDIT 3**
Prerequisite: A grade of C or better in one semester of college-level chemistry, CHEM 1406 is recommended, plus Texas Success Initiative complete in Reading and Writing.
Recommended: Completion of one semester of college-level biology.
Biochemistry, physiology and metabolism of carbohydrates, lipids, proteins, vitamins and minerals; nutrient digestion, absorption and transport; nutrient requirements and deficiencies; dietary surveillance; life stage nutrition; evaluation of nutritional claims.
- BIOL 1406# GENERAL BIOLOGY FOR SCIENCE MAJORS I (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing, and Math.
(Offered only in fall semester)
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce these principles.

- BIOL 1407# GENERAL BIOLOGY FOR SCIENCE MAJORS II (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing, and Math. **BIOL 1406 Recommended.**
Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.
(Offered only in spring semester)
 The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.
- BIOL 1408# GENERAL BIOLOGY I, FOR NON-MAJORS (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing and Math.
(Offered only in fall semester)
 Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction.
- BIOL 1409# GENERAL BIOLOGY II, FOR NON-MAJORS (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing and Math.
(Offered only in spring semester)
 This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.
- BIOL 2306# ENVIRONMENTAL BIOLOGY (3-0) CREDIT 3 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing and Math.
Recommended prerequisite: MATH 1314 - Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended
 Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.
- BIOL 2401# HUMAN ANATOMY AND PHYSIOLOGY I (3-3) CREDIT 4**
Prerequisite: A grade of "C" or better in one semester of college-level biology or chemistry, CHEM 1406 is recommended, plus Texas Success Initiative complete in Reading and Writing.
Recommended: One semester of college-level biology.
 Structure and function study of the following: introduction of the human body, cells, tissues, integumentary system, skeletal system, muscle, and nervous system. Laboratory is coordinated with the lecture and includes the use of the microscope, fresh and preserved specimens, along with anatomical charts and models. Various electronic instruments are used to measure and record physiological data.

- BIOL 2402# HUMAN ANATOMY AND PHYSIOLOGY II (3-3) CREDIT 4**
Prerequisite: BIOL 2401 with a “C” or better
Structure and function of the following: endocrine system, circulatory system, respiratory system, digestive system, metabolism, excretion, fluid and electrolytes, and reproduction. Laboratory is coordinated with the lecture and includes the use of fresh and preserved specimens, along with anatomical charts and models. Various electronic instruments are used to measure and record physiological data.
- BIOL 2404# INTRODUCTORY ANATOMY AND PHYSIOLOGY (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing and Math.
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. This course will not substitute for BIOL 2401 or as a prerequisite for BIOL 2402.
- BIOL 2420# MICROBIOLOGY (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading, Writing and Math.
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.
- BMGT 1307 TEAM BUILDING (2-2) CREDIT 3**
Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team.
- BMGT 1325 OFFICE MANAGEMENT (2-2) CREDIT 3**
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.
- BMGT 1327 PRINCIPLES OF MANAGEMENT (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading
(Offered only in spring semester)
Concepts, terminology, principles, theories, and issues in the field of management.
- BMGT 1341 BUSINESS ETHICS (3-0) CREDIT 3**
Prerequisite: 15 Semester Credit Hours of college work. Texas Success Initiative complete in Reading and Writing.
(Offered only in spring semester)
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.
- BMGT 2347 CRITICAL THINKING AND PROBLEM SOLVING (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete; Division Approval
(Offered only in spring semester)
Interpreting data for problem solving and recommending corrective action. Emphasis on a structured approach to critical thinking and problem solving in a team environment.

- BMGT 2382 COOP ED-BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (1-19) CREDIT 3**
Prerequisite: Division approval required
 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.
 NOTE: Students must be employed in an appropriate position prior to the first class meeting.
- BUSI 1301# BUSINESS PRINCIPLES (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading & Math
(Offered only in spring semester)
 This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.
- BUSI 1307# PERSONAL FINANCE (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math.
(Offered only in spring semester)
 Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.
- BUSI 2301# BUSINESS LAW (3-0) CREDIT 3**
Prerequisite: High school coursework in U.S. history and government, or equivalent. Texas Success Initiative complete in Reading.
(Offered only in fall semester)
 This course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.
- BUSI 2304# BUSINESS REPORT WRITING & CORRESPONDENCE (3-0) CREDIT 3**
Prerequisite: ENGL 1301
(Offered only in fall semester)
 Theory and applications for technical reports and correspondence in business.
- CETT 1307 FUNDAMENTALS OF ELECTRONICS (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Math.
(Offered only in fall semester)
 Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.
- CETT 1325 DIGITAL FUNDAMENTALS (2-4) CREDIT 3**
 An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

- CETT 1341** **SOLID STATE CIRCUITS (2-4) CREDIT 3**
Prerequisite: CETT 1403 or Instructor Approval
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.
- CETT 1345** **MICROPROCESSOR (2-4) CREDIT 3**
Prerequisite: CETT 1349 or Instructor Approval
(Offered only in fall semester)
An introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools.
- CETT 1349** **DIGITAL SYSTEMS (2-4) CREDIT 3**
Prerequisite: CETT 1325 or Instructor Approval
(Offered only in spring semester)
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large scale integrated circuits.
- CETT 1357** **LINEAR INTEGRATED CIRCUITS (2-4) CREDIT 3**
Prerequisite: CETT 1341
(Offered only in spring semester)
A study of characteristics, operations, and testing of linear integrated circuits. Applications include instrumentation and active filtering.
- CETT 1403** **DC CIRCUITS (3-3) CREDIT 4**
(Offered only in spring semester)
A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws, and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.
- CETT 1405** **AC CIRCUITS (3-3) CREDIT 4**
Prerequisite: CETT 1403 or Instructor Approval
(Offered only in spring semester)
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers and resonance.
- CHEM 1406#** **INTRODUCTORY CHEMISTRY (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading and Math.
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

- CHEM 1411# GENERAL COLLEGE CHEMISTRY I (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of "C" or better in MATH 1314 or more advanced college mathematics course plus Texas Success Initiative complete in reading.
(Offered only in fall semester)
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.
- CHEM 1412# GENERAL COLLEGE CHEMISTRY II (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of C or better in CHEM 1411
(Offered only in spring semester)
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.
- CHEM 2123# ORGANIC CHEMISTRY I LAB (0-3) CREDIT 1**
Prerequisite: A grade of C or better in CHEM 1312 and CHEM 1112, or CHEM 1412 General Chemistry II (Lecture and Laboratory)
Corequisite: CHEM 2323—Organic Chemistry I
(Offered only in fall semester)
This laboratory-based course accompanies CHEM 2323, Organic Chemistry I. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.
- CHEM 2125# ORGANIC CHEMISTRY II LAB (0-3) CREDIT 1**
Prerequisite: CHEM 2123 and 2323; Corequisite: CHEM 2325
(Offered only in spring semester)
Laboratory exercises focusing on the spectroscopy and organic syntheses. Designed to complement topics in CHEM 2325.
- CHEM 2323# ORGANIC CHEMISTRY I LECTURE (3-0) CREDIT 3**
Prerequisite: A grade of C or better in CHEM 1412;
Corequisite: CHEM 2123
(Offered only in fall semester)
The first semester of a two-semester sequence in organic chemistry for chemistry majors and preprofessional students. Topics covered include alkanes, alkenes, alkyl halides, and alcohols. Also covered are nomenclature, stereochemistry, and mechanisms of electrophilic addition and nucleophilic substitution reactions.

- CHEM 2325# ORGANIC CHEMISTRY II LECTURE (3-0) CREDIT 3**
Prerequisite: CHEM 2323 and CHEM 2123, or CHEM 2423 Organic Chemistry I (Lecture and Laboratory)
Corequisite: CHEM 2125 Organic Chemistry II Laboratory
(Offered only in spring semester)
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.
- COSC 1301# INTRODUCTION TO COMPUTING (2-3) CREDIT 3 (090)**
Prerequisites: Texas Success Initiative complete or consent of instructor.
Overview of computer systems-hardware, operating systems, and microcomputer applications software, including the Internet, word processing, spreadsheets, presentations graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. No credit if BCIS 1305 has been taken.
- COSC 1315# FUNDAMENTALS OF PROGRAMMING (Logic) (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math or consent of instructor.
(Offered only in fall semester)
Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structure, input/output devices, and disks/files.
- COSC 1436# PROGRAMMING FUNDAMENTALS I (JAVA) (3-3) CREDIT 4**
Prerequisite: A grade of D or better in COSC 1315 OR previous college credit programming language or consent of instructor.
(Offered only in spring semester)
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. Course is taught using JAVA.
- COSC 1437# PROGRAMMING FUNDAMENTALS II (JAVA) (3-3) CREDIT 4**
Prerequisite: A grade of C or better in COSC 1436 OR previous college credit programming language or consent of instructor.
(Offered only in fall semester)
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Course is taught using JAVA.

- CRIJ 1301# INTRODUCTION TO CRIMINAL JUSTICE (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 History, philosophy, and ethical consideration of criminal justice; the nature and impact of crime; and an overview of criminal justice systems, including law enforcement and court procedures.
- CRIJ 1306# COURT SYSTEMS AND PRACTICES (3-0) CREDIT 3**
Prerequisite: CRIJ 1301 or CRIJ 1307
(Offered only in spring semester)
 Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.
- CRIJ 1307# CRIME IN AMERICA (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.
- CRIJ 1310# FUNDAMENTALS OF CRIMINAL LAW (3-0) CREDIT 3**
Prerequisite: CRIJ 1301 or CRIJ 1307
(Offered only in fall semester)
 Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations and criminal responsibility.
- CRIJ 2301# COMMUNITY RESOURCES IN CORRECTIONS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment.
- CRIJ 2313# CORRECTIONAL SYSTEMS AND PRACTICES (3-0) Credit 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in spring semester)
 Corrections in the criminal justice systems; organization of correctional system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.
- CRIJ 2314# CRIMINAL INVESTIGATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in fall semester)
 Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.
- CRIJ 2323# LEGAL ASPECTS OF LAW ENFORCEMENT (3-0) CREDIT 3**
Prerequisite: CRIJ 1301, CRIJ 1306 or CRIJ 1307
 Policy authority, responsibilities, constitutional constraints, laws of arrest, search and seizure, and police liability.
- CRIJ 2328# POLICE SYSTEMS AND PRACTICES (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in spring semester)
 The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction and current and future issues.

