

A Public Institution Supported by Alcorn, Prentiss, Tippah, Tishomingo, and Union Counties and
the State of Mississippi

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The College Reserves the Right to Change Policies and Fees Stated Herein when Necessary

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NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

Booneville, Mississippi 38829

Telephone: 662-728-7751

Toll Free: 1-800-555-2154

www.nemcc.edu

Fall Semester 2019

April 12- August 16	Monday - Friday	Registration for Day/Evening/eLearning Classes
August 8	Tuesday	Registration at Corinth & New Albany (3:30 p.m. - 6:30 p.m.)
August 14	Wednesday	College In-Service (Offices Closed)
August 19	Monday	Full Term Seated Day/Evening Classes Begin
September 2	Monday	Labor Day Holiday - (College Closed) - Evening Classes Meet
September 20	Friday	Last Day to Apply for December Graduation
October 10	Thursday	Short Term II Fees Due
November 4-7	Monday - Thursday	Advising Week
November 8	Friday	Priority Registration Day
November 22	Friday	Thanksgiving Holidays Begin 12:00 p.m.
November 25 - 29	Monday - Friday	Thanksgiving Holidays - (College Closed)
December 5	Thursday	Last Day of Seated Class
December 9-12	Monday - Thursday	Final Exams for Full Term Seated Classes Day/Evening
December 16 - 19	Monday - Friday	Administrative Offices Open
December 20 - January 3, 2019	Friday - Friday	Christmas Holidays - (College Closed)

Spring Semester 2020

November 1, 2019 - January 14, 2020		Registration for Day/Evening/ eLearning Classes Registration at Corinth & New Albany (Wednesday, January 2 from 3:30 p.m. - 6:30 p.m.)
January 6	Monday	Administrative Offices Open
January 13	Monday	Full Term Seated Classes Begin
January 20	Monday	Martin Luther King Holiday - (College Closed) - Evening Classes Meet
February 7	Friday	Last Day to Apply for May Graduation
March 9 - 13	Monday - Friday	Spring Holidays - (College Closed)
March 30-April 2	Monday - Thursday	Advising Week
April 3	Friday	Priority Registration Day
April 10	Friday	Holiday (College Closed)
April 30	Thursday	Last day of seated classes
May 4-7	Monday - Thursday	Final Exams for Full Term Seated Classes
May 13	Wednesday	Graduation Rehearsal
May 14, 15	Thursday - Friday	Graduation

Summer Session 2020

First Term

April 3 - May 29	Begin	Summer I Registration
June 1	Monday	Classes Begin
June 2	Wednesday	Last Day to Register
June 25	Thursday	Last Regular Class Meeting
June 26	Friday	Final Exams

Second Term

April 3 - July 2	Begin	Summer II Registration
July 3	Wednesday	Independence Day Holiday (College Closed)
July 6	Monday	Classes Begin
July 7	Wednesday	Last Day to Register
July 30	Thursday	Last Regular Class Meeting
July 31	Friday	Final Exams

Holiday Schedule Non-Instructional Personnel

July 1, 2019 - July 1, 2020

Holiday	Begins	Resume Work	Total Days
Independence Day 2019	July 4	July 5	1
Labor Day	September 2	September 3	1
Thanksgiving Day	November 25	December 2	5
Christmas/New Year's	December 20	January 6	11
MLK Holiday	January 20	January 21	1
Spring Holidays	March 9	March 16	5
Good Friday/Easter	April 10	April 13	1
Memorial Day	May 25	May 26	1
Independence Day 2020	July 3	July 6	1

Campus Hours

- Monday - Thursday 8:00 am - 4:00 pm
 - Friday 8:00 am - 12 noon
- * Faculty office hours are posted on their office doors.

Eula Dees Memorial Library Hours

Fall & Spring Semester Hours

- Monday - Thursday 7:30 am - 9:00 pm
- Friday 8:00 am - 12 noon
- Sunday 6:30 pm - 9:00 pm

Summer Semester Hours

- Monday - Thursday 8:00 am - 4:00 pm
- Friday 8:00 am - 12 noon

Sodexo Food Services (Northeast Cafeteria)

Monday - Friday

- Breakfast: 7am - 9am
- Lunch: 11:00am - 1:30pm
- Dinner: 4:30pm - 6:30pm (Monday - Thursday)
- Close Friday at 1:30pm

Sunday

- Lunch: 11:30am - 1:30pm
- Dinner: 4:30pm - 5:30pm

Northeast Bookstore

- Monday - Thursday 8:00 am - 4:00 pm
- Friday 8:00 am - 12 noon

Burgess Activity Center

- Monday - Friday 4:00 am - 9:00 pm
- Saturday 10:00 am - 6:00 pm
- Sunday 1:00 pm - 9:00 pm

Board of Trustees

T. Jack Ramsey
Chairman
Tishomingo County
Appointed 1983

John O. Cunningham
Secretary
Prentiss County
Appointed 1995

Vance Witt
Vice-Chairman
Tippah County
Appointed 2001

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Alcorn County
Appointed 2016

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Elected 2007

Randle Downs
Prentiss County
Elected 2011

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Appointed 2014

Douglas Jackson
Tippah County
Appointed 1995

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Prentiss County
Appointed 2004

Rodney McBryde
Tippah County
Appointed 2016

Sam McCoy
Prentiss County
Appointed 1988

Larry Mitchell
Alcorn County
Elected 2016

Craig Pharr
Prentiss County
Appointed 2013

Kathy Shappley
Tippah County
Appointed 2016

Luzene Triplett
Prentiss County
Appointed 2002

Letter from the President

Northeast just completed one of the most **successful years** in its history. In January of 2017, Northeast kicked off the **Grow Northeast** campaign. The intention of this endeavor was not only to increase our enrollment, but to establish, as is the case with any organization, company, or educational institution, a foundation for excellence.

As you will see from the list of "goals to grow" shown here, **student success** is our first priority. We must constantly be searching and exploring new ways and means to embrace learning and classroom instruction. The success of our students is at the forefront of our desire to grow.

Workforce development continues to be a priority for Northeast. We must continue to be a partner and key player in economic development. As we form partnerships with all members of our communities, we continue to be committed to assisting the enhancement of the quality of life to all citizens of Northeast Mississippi. Toward this end, Northeast now has centers located in each of our five supporting counties. These centers will provide the citizens of each