- CTEC 2680 COOPERATIVE EDUCATION-CHEMICAL TECH/TECHNICIAN (1-39) CREDIT 6**
Prerequisite: AAS in Process Technology or Approval of Instructor.
(Offered only in spring semester)
 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.
- DAAC 1317# BASIC COUNSELING SKILLS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in spring semester)
 An overview of basic counseling skills.
- DFTG 1325 BLUEPRINT READING AND SKETCHING (3-0) CREDIT 3**
(Offered only in fall semester)
 An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.
- DRAM 1310# INTRODUCTION TO THEATRE (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Reading.
 Survey of theatre, including its history, dramatic works, stage techniques, production procedures, and relation to other art forms.
- DRAM 1351# ACTING I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
 An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theatre terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.
- DRAM 1352# ACTING II (3-0) CREDIT 3**
Prerequisite: A grade of D or better in Acting I or consent of instructor
 Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theatre terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination.
- DRAM 2351# ACTING III (3-0) CREDIT 3**
Prerequisite: A grade of D or better in Acting I or II or consent of instructor
 Development of basic skills and techniques of acting, including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.
- DRAM 2352# ACTING IV (3-0) CREDIT 3**
Prerequisite: A grade of D or better in Acting III or consent of instructor
 Development of basic skills and techniques of acting, including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

- ECON 2301# PRINCIPLES OF MACROECONOMICS (3-0) CREDIT 3 (080/090)**
Prerequisite: Texas Success Initiative complete in Reading and Math.
 An analysis of the economy as a whole, including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.
- ECON 2302# PRINCIPLES OF MICROECONOMICS (3-0) CREDIT 3 (080/090)**
Prerequisite: Texas Success Initiative complete in Reading and Math.
 Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
- EDUC 1300# LEARNING FRAMEWORKS (3-0) CREDIT 3 (090)**
 A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. EDUC 1300 is equivalent to PSYC 1300; credit will not be given for both EDUC 1300 and PSYC 1300. EDUC 1300 may substitute for SDEV 0301.
- EDUC 1301# INTRODUCTION TO THE TEACHING PROFESSIONS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in fall semester)
 An enriched and integrated pre-service course and content experience that provides active recruitment and support for undergraduates interested in careers in teaching and opportunities to participate in early field experiences for the purpose of introducing and analyzing the culture of schooling and classrooms. Course includes 16 hours of field experience. State-mandated field-of-study course for elementary teacher certification, grades four through eight.
- EDUC 2301# INTRODUCTION TO SPECIAL POPULATIONS (3-0) CREDIT 3**
Prerequisite: A grade of D or better in EDUC 1301
(Offered only in spring semester)
 An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course includes 16 hours of field experience in P-12 classrooms with special populations.
- EECT 1303 INTRODUCTION TO TELECOMMUNICATIONS (2-4) CREDIT 3**
Prerequisite: CETT 1341 or Instructor Approval
(Offered only in fall semester)
 An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

- EMSP 1160** **CLINICAL, EMERGENCY MEDICAL TECHNICIAN (0,0,5) CREDIT 1**
Prerequisite: Admission into the EMT Program
Corequisites: EMSP 1501
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.
- EMSP 1261** **CLINICAL, EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC 1 (0,0,8) CREDIT 2**
Prerequisite: Admission into the Paramedic Program
Corequisites: EMSP 1355, 1356, & 1438
(Offered only in fall semester)
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. At the completion of this course, the student will be able to perform a comprehensive history and physical exam, develop differential diagnoses, establish and/or maintain a patent airway, oxygenate, and ventilate a patient, implement and evaluate a trauma care plan; perform venapuncture for phlebotomy and IV fluid infusion; safely prepare and administer medications, and communicate & document all pertinent information.
- EMSP 1355** **TRAUMA MANAGEMENT (2,2,0) CREDIT 3**
Prerequisite: Admission into the Paramedic Program
Corequisites: EMSP 1356 & 1438
(Offered only in fall semester)
Knowledge and skills in the assessment and management of patients with traumatic injuries.
- EMSP 1356** **PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (2,2,0) CREDIT 3**
Prerequisite: Admission into the Paramedic Program
Corequisites: EMSP 1355 & 1438
(Offered only in fall semester)
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.
- EMSP 1438** **INTRODUCTION TO ADVANCED PRACTICE (3,3,0) CREDIT 4**
Prerequisite: Admission into the Paramedic Program
(Offered only in fall semester)
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.
- EMSP 1501** **EMERGENCY MEDICAL TECHNICIAN (3,8,0) CREDIT 5**
Prerequisite: Admission into the EMT Program.
Corequisites: EMSP 1160
Preparation for certification as an Emergency Medical Technician (EMT).
- EMSP 2243** **ASSESSMENT BASED MANAGEMENT (1,3,0) CREDIT 2**
Prerequisite: Admission into the Paramedic Program
Corequisites: EMSP 1355, 1356, 1438, 2330, 2338, 2434, & 2444
A capstone experience covering comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.

- EMSP 2262 CLINICAL, PARAMEDIC II (0,0,9) CREDIT 2**
Prerequisite: Admission into the Paramedic Program
Corequisites: EMSP 2330, 2434 & 2444
(Offered only in spring semester)
 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. At the completion of this course, the paramedic student will be able to integrate pathophysiological principles and assessment findings to analyze differential diagnoses and develop, implement and evaluate care plans for patients with respiratory, cardiovascular, neurological, endocrine, allergic/anaphylactic, gastroenterologic, urologic, toxic exposure, hematopoietic, infectious/communicable disease, behavioral, and gynecological emergencies; normal and abnormal labor; and neonatal, pediatric, geriatric, abuse/assault, psychosocial, and chronic care emergencies; and communicate and document all pertinent information.
- EMSP 2330 SPECIAL POPULATIONS (2,2,0) CREDIT 3**
Prerequisite: Admission into the Paramedic Program
(Offered only in spring semester)
 Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.
- EMSP 2338 EMS OPERATIONS (3,0,0) CREDIT 3**
Prerequisite: Admission into the Paramedic Program
 Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
- EMSP 2352 EMERGENCY MEDICAL SERVICES RESEARCH (3,0,0) CREDIT 3**
Prerequisite: Admission into the EMSP Degree Program or permission of the instructor
(Offered only in spring semester)
 Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized.
- EMSP 2363 CLINICAL, EMS CAPSTONE (0,0,15) CREDIT 3**
(EMSP 2263) Prerequisite: Admission into the Paramedic Program
(Offered only in summer session)
 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. At the completion of this course, the paramedic student will be able to manage the scene of an emergency; perform a comprehensive history and physical exam; integrate patho-physiological principles and assessment findings to analyze differential diagnoses and develop, implement and evaluate care plans within the scope of practice authorized by medical control; and communicate and document all pertinent information.

- EMSP 2434 MEDICAL EMERGENCIES (3,2,0) CREDIT 4**
Prerequisite: Admission into the Paramedic Program
(Offered only in spring semester)
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.
- EMSP 2444 CARDIOLOGY (3,3,0) CREDIT 4**
Prerequisite: Admission into the Paramedic Program
(Offered only in spring semester)
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.
- ENGL 0301 SEE INRW 0301**
- ENGL 1301# COMPOSITION I (3-0) CREDIT 3 (010)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
- ENGL 1302# COMPOSITION II (3-0) CREDIT 3 (090)**
Prerequisite: A grade of C or better in ENGL 1301
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
- ENGL 2307# CREATIVE WRITING I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.
- ENGL 2311# TECHNICAL WRITING (3-0) CREDIT 3 (090)**
Prerequisite: A grade of C or better in ENGL 1301
(Offered only in spring semester)
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
- ENGL 2322# BRITISH LITERATURE I (3-0) CREDIT 3 (040/090)**
Prerequisite: A grade of C or better in ENGL 1301
A survey of the development of British literature from the Anglo-Saxon period to the eighteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

- ENGL 2323# BRITISH LITERATURE II (3-0) CREDIT 3 (040/090)**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
- ENGL 2327# AMERICAN LITERATURE I (3-0) CREDIT 3 (040/090)**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
- ENGL 2328# AMERICAN LITERATURE II (3-0) CREDIT 3 (040/090)**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
- ENGL 2332# WORLD LITERATURE I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
- ENGL 2333# WORLD LITERATURE II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
- ENTC 1301 ROBOTICS I (2-3) CREDIT 3**
Prerequisite: CETT 1403
 An introduction to Robotics/Automation. Includes history, terminology, classification of robots, basic components, control systems, alternating current and hydraulic servomechanisms, programming, sensors, types of drive, end-or-arm tooling, end effectors, safety, and design procedures.
- ENVR 1301# ENVIRONMENTAL SCIENCE I (3-0) CREDIT 3 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading.
 A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.
- ESLR 0016 ESOL READING AND VOCABULARY (NCBO); (0-1) CREDIT 0**
 This course develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society.

- ESLW 0016** **ESOL WRITING FOR NON-NATIVE SPEAKERS (NCBO); (0-1) CREDIT 0**
This course focuses on strategies and techniques of writing and composition.
Open only to non-native speakers.
- FIRS 1301** **FIREFIGHTER CERTIFICATION I (2-3) CREDIT 3**
Prerequisite: Admission into the Firefighting Program
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1313** **FIREFIGHTER CERTIFICATION III (2-3) CREDIT 3**
Prerequisite: Admission into the Firefighting Program
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1319** **FIREFIGHTER CERTIFICATION IV (2-3) CREDIT 3**
Prerequisite: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1323** **FIREFIGHTER CERTIFICATION V (2-3) CREDIT 3**
Prerequisites: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1329** **FIREFIGHTER CERTIFICATION VI (2-3) CREDIT 3**
Prerequisites: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1333** **FIREFIGHTER CERTIFICATION VII (2-3) CREDIT 3**
Prerequisites: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***

- FIRS 1407 FIREFIGHTER CERTIFICATION II (2-4) CREDIT 4**
Prerequisite: Admission into the Firefighting Program
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRT 1301 FUNDAMENTALS OF FIRE PROTECTION (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
(Offered only in fall semester)
 Orientation to the Fire Service, career opportunities, and related fields.
- FIRT 1307 FIRE PREVENTION CODES AND INSPECTIONS (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
(Offered only in spring semester)
 Local building and fire prevention codes. Fire prevention inspections, practices, and procedures.
- FIRT 1319 FIREFIGHTER HEALTH AND SAFETY (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
(Offered only in spring semester)
 Firefighter occupational safety and health in emergency and non-emergency situations.
- FIRT 1329 BUILDING CODES AND CONSTRUCTION (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
(Offered only in fall semester)
 Examination of building codes and requirements, construction types, and building materials. Includes walls, flooring, foundations, and various roof types and the associated dangers of each.
- FIRT 1333 FIRE CHEMISTRY 1 (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
(Offered only in fall semester)
 Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics.
- FIRT 1338 FIRE PROTECTION SYSTEMS (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
(Offered only in fall semester)
 Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.
- GEOG 1303# WORLD REGIONAL GEOGRAPHY (3-0) CREDIT 3 (080/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 The study of world regional geography designed to introduce a global understanding of human societies in relation to physical and cultural environments. In exploring selected regions of the world, the course will introduce basic concepts associated with physical geography including climatology and physiography, as well as topics related to human geography including historical geography, spatial analysis, demography, urbanization, and economic development.

- GEOL 1305# ENVIRONMENTAL SCIENCE (3-0) CREDIT 3 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading.
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.
- GEOL 1345 OCEANOGRAPHY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences
- GEOL 1347 METEOROLOGY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
Survey of meteorology and related sciences
- GEOL 1403# PHYSICAL GEOLOGY (3-3) CREDIT 4 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading.
(Offered only in fall semester)
Lecture: Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations.
Lab: Laboratory activities will cover methods used to collect and analyze earth science data.
- GEOL 1404# HISTORICAL GEOLOGY (3-3) CREDIT 4 (030/090)**
Prerequisite: GEOL 1303 or 1403 Physical Geology
Texas Success Initiative complete in reading.
(Offered only in spring semester)
Lecture: A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils.
Lab: Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.
- GOVT 2305# FEDERAL GOVERNMENT (3-0) CREDIT 3 (070)**
(Federal Constitution & Topics)
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.
- GOVT 2306# TEXAS GOVERNMENT (3-0) CREDIT 3 (070)**
(Texas Constitution & Topics)
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

- HIST 1301# UNITED STATES HISTORY I (3-0) CREDIT 3 (060/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.
- HIST 1302# UNITED STATES HISTORY II (3-0) CREDIT 3 (060/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.
- HIST 2301# TEXAS HISTORY (3-0) CREDIT 3 (060/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.
- HIST 2311# WESTERN CIVILIZATION I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.
- HIST 2312# WESTERN CIVILIZATION II (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.
- HIST 2327 MEXICAN-AMERICAN HISTORY TO 1876 (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Economic, political, social and cultural development of Mexican-Americans in pastoral North America (May be applied to U.S. History requirement.)

- HIST 2328 MEXICAN-AMERICAN HISTORY FROM 1876 TO THE PRESENT (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Economic, political, social, and cultural development of Mexican-Americans in the modern United States (May be applied to U.S. History requirement.)
- HITT 1305 MEDICAL TERMINOLOGY I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
 Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
- HITT 2340 (HITT 2240) ADVANCED MEDICAL BILLING AND REIMBURSEMENT (2-2) CREDIT 3**
Prerequisite: POFM 2310 or instructor approval
(Offered only in spring semester)
 Skill development coding to prepare reimbursement forms in various health care settings for submission to payors.
- HPRS 2200 PHARMACOLOGY FOR HEALTH PROFESSIONS (2-0) CREDIT 2**
 A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, client education, and calculation of dosages. Introduction to the principles of pharmacology with an explanation of ethnic, cultural, and age considerations in drug therapy. The three systems most commonly used to calculate drug dosages will be reviewed. Conversion from one system to another will be illustrated. Emphasis will be on accuracy in calculating dosages. Prototype drugs will be used to illustrate each drug category with emphasis on nursing implications.
- HRPO 1311 HUMAN RELATIONS (3-0) CREDIT 3**
 Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.
- INRW 0016 P.A.S.S. PREP FOR ACADEMIC STUDENT SUCCESS (NCBO) (0-1) CREDIT 0**
 This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) serves two purposes. First, it may serve as a bridge to Integrated Reading and Writing 0301 or ENGL 1301 for students whose placement scores fall within a given range. Secondly, it is designed to improve students' reading and writing skills in order to help provide a greater opportunity for success on both the reading and writing portions of the placement exam as it focuses on critical reading and academic writing. Students who enroll in INRW 0016 must also enroll in INRW 0301 or ENGL 1301.
- INRW 0301 (ENGL 0301 & READ 0301) INTEGRATED READING AND WRITING II (3-1) CREDIT 0**
Prerequisite: A grade of SC or higher in INRW 0300 or at least the minimum score in the acceptable range of the TSI Assessment.
 This is a combined lecture/lab, performance-based course designed to advance students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course uses intermediate academic reading and writing skills to compose a variety of academic texts. This is a course with a required lab. The course fulfills TSI requirements for reading and writing.

- INTC 1343 APPLICATION OF INDUSTRIAL AUTOMATIC CONTROL (2-4) CREDIT 3**
Pre/Corequisite: INTC 1401 or Instructor Approval
(Offered only in fall semester)
A study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops.
- INTC 1355 UNIT OPERATIONS (2-4) CREDIT 3**
Pre/Corequisite: INTC 1343 or Instructor Approval
(Offered only in spring semester)
Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis.
- INTC 1356 INSTRUMENTATION CALIBRATION (2-4) CREDIT 3**
Pre/Corequisite: INTC 1343 or Instructor Approval
(Offered only in fall semester)
A study of techniques for calibrating electronic and pneumatic transmitters, controllers, recorders, valves, and valve positioners including tear down, assembly, alignment, and calibration of equipment.
- INTC 1357 AC/DC MOTOR CONTROL (2-2) CREDIT 3**
Prerequisite: CETT 1405 or Instructor Approval
(Offered only in fall semester)
A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.
- INTC 1401 PRINCIPLES OF INDUSTRIAL MEASUREMENTS I (3-3) CREDIT 4**
(Offered only in fall semester)
Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.
- INTC 2330 INSTRUMENTATION SYSTEMS TROUBLESHOOTING (2-2) CREDIT 3**
Prerequisite: INTC 1343 or Instructor Approval
(Offered only in spring semester)
In-depth coverage of the techniques of troubleshooting in a complex instrumented environment. Laboratory exercises require troubleshooting upsets in chemical processes.
- INTC 2336 DISTRIBUTED CONTROL AND PROGRAMMABLE LOGIC (2-4) CREDIT 3**
Prerequisite: INTC 1343 or Instructor Approval
(Offered only in spring semester)
An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.
- INTC 2680 COOPERATIVE EDUCATION - INSTRUMENTATION TECHNOLOGY/TECHNICIAN (1-39) CREDIT 6**
Prerequisite: AAS in Instrumentation or Instructor Approval
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 employer, the student combines classroom learning with work experience. Includes a lecture component.

- ITCC 1340 SWITCHING BASICS (2-4) CREDIT 3**
Prerequisite: A grade of C or better in ITNW 1325, or consent of instructor.
(Offered only in spring semester)
Internet Protocol addressing techniques, command line interface configuration of switches, Ethernet switching, and protocols associated with Virtual Local Area Networks (VLANs).
- ITNW 1325 FUNDAMENTALS OF NETWORKING TECHNOLOGIES (2-3) CREDIT 3**
Prerequisite: TSI complete in Reading and Math, or consent of instructor.
(Offered only in fall semester)
Instruction on networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.
- ITNW 1351 FUNDAMENTALS OF WIRELESS LANs (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading or consent of instructor.
(Offered only in fall semester)
Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.
- ITNW 2305 NETWORK ADMINISTRATION (MICROSOFT) (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading or consent of instructor.
(Offered only in fall semester)
Topics include network components, user accounts and groups, network file systems, file systems security, and network printing.
- ITNW 2312 ROUTERS (2-4) CREDIT 3**
Prerequisites: A grade of C or better in ITNW 1325 or consent of instructor.
(Offered only in spring semester)
Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.
- ITNW 2335 NETWORK TROUBLESHOOTING AND SUPPORT (2-4) CREDIT 3**
Prerequisites: Completion or concurrent enrollment in ITNW 2312, ITCC 1340, ITSY 2342, and ITSC 2339.
(Offered only in spring semester)
Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/ software.
- ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I (2-2) CREDIT 3**
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Note: No credit given if student has already taken COSC 1301 or BCIS 1305.

- ITSC 1325 PERSONAL COMPUTER HARDWARE & OS (A+) (2-3) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading or consent of instructor.
(Offered only in fall semester)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Also an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. A student may receive credit for this course by passing the CompTIA A+ exams.
- ITSC 2339 PERSONAL COMPUTER HELP DESK SUPPORT (2-2) CREDIT 3**
Prerequisite: A grade of C or better in ITSC 1325 or consent of instructor.
(Offered only in spring semester)
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.
- ITSY 2301 FIREWALLS AND NETWORK SECURITY (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math or consent of instructor.
(Offered only in fall semester)
Identify elements of firewall design, types of security threats, and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.
- ITSY 2342 INCIDENT RESPONSE AND HANDLING (2-4) CREDIT 3**
Prerequisite: A grade of C or better in ITSY 2301 or consent of instructor
(Offered only in spring semester)
In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.
- MATH 0016 P.A.S.S. PREP FOR ACADEMIC STUDENT SUCCESS (0-1) CREDIT 0**
This Non-Semester-Length/Non-Course Competency-Based Option and Intervention (NCBO) serves two purposes. First, it may serve as a bridge to Intermediate Algebra MATH 0303, Foundations of Mathematical Reasoning MATH 0302 or College Algebra MATH 1314 for students whose placement scores fall within a given range. Secondly, it is designed to improve upon students' math skills in order to help provide a greater opportunity for success on the math portion of the placement exam. Topics range from basic arithmetic through algebra; including, but not limited to, operations on numbers, linear equations, factoring, quadratics, rational expression, radicals, and appropriate applications.

- MATH 0302 FOUNDATIONS OF MATHEMATICAL REASONING (3-1) CREDIT 0**
Prerequisite: At least the minimum score in the acceptable range of the TSI Assessment.
This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course carries institutional credit but will not transfer and will not be used to meet degree requirements.
- MATH 0303 INTERMEDIATE ALGEBRA (3-0) CREDIT 0**
Prerequisite: A grade of S or SA or SB or SC in Math 0302 or at least the minimum score in the acceptable range of the TSI Assessment.
A study of relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.
- MATH 1314# COLLEGE ALGEBRA (3-0) CREDIT 3 (020/090)**
Prerequisite: Meet TSI college-readiness standard for mathematics
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
- MATH 1316# PLANE TRIGONOMETRY (3-0) CREDIT 3 (020/090)**
Prerequisite: Meet TSI college-readiness standard for mathematics
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.
- MATH 1324# MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES (finite mathematics) (3-0) CREDIT 3 (020/090)**
Prerequisite: Meet TSI college-readiness standard for mathematics
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
- MATH 1325# CALCULUS FOR BUSINESS & SOCIAL SCIENCES (3-0) CREDIT 3 (090)**
Prerequisite: A grade of C or better in MATH 1314 or MATH 1324.
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.
- MATH 1332# CONTEMPORARY MATHEMATICS I (Math for Liberal Arts Majors I) (3-0) CREDIT 3 (020/090)**
Prerequisite: Meet TSI college-readiness standard for mathematics
Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

- MATH 1342# ELEMENTARY STATISTICAL METHODS (3-0) CREDIT 3 (020/090)**
Prerequisite: Meet TSI college-readiness standard for mathematics
 Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
- MATH 1350# FUNDAMENTALS OF MATHEMATICS I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314.
 Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.
- MATH 1351# FUNDAMENTALS OF MATHEMATICS II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314.
 Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.
- MATH 2312# PRECALCULUS (3-0) CREDIT 3 (020/090)**
Prerequisite: A grade of C or better in MATH 1314 or the equivalent preparation.
Recommend: A grade of C or better in MATH 1316.
(Offered in the spring semester. May be offered in the summer)
 In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.
- MATH 2320# DIFFERENTIAL EQUATIONS (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 2414.
 Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.
- MATH 2413# CALCULUS I (4-0) CREDIT 4 (020/090)**
Prerequisite: A grade of C or better in MATH 2312 or equivalent preparation (a score of 600 on the math portion of the SAT or a score of 29 on the math portion of ACT).
(Offered in the fall semester. May be offered in the summer)
 Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.
- MATH 2414# CALCULUS II (4-0) CREDIT 4**
Prerequisite: A grade of C or better in MATH 2413.
(Offered only in spring semester)
 Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

- MATH 2415# CALCULUS III (4-0) CREDIT 4**
Prerequisite: A grade of C or better in MATH 2414.
(Offered only in fall semester)
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's theorem, the Divergence theorem, and Stokes' theorem.
- MCHN 1343 MACHINE SHOP MATHEMATICS (3-0) CREDIT 3**
(Offered only in fall semester)
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.
- MLAB 2371 ADVANCED TOPICS IN CLINICAL LABORATORY SCIENCE I (3-0-0) CREDIT 3**
Prerequisite: Admission to Medical Laboratory Technology (MLT) program
This course is designed to introduce the student to advanced topics in a case study format to enhance critical thinking skills. The topics will present the role of the clinical laboratory in diagnosis and treatment of diseases of different organs/systems. The course will integrate the separate disciplines of the clinical laboratory sciences to allow the student to gain a broad perspective of laboratory medicine. Students will select and discuss the proper laboratory tests necessary to aid in the diagnosis and treatment of diseases of the upper and lower respiratory tracts, genitourinary tract, gastrointestinal tract, skin, and the central nervous system. The student will give two oral presentations of case studies and utilize computer application software, Internet research and email.
- MLAB 2372 ADVANCED TOPICS IN CLINICAL LABORATORY SCIENCE II (3-0-0) CREDIT 3**
Prerequisite: Admission to Medical Laboratory Technology (MLT) program
This course is designed to introduce the student to advanced topics in a case study format to enhance critical thinking skills. The topics will present the role of the clinical laboratory in diagnosis and treatment of diseases of different organs/systems. The course will integrate the separate disciplines of the clinical laboratory sciences to allow the student to gain a broad perspective of laboratory medicine. Students will select and discuss the proper laboratory tests necessary to aid in the diagnosis and treatment of diseases of the heart, liver, pancreas, endocrine system, and blood/bone marrow. The student will give two oral presentations of case studies and utilize computer application software, Internet research and email. Students will take an exit exam covering all of the MLAB courses.

- MLAB 2460 CLINICAL I-CLINICAL/MEDICAL LABORATORY TECHNICIAN (0-0-24)
CREDIT 4**
Prerequisite: Admission to Medical Laboratory Technology (MLT) program
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. Performance of procedures in phlebotomy, hematology, coagulation, urinalysis, immunology-serology, microbiology, clinical chemistry, and immunohematology in an affiliated medical laboratory facility. Areas stressed will be specimen collection and processing, quality control, preventive maintenance, laboratory safety, significance of abnormal results, and the utilization of Laboratory Information Systems.
- MLAB 2461 CLINICAL II-CLINICAL/MEDICAL LABORATORY TECHNICIAN (0-0-24)
CREDIT 4**
Prerequisite: Admission to Medical Laboratory Technology (MLT) program
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. Performance of procedures in phlebotomy, hematology, coagulation, urinalysis, immunology-serology, microbiology, clinical chemistry, and immunohematology in an affiliated medical laboratory facility. Areas stressed will be specimen collection and processing, quality control, preventive maintenance, laboratory safety, significance of abnormal results, and the utilization of Laboratory Information Systems.
- MRKG 1311 PRINCIPLES OF MARKETING (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading
(Offered only in fall semester)
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.
- MUAP 1203 FRESHMAN VIOLIN (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of violin playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1204 FRESHMAN VIOLIN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1203
This is a continuation of MUAP 1203. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 1207 FRESHMAN VIOLA (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of viola playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1208 FRESHMAN VIOLA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1207
This is a continuation of MUAP 1207. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1211 FRESHMAN CELLO (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of cello playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1212 FRESHMAN CELLO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1211
This is a continuation of MUAP 1211. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1213 FRESHMAN BASS (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of bass playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1214 FRESHMAN BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1213
This is a continuation of MUAP 1213. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 1215 FRESHMAN ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of electric bass playing. Topics studied will include the fundamentals of technique (posture, proper instrument holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 1216 FRESHMAN ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1215
This is a continuation of MUAP 1215. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 1219 FRESHMAN FLUTE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of flute playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1220 FRESHMAN FLUTE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1219
This is a continuation of MUAP 1219. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1223 FRESHMAN OBOE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of oboe playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed making, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1224 FRESHMAN OBOE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1223
This is a continuation of MUAP 1223. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 1227 FRESHMAN BASSOON (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of bassoon playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed making, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1228 FRESHMAN BASSOON (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1227
This is a continuation of MUAP 1227. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1231 FRESHMAN CLARINET (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of clarinet playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed selection, mouthpiece selection, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1232 FRESHMAN CLARINET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1231
This is a continuation of MUAP 1231. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1235 FRESHMAN SAXOPHONE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of saxophone playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed selection, mouthpiece selection, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1236 FRESHMAN SAXOPHONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1235
This is a continuation of MUAP 1235. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 1239 FRESHMAN TRUMPET (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of trumpet playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1240 FRESHMAN TRUMPET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1239
This is a continuation of MUAP 1239. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1243 FRESHMAN FRENCH HORN (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of French Horn playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1244 FRESHMAN FRENCH HORN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1243
This is a continuation of MUAP 1243. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1247 FRESHMAN TROMBONE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of trombone playing. Topics studied will include the fundamentals of technique (posture, breathing, positions, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 1248 FRESHMAN TROMBONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1247
This is a continuation of MUAP 1247. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1251 FRESHMAN BARITONE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of baritone playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1252 FRESHMAN BARITONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1251
This is a continuation of MUAP 1251. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1255 FRESHMAN TUBA (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of tuba playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1256 FRESHMAN TUBA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1255
This is a continuation of MUAP 1255. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 1259 FRESHMAN PERCUSSION (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of percussion playing. Topics studied will include the fundamentals of technique (posture, physical technique for a variety of percussion instruments, scales, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.

- MUAP 1260 FRESHMAN PERCUSSION (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1259
This is a continuation of MUAP 1259. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 1263 FRESHMAN GUITAR (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of classical guitar technique. Topics studied will include technique (posture, proper instrument holding, proper fingering for both hands, different positions on the fingerboard, scales, shifting), music repertoire from both the classical and popular styles, and stage performance skills. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 1264 FRESHMAN GUITAR (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1263
This is a continuation of MUAP 1263. Repertoire that requires more complex technical skills from several style periods will be studied. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 1267 FRESHMAN ORGAN (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair.
Students must have significant piano experience or written consent of the instructor to enroll in organ lessons. This course will teach fundamentals of organ playing. Topics studied will include the fundamentals of technique (posture, hand position, seating, pedal work), registration, music repertoire from the Baroque to present day, and performance skills. Students must have at least scales and three pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.
- MUAP 1268 FRESHMAN ORGAN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1267
This is a continuation of MUAP 1267. Repertoire will include compositions from eras different than those studied in MUAP 1267 and more complex technical skills. Students must have at least scales and three pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.

- MUAP 1271 FRESHMAN PIANO (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair.
Students may enroll in individual piano instruction after completing four semesters of Class Piano or with written consent of the instructor. This course will teach fundamental concepts in order to develop the playing ability of the student. Topics studied will include the fundamentals of technique (posture, hand position, seating, scales, etudes), memorization skills, music reading skills as needed, music representative of various periods in musical history, and stage performance skills. Students must have at least scales and three pieces prepared for their jury and perform one composition from memory on the departmental recital.
- MUAP 1272 FRESHMAN PIANO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1271
This is a continuation of MUAP 1271. Repertoire will include compositions from eras different than those studied in MUAP 1271 and more complex technical skills. Students must have at least scales and three additional pieces prepared for their jury and perform one composition from memory on the departmental recital. Two of these pieces must be memorized for their jury.
- MUAP 1283 FRESHMAN VOICE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach fundamental vocal concepts in order to develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian or Latin,) music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have three songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUAP 1284 FRESHMAN VOICE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1283
This course is a continuation of MUAP 1283. It will continue to develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian, Latin, German), music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have four songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUAP 2203 SOPHOMORE VIOLIN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1204
This is a continuation of MUAP 1204. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1204. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 2204 SOPHOMORE VIOLIN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2203
This is a continuation of MUAP 2203. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2203. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2207 SOPHOMORE VIOLA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1208
This is a continuation of MUAP 1208. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1208. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2208 SOPHOMORE VIOLA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2207
This is a continuation of MUAP 2207. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2207. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2211 SOPHOMORE CELLO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1212
This is a continuation of MUAP 1212. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1212. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2212 SOPHOMORE CELLO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2211
This is a continuation of MUAP 2205. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2205. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2213 SOPHOMORE BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1214
This is a continuation of MUAP 1214. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1214. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 2214 SOPHOMORE BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2213
This is a continuation of MUAP 2213. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2213. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2215 SOPHOMORE ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1216
This is a continuation of MUAP 1216. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1216. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 2216 SOPHOMORE ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2215
This is a continuation of MUAP 2215. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2215. Students must have scales and at least three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 2219 SOPHOMORE FLUTE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1220
This is a continuation of MUAP 1220. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1220. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2220 SOPHOMORE FLUTE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2219
This is a continuation of MUAP 2219. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2219. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2223 SOPHOMORE OBOE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1224
This is a continuation of MUAP 1224. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1224. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 2224 SOPHOMORE OBOE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2223
This is a continuation of MUAP 2223. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2223. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2227 SOPHOMORE BASSOON (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1228
This is a continuation of MUAP 1228. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1228. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2228 SOPHOMORE BASSOON (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2227
This is a continuation of MUAP 2227. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2227. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2231 SOPHOMORE CLARINET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1232
This is a continuation of MUAP 1232. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1232. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2232 SOPHOMORE CLARINET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2231
This is a continuation of MUAP 2231. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2231. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2235 SOPHOMORE SAXOPHONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1236
This is a continuation of MUAP 1236. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1236. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 2236 SOPHOMORE SAXOPHONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2235
This is a continuation of MUAP 2235. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2235. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2239 SOPHOMORE TRUMPET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1240
This is a continuation of MUAP 1240. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1240. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2240 SOPHOMORE TRUMPET (1-1) CREDIT 2**
Prerequisite: A grade of CC or higher in MUAP 2239
This is a continuation of MUAP 2239. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2239. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2243 SOPHOMORE FRENCH HORN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1244
This is a continuation of MUAP 1244. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1244. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2244 SOPHOMORE FRENCH HORN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2243
This is a continuation of MUAP 2243. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2243. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2247 SOPHOMORE TROMBONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1248
This is a continuation of MUAP 1248. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1248. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.

- MUAP 2248 SOPHOMORE TROMBONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2247
This is a continuation of MUAP 2247. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2247. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2251 SOPHOMORE BARITONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1252
This is a continuation of MUAP 1252. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1252. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2252 SOPHOMORE BARITONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2251
This is a continuation of MUAP 2251. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2251. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2255 SOPHOMORE TUBA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1256
This is a continuation of MUAP 1256. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1256. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2256 SOPHOMORE TUBA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2255
This is a continuation of MUAP 2255. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2255. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces. One piece or movement of a composition must be prepared with an accompanist.
- MUAP 2259 SOPHOMORE PERCUSSION (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1260
This is a continuation of MUAP 1260. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1260. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.

- MUAP 2260 SOPHOMORE PERCUSSION (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2259
This is a continuation of MUAP 2259. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2259. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 2263 SOPHOMORE GUITAR (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1264
This is a continuation of MUAP 1264. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1264. Students must have at least scales, 2 etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 2264 SOPHOMORE GUITAR (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2263
This is a continuation of MUAP 2263. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2263. Students must have at least scales, two etudes and three pieces prepared for their jury and perform one composition on the departmental recital. They must also have started three additional pieces.
- MUAP 2267 SOPHOMORE ORGAN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1268
This is a continuation of MUAP 1268. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1268. Students must have at least scales and three pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.
- MUAP 2268 SOPHOMORE ORGAN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2267
This is a continuation of MUAP 2267. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2267. Students must have at least scales and three pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.
- MUAP 2271 SOPHOMORE PIANO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1272
This is a continuation of MUAP 1272. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1272. Students must have at least scales and three pieces prepared for their jury and perform one composition from memory on the departmental recital. Two of these pieces or movements of a composition must be memorized for the student's jury.

- MUAP 2272 SOPHOMORE PIANO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2271
 This is a continuation of MUAP 2271. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2271. Students must have at least scales and three pieces prepared for their jury and perform one composition from memory on the departmental recital. Two of these pieces or movements of a composition must be memorized for the student's jury.
- MUAP 2283 SOPHOMORE VOICE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1284
 This course is a continuation of MUAP 1284. It will further develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian, Latin, German, Spanish), music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have five songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUAP 2284 SOPHOMORE VOICE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2283
 This course is a continuation of MUAP 2283. It will further develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian, Latin, German, Spanish, French), music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have six songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUEN 1100 GUITAR ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
 The guitar ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of guitar ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.
- MUEN 1121 CONCERT BAND (0-3) CREDIT 1**
 The music department offers two years of training in the reading and performing of music for the concert band and wind ensembles. The repertoire covers the finest materials from band music literature.
- MUEN 1123 JAZZ ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
 The music department offers this course to train musicians in the styles of popular music which include Dixieland, swing, and various styles of jazz to contemporary form. The course includes training in improvisation.
- MUEN 1131 MEGA-SAX JAZZ ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
 The mega-sax ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of saxophone ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.

- MUEN 1133 PERCUSSION ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The percussion ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of percussion ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.
- MUEN 1135 BRASS ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The brass ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of brass ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.
- MUEN 1137 MARIACHI DE VICTORIA (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
Participation in the Mariachi de Victoria is open to all students who like to perform a variety of traditional instrumental and vocal mariachi music. Performances include concerts in and around Victoria.
- MUEN 1139 JAZZ COMBO (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
This course is available to both majors and non-majors who possess a desire to rehearse and perform outstanding jazz combo repertoire with musical understanding and artistic intent. Students will also focus on the nuances of playing in a small ensemble setting including listening, communicating, and improvisation. This course will also offer students a better understanding of jazz history and jazz theory.
- MUEN 1141 COLLEGE CHOIR (0-3) CREDIT 1**
Participation in the College Concert Choir is open to all students who like to sing a variety of musical styles and improve their choral techniques. Performances include concerts in and around Victoria, may include a musical, and may include a concert with the Victoria Symphony Orchestra.
- MUEN 1151 CHORALIERS (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
This course is a select group of voices chosen for additional musical performance and training, including trio and quartet work as well as ensemble. Repertoire includes madrigals and light popular works.
- MUEN 1231 COMMERCIAL MUSIC ENSEMBLE (1-3) CREDIT 2**
Prerequisite: Written permission of the instructor.
Students will be participating in a small commercial music ensemble concentrating on commercial music performance styles. Emphasis is placed on learning a wide variety of popular music styles heard on radio, television, soundtracks, and Web-based music distribution systems. This course involves the rehearsal and performance of contemporary pop and commercial styles, including rock, jazz, rhythm and blues, soul, folk, urban styles, country, and world beat. Guitarists, bassists, keyboardists, and drummers learn all the grooves, from Latin to country and rock, and become fluent in commercial notation systems, while sharpening their improvisational skills. Vocalists learn songs in a variety of genres and work as both lead and background singers. All of our musicians are part of a live band, with multiple performances a semester.

- MUSI 1116# SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: Texas Success Initiative complete in Reading
Corequisite: MUSI 1311
(Offered only in fall semester)
 This course is designed to improve the sight singing and ear training skills of music majors using drills to develop aural awareness. Melodic, harmonic, and rhythmic dictation are emphasized.
- MUSI 1117# SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: A grade of D or better in MUSI 1116
Corequisite: MUSI 1312
(Offered only in spring semester)
 This course is a continuation of MUSI 1116 designed to improve the sight singing and ear training skills of music majors using drills to develop aural awareness. Melodic, harmonic, and rhythmic dictation are emphasized.
- MUSI 1159-2159# MUSICAL THEATER (0-5) CREDIT 1 EACH**
 This course is the study and performance of works from the musical theater repertoire.
- MUSI 1166-1167# CLASS WOODWIND (1-1) CREDIT 1 EACH**
Prerequisite for 1167: A grade of C or higher in MUSI 1166
 This course is designed to help students develop knowledge of woodwind techniques, pedagogy, and literature for use as future teachers and as conductors of ensembles. Students will also develop a beginner's level playing proficiency on these woodwind instruments and become familiar with the traits, resources, and idiomatic concerns associated with teaching woodwind instruments. Students will learn to play clarinet, flute, oboe, bassoon, and saxophone. If a student has high school experience playing any of the mentioned instruments, then another instrument should be substituted.
- MUSI 1168-2168# CLASS BRASS (1-1) CREDIT 1 EACH**
Prerequisite for 2168: A grade of C or better in MUSI 1168
 This course is designed to help students develop knowledge of brass techniques, pedagogy, and literature for their use as future teachers and as conductors of ensembles. Students will also develop a beginner's level playing proficiency on these brass instruments and become familiar with the traits, resources, and idiomatic concerns associated with teaching brass instruments. Students will learn to play trumpet, horn, and trombone and also become familiar with the tuba and baritone. If a student has high school experience playing trumpet, horn, or trombone, then baritone or tuba should be substituted for that instrument.
- MUSI 1181# CLASS PIANO (1-1) CREDIT 1**
Co-enrollment or completion of MUSI 1311 with a grade of D or better
(Typically offered only in fall semester)
 Class Piano 1181 is designed for beginning piano students. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.

- MUSI 1182# CLASS PIANO (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 1181
(Typically offered only in spring semester)
 Class Piano 1182 is a continuation of MUSI 1181. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 1183# CLASS VOICE (1-1) CREDIT 1**
 Class Voice is a course designed for students who are beginning vocal studies. Students will receive both group and individual instruction. Students will learn techniques of proper posture, breathing, resonance, and diction. Students will also be introduced to basic vocal literature and prepare vocal selections for performance. Students will be encouraged to attend recitals and choral concerts to observe and evaluate other singers. Students may also work with each other on projects and other assignments.
- MUSI 1184# CLASS VOICE (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 1183
 Class Voice is a course designed for students who are beginning vocal studies. Students will receive both group and individual instruction. Students will learn techniques of proper posture, breathing, resonance, and diction. Students will also be introduced to basic vocal literature and prepare vocal selections for performance. Students will be encouraged to attend recitals and choral concerts to observe and evaluate other singers. Students may also work with each other on projects and other assignments.
- MUSI 1188-2188# CLASS PERCUSSION (1-1) CREDIT 1 EACH**
Prerequisite for 2188: A grade of C or better in MUSI 1188
 This course is designed to help students develop knowledge of percussion techniques, pedagogy, and literature for their use as future teachers and as conductors of ensembles. Students will also develop a beginner's level playing proficiency on these percussion instruments and become familiar with the traits, resources, and idiomatic concerns associated with teaching percussion instruments. Students will learn to play snare drum, bass drum, drum set, hand drums, cymbals, mallet keyboards, timpani, and orchestral accessories.
- MUSI 1190-2190# CLASS STRING (1-1) CREDIT 1 EACH**
Prerequisite for MUSI 2190: A grade of C or better in MUSI 1190
 Class String 1190 is designed for beginning string instrument (violin, viola, violoncello, and string bass) students. Learning will take place primarily in class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class. Students will learn the basics of proper playing posture, technique, tuning, and note reading.
- MUSI 1192-1193# CLASS GUITAR (1-1) CREDIT 1 EACH**
Prerequisite for MUSI 1193: A grade of C or better in MUSI 1192
 Class Guitar is designed for beginning guitar studies. Learning will take place primarily in class. This is a self-paced, hands-on class. New concepts are introduced through demonstration and reinforced with group playing. Students must also reinforce these concepts with practice outside of class. Students will learn the basics of proper playing posture, classical guitar technique, tuning, note reading, and chord playing. In addition, students will learn to improvise, and play in an ensemble.

- MUSI 1304# FOUNDATIONS OF MUSIC (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is designed for the non-music major who may wish to elect it, and for the music major or minor who may desire a review of music materials. It is a study of the basic fundamentals of music with an introduction to melody, rhythm and harmony through written work and playing the recorder. This course does not count toward a degree in music.
- MUSI 1306# MUSIC APPRECIATION (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is a musical survey for non-music majors. Emphasis is placed upon the basic elements of music and learning to listen to large-scale works, stylistic differences between composers, and historical changes through the various genres of music from the Middle Ages to the present. This course does not count towards a degree in music.
- MUSI 1308# MUSIC LITERATURE I (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in spring semesters of odd years)
 This course is a musical survey of the literature, history, forms, and development of music from Ancient Times to 1770.
- MUSI 1309# MUSIC LITERATURE II (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
(Offered only in spring semesters of even years)
 This course continues the survey of the literature, history, forms, and development of music from 1770 to the present.
- MUSI 1310# AMERICAN MUSIC (3-0) CREDIT 3 (050/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is a musical survey for non-music majors to become familiar with the major developments in American popular music from the 1900s through the present. Students will be able to identify listening examples by form, period, and composer, as well as becoming familiar with the cultural environment in which the music was composed.
- MUSI 1311# MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading. Ability to read notes on the treble and bass staves; ability to read and count basic rhythms in 2/4, 3/4, and 4/4 using whole notes, dotted half notes, half notes, dotted quarter notes, quarter notes, eighth notes, dotted eighth notes, and sixteenth notes. A study guide is available from the department.
Corequisite: MUSI 1116
(Offered only in fall semester)
 Music Theory is a basic study of the material of counterpoint and harmony. The study is made through listening and observation of the literature. Lessons in application include activities in keyboard, composition, and analysis.
- MUSI 1312# MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: A grade of D or better in MUSI 1311
Corequisite: MUSI 1117
(Offered only in spring semester)
 Music Theory II is a continuation of MUSI 1311, a basic study of the material of counterpoint and harmony. The study is made through listening and observation of the literature. Lessons in application include activities in keyboard, composition, and analysis.

- MUSI 2116#** **ADVANCED SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: A grade of D or better in MUSI 1117
Corequisite: MUSI 2311
(Offered only in fall semester)
A continuation of MUSI 1117, the sight singing portion includes singing of modulating melodies, and contrapuntal examples. More complex melodic, harmonic, and rhythmic dictation will be covered.
- MUSI 2117#** **ADVANCED SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: A grade of D or better in MUSI 2116
Corequisite: MUSI 2312
(Offered only in spring semester)
A continuation of MUSI 2116, the sight singing portion includes singing of non-tonal melodies and contrapuntal examples. More complex melodic, harmonic, and rhythmic dictation will be covered.
- MUSI 2181#** **CLASS PIANO (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 1182
(Offered only in fall semester)
Class piano 2181 is a continuation of MUSI 1182. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 2182#** **CLASS PIANO (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 2181
(Offered only in spring semester)
Class piano 2182 is a continuation of MUSI 1182. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 2192-2193#** **CLASS GUITAR (1-1) CREDIT 1 EACH**
Prerequisite for MUSI 2192: A grade of C or better in MUSI 1193
Prerequisite for MUSI 2193: A grade of C or better in MUSI 2192
Class Guitar is designed for beginning guitar studies. Learning will take place primarily in class. This is a self-paced, hands-on class. New concepts are introduced through demonstration and reinforced with group playing. Students must also reinforce these concepts with practice outside of class. Students will learn the basics of proper playing posture, classical guitar technique, tuning, note reading, and chord playing. In addition, students will learn to improvise and play in an ensemble.
- MUSI 2311#** **ADVANCED MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: A grade of D or better in MUSI 1312
Corequisite: MUSI 2116
(Offered only in fall semester)
Advanced Music Theory is a continuation of the comprehensive approach used in MUSI 1312, with an emphasis upon traditional forms and harmony.
- MUSI 2312#** **ADVANCED MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: A grade of D or better in MUSI 2311
Corequisite: MUSI 2117
(Offered only in spring semester)
Advanced Music Theory is a continuation of the comprehensive approach used in MUSI 2311, with an emphasis upon traditional forms and harmony using altered chords. There is also an introduction to 20th century materials.

- PHED 1103 AEROBIC FITNESS (0-3) CREDIT 1**
The study and practice of physiological principles related to training programs for the development of flexibility, muscular strength, muscular endurance, cardiorespiratory endurance, and body composition.
- PHED 1104 SOCIAL DANCE (0-3) CREDIT 1**
Social dance is a course designed to teach the student the fundamentals of a variety of dance styles including traditional ballroom (foxtrot, waltz, tango, swing), country/western (2 step, waltz, swing, polka), and Latin (merengue, rumba, cha cha, salsa). The course stresses good form, individual techniques, and performance. The emphasis of the course is on learning the techniques of the basic moves in the different dance rhythms. Check with the Physical Education department to see which style will be offered.
- PHED 1105 BASKETBALL (0-3) CREDIT 1**
An activity course with emphasis on basic individual fundamental skills and strategies of basketball. Course will include instruction in: 1 on 1, 2 on 2, 3 on 3, and 5 on 5. Also included are group drills with emphasis on balance, agility, and conditioning that will enhance basketball success.
- PHED 1106 BOWLING (0-3) CREDIT 1**
An activity course with emphasis on basic individual bowling skills and strategy. Instruction includes lecture, demonstration, individual drills, and intraclass competition. Also included is an overview of bowling history, scoring, etiquette, rules, terminology, and equipment.
- PHED 1107 FITNESS WALKING (0-3) CREDIT 1**
An exercise program developed to assist students of any age, sex, background, and skill level to acquire the knowledge, skills, and attitudes necessary for participation in a fitness walking program.
- PHED 1108 GOLF (0-3) CREDIT 1**
An activity course with emphasis on learning and developing the basic skills and techniques of golf through lectures, demonstrations, individual/group practices, and on-course application. Also included is an overview of golf history, etiquette, rules, terminology, and equipment.
- PHED 1109 JAZZ DANCE (0-3) CREDIT 1**
This is an introductory course geared towards those with little or no jazz dance experience. Students will learn the fundamentals of jazz dance techniques through warm-ups, center, and across the floor combinations in various styles. Students will also learn anatomical terms, jazz dance history, and jazz dance vocabulary. Students are expected to attend class with an open mind and a willingness to actively participate each and every day.
- PHED 1110 SELF DEFENSE (0-3) CREDIT 1**
This course is an introduction to the fundamentals of several aspects of the "martial arts" including karate, kungfu, judo, jiu-jitsu, and aikido. There will be focus and emphasis on Karate and Judo. While class time will be focused on learning a karate form, time and attention will be spent on practical application. There will be some limited physical contact between all participants in this class.

- PHED 1111 TENNIS (0-3) CREDIT 1**
An activity course with emphasis on learning the basic skills and strategy of tennis through lectures, demonstrations of skills, individual/group practice drills, and intraclass competition. Also included is an overview of tennis history, scoring procedures, etiquette, rules, terminology, and equipment.
- PHED 1112 VOLLEYBALL (0-3) CREDIT 1**
An activity course with emphasis on the basic individual physical skills and strategy of volleyball. Instruction includes lecture, demonstration, individual and group drills, aerobic activities, and intraclass competition. Also included is an overview of volleyball history, scoring and officiating, etiquette, rules, terminology, and equipment use in volleyball.
- PHED 1114 WEIGHT TRAINING (0-3) CREDIT 1**
A physical fitness course designed to develop muscular strength and endurance through weight lifting. Free weights, universal multi-station and Badger Magnum machines will be used. Some aerobic activities will be included.
- PHED 1115 PHYSICAL FITNESS / WEIGHT TRAINING & CONDITIONING (0-3) CREDIT 1**
A fitness course specifically designed to study and practice physiological principles related to overall development of health-related fitness components. This course will concentrate on assisting students with individually designing a unique aerobic, weight training, and weight management program to meet each student's goals and objectives.
- PHED 1116 YOGA (0-3) CREDIT 1**
Power Yoga integrates body and mind for total performance, and is therefore an effective means of achieving body/mind health. Stretching and deep breathing techniques for flexibility, stress reduction and relaxation, plus a variety of strength, endurance and cardiovascular training techniques using music to enhance the experience will be the focus of this class. Power Yoga is appropriate for all ages and all fitness levels to achieve and maintain overall health and fitness.
- PHED 1117 ARCHERY (0-3) CREDIT 1**
Archery is an activity course with emphasis on basic individual archery skills and strategy. Instruction includes lecture, demonstration, individual drills, and intraclass competition. Also included is an overview of archery history, equipment, etiquette, rules, and terminology.
- PHED 1119 GROUP PHYSICAL FITNESS/WEIGHT TRAINING & CONDITIONING (0-3) CREDIT 1**
A group fitness barbell weight course specifically designed to study and practice physiological principles related to overall development of health-related fitness components. This course will concentrate on assisting students with individually designing a unique weight training, aerobic, and weight management program to meet each student's goals and objectives.
- This course will utilize BODYPUMP exercise workouts that will strengthen the entire body & challenge all major muscle groups. Choreographed workouts to inspiring music motivate students to reach their health-related fitness goals. Students will also participate in a variety of cardiovascular workouts, including fitness walking, jogging, circuits, etc.

- PHED 1120 PILATES (0-3) CREDIT 1**
A physical fitness class designed to develop muscular strength and endurance through the methodology developed by Joseph Pilates. A variety of tools and methods will be used to achieve stated goals. Aerobic activity will also be incorporated into the class.
- PHED 1121 SWIM CONDITIONING (0-3) CREDIT 1**
This course is designed to teach and apply the principles of lifetime physical fitness, utilizing the five major components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility, and body composition. This course covers the mechanics of a variety of strokes, training methods, training principles, safety, with swim techniques that maximize fitness gains and minimize injuries.
- PHED 1122 ADVANCED BASKETBALL (0-3) CREDIT 1**
An advanced activity class with emphasis on learning the advanced skills and strategy of basketball through lectures, demonstration of skills, individual/group practice drills, and competition. Also included is training on strategic game play and conditioning for basketball.
- PHED 1123 ADVANCED VOLLEYBALL (0-3) CREDIT 1**
An advanced activity class with emphasis on learning the advanced skills and strategy of volleyball through lectures, demonstrations of skills, individual/group practices drills, and competition. Also included is training on strategic game play and conditioning for volleyball.
- PHED 1124 DANCE PERFORMANCE (0-3) CREDIT 1**
Students must receive approval from the instructor to enroll in this class. This is an advanced activity course geared towards those with advanced level of dance experience. Students will learn various advanced techniques and styles of dancing (ballet, hip hop, jazz, and modern) in preparation for dance team performances throughout the semester. Students will focus on flexibility, conditioning, turns, jumps, and leaps. Students will also learn choreography, anatomical terms, dance theory, history, and vocabulary.
- PHED 1125 LIFE GUARDING (0-3) CREDIT 1**
Corequisites:
1. **Swim 300 yards continuously, using these strokes in the following order:**
 - **100 yards of front crawl using rhythmic breathing and a stabilizing, propellant kick**
 - **100 yards of breaststroke using a pull, breathe, kick and glide sequence.**
 - **100 yards of either the front crawl or breaststroke. The 100 yards may be a combination of crawl and breaststroke.**
 2. **Starting in the water, swim 20 yards using front crawl or breaststroke, surface dive 7-10 feet, retrieve a 10 pound object, return to the surface, swim 20 yards back to the starting point with the object, and exit the water without using a ladder or steps, all within 1 minute, 40 seconds.**
- This course is designed to provide the student with the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities will prepare the student to recognize and respond quickly and effectively to emergencies and prevent drowning and injuries.

- PHED 1308 SPORTS OFFICIATING I (3-0) CREDIT 3**
This course is designed to provide the student with the knowledge and expertise necessary to officiate intramural, junior high, and high school volleyball and basketball. The classroom component of this course will involve a thorough study of the volleyball and basketball rule books along with the psychology of officiating. The oncourt component of this course will develop the proper mechanics of officiating volleyball and basketball. This class will require the student to participate in oncourt activity relating to both volleyball and basketball.
- PHIL 1301# INTRODUCTION TO PHILOSOPHY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.
- PHIL 2306# INTRODUCTION TO ETHICS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.
- PHIL 2321# PHILOSOPHY OF RELIGION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.
- PHYS 1315# PHYSICAL SCIENCE I (3-0) CREDIT 3 (030/090)**
Prerequisite: Texas Success Initiative complete in Reading and Math.
(Offered only in fall semester)
A course in physical science for non-science majors. The course examines the nature of scientific inquiry and how science and technology affect our lives. Students will have the opportunity to practice critical thinking skills and decision-making as they examine issues in science. Topics from: physics, chemistry, geology, astronomy, meteorology and life processes.
- PHYS 1401# GENERAL COLLEGE PHYSICS I (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of C or better in MATH 1314 – College Algebra AND MATH 1316 – Plane Trigonometry OR MATH 2312/2412 – Pre-Calculus
(Offered only in fall semester)
This course is the first of a two-semester sequence which is a study of the basic laws and principles of physics and includes topics of mechanics, heat, vibrations, wave motion, and sound. Emphasis is on solutions to physics problems; a knowledge of algebra, geometry, and basic trigonometry is essential.
- PHYS 1402# GENERAL COLLEGE PHYSICS II (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of C or better in PHYS 1401
(Offered only in spring semester)
This course is the second course in a two semester sequence which is a study of the basic laws and principles of physics and includes the topics of electricity, magnetism, and light. Emphasis is on solutions to physics problems; a knowledge of algebra, geometry, and trigonometry is essential.

- PHYS 1410** **ELEMENTARY PHYSICS (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of C or better in MATH 1332, MATH 1314 or high school Algebra II
 This course is intended for liberal arts and other non-science majors who require a one-semester course with a laboratory component. The course is a study of the basic laws of physics and includes topics of mechanics, heat, vibrations, wave motion, and sound. Emphasis is on solutions to physics problems; a knowledge of algebra is essential.
- PHYS 2425#** **MECHANICS, WAVE MOTION, AND HEAT FOR SCIENCE MAJORS (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of C or better in MATH 2413 and registration in MATH 2414 and Texas Success Initiative complete in Reading and Math. Contact the instructor should you have any questions.
(Offered only in fall semester)
 A study of the laws of motion including linear and projectile motion, circular motion, rotational motion, and gravity. The relationship of energy and matter is also discussed through the study of heat and wave motions including sound. This course is designed for students majoring in physics, chemistry, or engineering.
- PHYS 2426#** **ELECTRICITY, MAGNETISM, AND LIGHT FOR SCIENCE MAJORS (3-3) CREDIT 4 (030/090)**
Prerequisite: A grade of C or better in MATH 2414 and a C or better in PHYS 2425
(Offered only in spring semester)
 A study of electricity including laws governing static and dynamic charges. A study of simple electric circuits is also included. A study of the laws governing magnetism and the relationship with electrically charged particles. Properties of electromagnetic waves and light are also developed, including a study of properties of lenses. This course is designed for students majoring in physics, chemistry, or engineering.
- POFI 1204** **COMPUTER FUNDAMENTALS (1-2) CREDIT 2**
Prerequisite: Familiarity with the PC. Note: No credit given if student has already taken COSC 1301 or BCIS 1305.
 Computer applications specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 1349** **SPREADSHEETS (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
(Offered only in fall semester)
 Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 2331** **DESKTOP PUBLISHING (2-2) CREDIT 3**
Prerequisite: A grade of C or better in POFI 2301 OR POFT 1328
(Offered only in spring semester)
 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.

- POFM 2310 INTERMEDIATE MEDICAL CODING (3-0) CREDIT 3**
Prerequisite: A grade of C or better in POFM 1300 or instructor approval
(Offered only in fall semester)
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.
- POFT 1319 RECORDS & INFORMATION MANAGEMENT I (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
(Offered only in spring semester)
Introduction to basic records information management filing systems including manual and electronic filing.
- POFT 1328 BUSINESS PRESENTATIONS (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
(Offered only in fall semester)
Skill development in planning and conducting business presentations including communication and media skills. This course is designed to be repeated multiple times to improve student proficiency.
- POFT 2321 MACHINE TRANSCRIPTION (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
(Offered only in fall semester)
Production of mailable documents using transcription techniques.
- POFT 2331 ADMINISTRATIVE SYSTEMS (2-2) CREDIT 3**
Prerequisite: Curriculum Coordinator approval
(Offered only in spring semester)
Advanced concepts of project management and office procedures integrating software applications.
- PSYC 2301# GENERAL PSYCHOLOGY (3-0) CREDIT 3 (080/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.
- PSYC 2308 CHILD PSYCHOLOGY (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social, and personality changes. Students will examine the interplay of biological factors, human interaction, social structures, and cultural forces in development.
- PSYC 2314# LIFESPAN GROWTH AND DEVELOPMENT (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301.
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.
- PSYC 2315# PSYCHOLOGY OF ADJUSTMENT (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301.
Study of the processes involved in adjustment of individuals to their personal and social environments.

- PSYC 2319# SOCIAL PSYCHOLOGY (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301.
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.
- PTAC 1302 INTRO TO PROCESS TECHNOLOGY (3-1) CREDIT 3**
An introduction overview of the various processing industries. This is a survey of all process technology courses in the program. Topics include the roles, responsibilities, and work environment of a process technician; basic processes, equipment and systems; safety, environmental, and quality concepts.
- PTAC 1308 SAFETY, HEALTH AND ENVIRONMENT I (3-1) CREDIT 3**
(Offered only in fall semester)
An overview of safety, health, and environmental issues in the performance of all job tasks. Topics include components of a typical plant safety and environmental program; the role of a process technician in relation to safety, health, and environment; and safety, health, and environmental equipment uses.
- PTAC 1354 INDUSTRIAL PROCESSES (3-1) CREDIT 3**
Prerequisite: A grade of C or better in PTAC 1410 and 1432 or Instructor approval
(Offered only in spring semester)
The study of the common types of industrial processes.
- PTAC 1410 PROCESS TECHNOLOGY I - EQUIPMENT (3-2) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 1302 or Instructor approval
(Offered only in spring semester)
Introduction to the use of common process equipment. Topics include process equipment components, terminology to describe components of process equipment, basic functions of process equipment, and the scientific principles associated with process equipment.
- PTAC 1432 PROCESS INSTRUMENTATION I (3-2) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 1302 or Instructor approval
(Offered only in spring semester)
Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting.
- PTAC 2314 PRINCIPLES OF QUALITY (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math
(Offered only in fall semester)
Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement.
- PTAC 2348 SAFETY, HEALTH AND ENVIRONMENT II (3-0) CREDIT 3**
Prerequisite: PTAC 1308 or Instructor Approval
(Offered only in spring semester)
Continued instruction in the application of concepts presented in Safety, Health, and Environment I. Emphasis on emergency response concepts. Topics include demonstration of appropriate response to emergency situations; recognition of hazardous situations for personnel, environment, and community; and application of team skills in response to emergency situations.

- PTAC 2420** **PROCESS TECHNOLOGY II – SYSTEMS (3-3) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 1410 and 1432 or Instructor approval
(Offered only in fall semester)
A study of the various process systems, including related scientific principles. Topics included the purpose, function and operation of common process systems, such as distillation, reaction systems, heat exchanger, cooling towers, and steam generation.
- PTAC 2438** **PROCESS TECHNOLOGY III – OPERATIONS (3-3) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 2420 or Instructor approval
(Offered only in spring semester)
This course emphasizes activities associated with the hands-on operation of process equipment. Students write and follow procedures and operate actual equipment.
- PTAC 2446** **PROCESS TROUBLESHOOTING (3-3) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 2420 or Instructor approval
(Offered only in spring semester)
Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning.
- PTHA 1201** **THE PROFESSION OF PHYSICAL THERAPY (2-0-0) CREDIT 2**
Prerequisite: Admission to the PTA Program
(Offered only in fall semester)
Introduction to the profession of physical therapy and the role of the physical therapist assistant. This course provides general information regarding the field of physical therapy (P.T.) to those persons who have been admitted into the program or who have an interest in the profession of P.T. The course focuses on the history and development of the profession, its relationship to the health care delivery system in the United States, the settings utilized in the delivery of therapy, and an exploration of the roles and functions of the workers in the field and their part on the healthcare team. The development of the professional organization (American Physical Therapy Association) and its purpose are presented as well as the general ethical, legal principles, and state laws relating to the delivery of physical therapy.
- PTHA 1262** **CLINICAL – PHYSICAL THERAPIST ASSISTANT (0-0-10) CREDIT 2**
Prerequisite: Admission to the PTA Program
(Offered only in fall semester)
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 for approximately 20 hours a week for a total of 128 hours in the semester. This course provides the third semester Physical Therapist Assistant (PTA) student with supervised application of previously learned techniques and skills in the rehabilitation of patients. The focus is on safe, legal, ethical, and effective use of physical therapy interventions. This course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the healthcare field. Supervision of the student from beginning to intermediate level is provided by the staff of the affiliating institution and is coordinated by the college faculty. This course is the second of three Clinical Practice courses in the PTA Program.

- PTHA 1305** **BASIC PATIENT CARE SKILLS (2-4-0) CREDIT 3**
Prerequisites: Admission to the PTA Program
(Offered only in fall semester)
This course covers the application of basic patient handling, functional skills, communication, and selected data collection techniques. It provides the future Physical Therapist Assistant (PTA) with an exposure to the duties that relate to the PTA scope of practice to include the principles and techniques of basic gait training with assistive devices, universal precautions, treatment preparation, client positioning, and clinic maintenance. The course also fosters the development of communication skills and interpersonal relationships with clients and colleagues in the health care field.
- PTHA 1321** **PATHOPHYSIOLOGY FOR THE PTA (3-0-0) CREDIT 3**
Prerequisites: Admission to the PTA Program
(Offered only in fall semester)
The study of the pathophysiology of diseases/conditions commonly encountered in physical therapy. This course focuses on the etiology and characteristics of diseases of the body's systems as they relate to physical therapy and includes a consideration of the general principles of tissue injury, inflammation, and healing.
- PTHA 1413** **FUNCTIONAL ANATOMY (3-3-0) CREDIT 4**
Prerequisites: Admission to the PTA Program
(Offered only in fall semester)
This course introduces the student Physical Therapist Assistant to the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. It also discusses the relationship between physical laws and the biomechanical principles of joint motion as well as the concepts of normal posture and human locomotion contrasted with obvious posture and gait deviations.
- PTHA 1431** **PHYSICAL AGENTS (2-6-0) CREDIT 4**
Prerequisites: Admission to the PTA Program
(Offered only in spring semester)
The biophysical principles, physiological effects, intervention efficacy, and application of physical agents. It explores the use of thermal and athermal agents, mechanical traction, electrotherapy and electromagnetic modalities, as well as vasopneumatic compression. Students continue to use medical terms, charting skills, and role play to foster patient and family teaching as well as a deepening of self-awareness of communication skills and professionalism.
- PTHA 2201** **ESSENTIALS OF DATA COLLECTION (1-4-0) CREDIT 2**
Prerequisites: Admission to the PTA Program
(Offered only in fall semester)
The study of data collection techniques used to prepare the physical therapist assistant to assist in patient/client management. The student will perform data collection and measurement techniques specific to physical therapy and within the scope of practice of a physical therapist assistant. The student will utilize critical thinking skills to apply the data collected to decision making and problem solving related to patient management established by a physical therapist in the plan of care. Students continue to use medical terms, charting skills, and role play to foster patient and family teaching as well as communication skills and professionalism.

- PTHA 2339 PROFESSIONAL ISSUES (3-0-0) CREDIT 3**
Prerequisites: Admission to the PTA Program
(Offered only in spring semester)
A capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice and which prepares the student for transition into the workforce. This course provides future physical therapist assistants with the principles of organization, management, supervision, productivity levels and performance evaluations. Other topics include: the legal and ethical aspects of physical therapist assistants' occupation as described in the state board and national association regulations and standards; federal, state and private insurance regulation; professional liability insurance; job hunting skills; and the discussion of issues in the medical field as they impact physical therapy.
- PTHA 2409 THERAPEUTIC EXERCISE (2-6-0) CREDIT 4**
Prerequisites: Admission to the PTA Program
(Offered only in spring semester)
An advanced course integrating previously learned and new skills/techniques and focusing on concepts, principles, and application of techniques related to therapeutic exercise and functional training. This course provides the student with a kinesiology based approach to the clinical applications used in the treatment and rehabilitation of the client with musculoskeletal and related diagnoses. An additional focus is on safe, legal, ethical, and appropriate use of therapeutic exercise. Physiological and therapeutic effects as well as indications and contraindications of exercise will be included. This course fosters the development of communication skills, interpersonal relationships, and professionalism required for the health care field. It also requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions.
- PTHA 2435 REHABILITATION TECHNIQUES (2-4-0) CREDIT 4**
Prerequisites: Admission to the PTA Program
(Offered only in spring semester)
Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders. Students continue to use medical terms, charting skills, and role play to foster patient and family teaching as well as communication skills and professionalism.
- PTHA 2531 MANAGEMENT OF NEUROLOGICAL DISORDERS (3-6-0) CREDIT 5**
Prerequisites: Admission to the PTA Program
(Offered only in fall semester)
Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.. This course deals with the principles and clinical application of the functional activities and rehabilitation procedures relating to the management of therapy clients with neurological diagnoses. The course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the health care field. It requires a high level of critical thinking related to implementing and modifying physical therapy interventions.

- PTHA 2663 CLINICAL – PHYSICAL THERAPIST ASSISTANT (0-0-30) CREDIT 6**
Prerequisites: Admission to the PTA Program
(Offered only in spring semester)
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 for approximately 40 hours a week for a total of 480 hours in the semester. This course provides the fourth and final semester Physical Therapist Assistant (PTA) student with supervised application of previously learned techniques and skills in the rehabilitation of patients. The focus is on safe, legal, ethical, and effective use of physical therapy interventions. Supervision of the student begins at the intermediate level and progresses to entry level upon completion. Supervision is provided by the staff of the affiliating institution and is coordinated by the college faculty. This course is the second of three clinical practice courses in the PTA Program. This course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the healthcare field.
- READ 0301 SEE INRW 0301**
- RNSG 1219 INTEGRATED NURSING SKILLS I (1-3-0) CREDIT 2**
Prerequisite: Admission to the ADN Program.
Study of the concepts and principles necessary to perform basic nursing skills for care of diverse clients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach.
- RNSG 1260 CLINICAL I - REGISTERED NURSING/REGISTERED NURSE (0-0-10) CREDIT 2**
Prerequisite: Admission to the ADN Program.
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 1423 is applied to clients throughout the life span in a variety of health care settings in this course. Basic critical thinking skills are utilized to implement the nursing process for clients receiving direct nursing care.
- RNSG 1261 CLINICAL TRANSITION-REGISTERED NURSING/REGISTERED NURSE (0-0-6) CREDIT 2**
Prerequisite: Admission to the ADN Program.
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 1327 is applied to clients throughout the life span in a variety of health care settings in this course.

- RNSG 1327 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING (3-0-0)
CREDIT 3**
Prerequisite: Admission to the ADN Program.
Transition to the roles of the professional nurse and application of the nursing process to diverse clients of all ages, including the child-bearing family. Content includes health promotion, expanded assessment, analysis of data, critical thinking skills, and systematic problem solving 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. Communication and critical thinking skills are emphasized. Legal and ethical aspects of vocational and professional nursing practice are compared. Mental health concepts are utilized in providing direct nursing care to all clients. Learning experiences take place in a variety of health care settings.
- RNSG 1423 INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED
PROGRAMS (4-0-0) CREDIT 4**
Prerequisite: Admission to the ADN Program.
Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of healthcare team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Communication as the basis of the nurse-client relationship is stressed. Applying the nursing process and simple nursing diagnoses to diverse clients of all ages including the child-bearing family is introduced. Promotion of health and prevention of illness is related to the teaching role of the nurse; this includes principles of nutrition and safety. In addition, concepts of mental health interventions for all clients are integrated in the course.
- RNSG 2461 CLINICAL II - REGISTERED NURSING/REGISTERED NURSE (0-0-12)
CREDIT 4**
Prerequisite: Admission and progression through the program of study
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 2504 is applied to clients throughout the life span in a variety of health care settings in this course.
- RNSG 2462 CLINICAL III - REGISTERED NURSING/REGISTERED NURSE (0-0-12)
CREDIT 4**
Prerequisite: Admission and progression through the program of study
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 2514 is applied to clients throughout the life span in a variety of health care settings in this course.

- RNSG 2463 CLINICAL IV - REGISTERED NURSING/REGISTERED NURSE (0-0-12) CREDIT 4**
Prerequisite: Admission and progression through the program of study
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 2535 is applied to clients throughout the life span in a variety of health care settings in this course.
- RNSG 2504 INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (5-0-0) CREDIT 5**
Prerequisite: Admission and progression through the program of study
Application of a systematic problem-solving process, critical thinking skills, and concepts to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems, and health problems and health issues relating to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. The role of the nurse as a teacher continues to be developed; student oral presentations are part of this course.
- RNSG 2514 INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTHCARE NEEDS (5- 0-0) CREDIT 5**
Prerequisite: Admission and progression through the program of study
Application of a systematic problem-solving process and critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems, and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Content includes the role of the professional nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Students develop and implement client teaching plans during this course.
- RNSG 2535 INTEGRATED PATIENT CARE MANAGEMENT (5-0-0) CREDIT 5**
Prerequisite: Admission and progression through the program of study
Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. The roles of coordinator of care and client advocate are emphasized. Student oral presentations are part of this course.

- RSPT 1141 RESPIRATORY HOME CARE/REHABILITATION (0-2) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
A study of home care/rehabilitation equipment, procedures, and patient education; emphasizes treatment of patients in a home care and alternative settings.
- RSPT 1163 CLINICAL III - RESPIRATORY THERAPY/THERAPIST (0-0-6) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
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.
- RSPT 1207 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (1-3) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
Anatomy and physiology of the cardiovascular and pulmonary systems. Students will prepare an abstract on a current topic related to the field of respiratory care using word processing, Internet research, and email.
- RSPT 1213 BASIC RESPIRATORY CARE PHARMACOLOGY (2-1) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
A study of basic pharmacological principles/practices of respiratory care drugs. Emphasis on classification, routes of administration, dosages/calculations, and physiological interaction.
- RSPT 1272 CLINICAL BLOOD GASES (2-1) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
A study of the diagnosis and management of clinical oxygenation and acid-base disturbances.
- RSPT 1335 CARDIOPULMONARY TESTING (2-4) CREDIT 3**
Prerequisite: Admission into the Respiratory Care Program
A study of pulmonary testing functions and cardiac dysrhythmias interpretation.
- RSPT 1429 RESPIRATORY CARE FUNDAMENTALS I (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
Introduction to respiratory care fundamentals. Calculations, with practice problems of cylinder contents, oxygen delivery, oxygen/air entrainment ratios, gas density, and the metric system will be included. The use of a microcomputer for application software is required.
- RSPT 1431 RESPIRATORY CARE FUNDAMENTALS II (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
Continued development of knowledge and skills for respiratory care. The use of a microcomputer for application software is required.
- RSPT 1460 CLINICAL I - RESPIRATORY THERAPY/THERAPIST I (0-0-14) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
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.

- RSPT 1461 CLINICAL II - RESPIRATORY THERAPY/THERAPIST (0-0-14) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
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.
- RSPT 2133 RESPIRATORY CARE CASE MANAGEMENT (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
Investigation, organization, and presentation of case studies. An oral presentation and written research paper is required using word processing, Internet research, e-mail, and multimedia software.
- RSPT 2135 PEDIATRIC ADVANCED LIFE SUPPORT (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
A comprehensive course designed to develop the skills for resuscitation of the infant and child. Includes strategies for preventing cardiopulmonary arrest and identification of high risk infants and children. May include certification.
- RSPT 2139 ADVANCED CARDIAC LIFE SUPPORT (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.
- RSPT 2147 SPECIALTIES IN RESPIRATORY CARE (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
Emerging and specialty practices in respiratory care. Oral presentations and written research papers are required using word processing, Internet research, email, and multimedia software.
- RSPT 2231 SIMULATIONS IN RESPIRATORY CARE (0-4) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. Students will be required to pass both the entry-level self-assessment examination and written registry and clinical simulation self-assessment examinations. The use of a microcomputer for application software is required.
- RSPT 2261 CLINICAL V - RESPIRATORY THERAPY/THERAPIST (0-0-12) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
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.
- RSPT 2310 CARDIOPULMONARY DISEASE (2-3) CREDIT 3**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. This course will emphasize the various obstructive lung diseases.

- RSPT 2353 NEONATAL/PEDIATRIC CARDIOPULMONARY CARE (2-4) CREDIT 3**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in spring semester)
A study of neonatal/pediatric cardiopulmonary care. The use of a microcomputer for application software is required.
- RSPT 2414 MECHANICAL VENTILATION (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support. The use of a microcomputer for application software is required.
- RSPT 2425 CARDIOPULMONARY DIAGNOSTICS (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments. Course will emphasize restrictive lung diseases, neuromuscular, and cardiac diseases. The use of a microcomputer for application software is required.
- RSPT 2460 CLINICAL IV - RESPIRATORY THERAPY/THERAPIST (0-0-12) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
(Offered only in fall semester)
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.
- SDEV 0301 LEARNING FRAMEWORKS (3-0) CREDIT 0**
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. EDUC 1300 (3 credits) may substitute for SDEV 0301.
- SOCI 1301# INTRODUCTION TO SOCIOLOGY (3-0) CREDIT 3 (080/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.
- SPAN 1300# BEGINNING SPANISH CONVERSATION I (3-0) CREDIT 3**
Basic practice in comprehension and production of the spoken language.

- SPAN 1411# BEGINNING SPANISH I (FOR BEGINNERS) (3-2) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
(Offered only in fall semester)
 Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.
- SPAN 1412# BEGINNING SPANISH II (3-2) CREDIT 4**
Prerequisite: A grade of D or better in SPAN 1411 or consent of instructor after departmental placement exam.
(Offered only in spring semester)
 Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.
- SPAN 2311# INTERMEDIATE SPANISH I (3-0) CREDIT 3**
Prerequisite: A grade of D or better in SPAN 1412 or consent of instructor after departmental placement exam.
 The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
- SPAN 2312# INTERMEDIATE SPANISH II (3-0) CREDIT 3**
Prerequisite: A grade of D or better in SPAN 2311 or consent of instructor after departmental placement exam.
 The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
- SPCH 1315# PUBLIC SPEAKING (3-0) CREDIT 3 (010/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Student participation and presentations may be videotaped for educational purposes.
- SPCH 1318# INTERPERSONAL COMMUNICATION (3-0) CREDIT 3 (010/090)**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. Student participation and presentations may be videotaped for educational purposes.
- SPCH 1321# BUSINESS AND PROFESSIONAL COMMUNICATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Student participation and presentations may be videotaped for educational purposes.

- VNSG 1116 NUTRITION (1-0-0) CREDIT 1**
Prerequisite: Admission to the Vocational Nursing Program
Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.
- VNSG 1119 LEADERSHIP AND PROFESSIONAL DEVELOPMENT (1-0-0) CREDIT 1**
Prerequisite: Admission to the Vocational Nursing Program
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Includes basic principles of leadership and management, purposes and function of community/expanded care agencies, and availability/accessibility of career mobility.
- VNSG 1138 MENTAL ILLNESS (1-0-0) CREDIT 1**
Prerequisite: Admission to the Vocational Nursing Program
Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.
- VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION (1-2-0) CREDIT 2**
Prerequisite: Admission to the Vocational Nursing Program
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.
- VNSG 1231 PHARMACOLOGY (2-1-0) CREDIT 2**
Prerequisite: Admission to the Vocational Nursing Program
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.
- VNSG 1270 INTRODUCTION TO MEDICAL SURGICAL NURSING (2-1-0) CREDIT 2**
Prerequisite: Admission to the Vocational Nursing Program
Introduction to medical surgical nursing with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health illness continuum in a variety of health care settings.
- VNSG 1304 FOUNDATIONS OF NURSING (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, holistic awareness, and growth and development principles across the life span.
- VNSG 1329 MEDICAL SURGICAL NURSING (3-1-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
- VNSG 1330 MATERNAL-NEONATAL NURSING (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Utilization of the nursing process in the assessment and management of the child-bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

- VNSG 1332 MEDICAL-SURGICAL NURSING II (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
- VNSG 1334 PEDIATRICS (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.
- VNSG 1360 CLINICAL -LICENSED PRACTICAL/LICENSED VOCATIONAL NURSE (0-0-12) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
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. The student vocational nurse will rotate for clinical experience to regional health care facilities, i.e.: acute care, long term care, child and adult care, and home care. Clinical activities enhance acclimation into the role of team member. Learners are provided opportunities to participate in clinical conferences.
- VNSG 1423 BASIC NURSING SKILLS (2-6-0) CREDIT 4**
Prerequisite: Admission to the Vocational Nursing Program
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.
- VNSG 2331 ADVANCED NURSING SKILLS (2-4-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.
- VNSG 2360 CLINICAL - LICENSED PRACTICAL/LICENSED VOCATIONAL NURSE (0-0-15) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
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. The student vocational nurse will rotate for clinical experience to regional health care facilities. The student will be assigned clinical experience for attaining medication administration proficiency. Experiences shall include health promotion and preventive aspects; nursing care of persons with acute, chronic and aging illnesses and care of obstetric and pediatric patients; and opportunity to gain experience in use of therapeutic communication techniques. Students shall participate in instructor-supervised patient teaching. Students are provided opportunities to participate in clinical conferences.
- VNSG 2463 CLINICAL - LICENSED PRACTICAL/LICENSED VOCATIONAL NURSE (0-0-20) CREDIT 4**
Prerequisite: Admission to the Vocational Nursing Program
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.

- WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION (2-4) CREDIT 4**
Prerequisite/Corequisite: WLDG 1421
(Offered only in fall semester)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.
- WLDG 1421 WELDING FUNDAMENTALS (2-4) CREDIT 4**
(Offered only in fall semester)
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes, and basic metallurgy.
- WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (2-4) CREDIT 4**
***Instructor recommends completion or co-enrollment in WLDG 1421**
(Offered only in fall semester)
Principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.
- WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (2-4) CREDIT 4**
***Instructor recommends completion or co-enrollment in WLDG 1421**
(Offered only in spring semester)
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions, and joint designs.
- WLDG 2406 INTERMEDIATE PIPE WELDING (2-4) CREDIT 4**
***Instructor recommends completion of WLDG 2443**
(Offered only in spring semester)
A comprehensive course on the welding of pipe using the shield metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.
- WLDG 2435 ADVANCED LAYOUT AND FABRICATION (2-4) CREDIT 4**
***Instructor recommends completion of WLDG 1417**
(Offered only in spring semester)
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.
- WLDG 2443 ADVANCED SHIELDED METAL ARC WELDING (2-4) CREDIT 4**
Prerequisite/Corequisite: A grade of C or better in WLDG 1421 or co-enrollment in WLDG 1421
(Offered only in fall semester)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.
- WLDG 2451 ADVANCED GAS TUNGSTEN ARC WELDING (2-4) CREDIT 4**
Prerequisite/Corequisite: A grade of C or better in WLDG 1434 or co-enrollment in WLDG 1434
(Offered only in spring semester)
Advanced topics in GTAW, including welding in various positions and directions.

WLDG 2452**ADVANCED FLUX CORED ARC WELDING (2-4) CREDIT 4*****Instructor recommends completion of WLDG 1430***(Offered only in spring semester)*

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and V-groove welding.

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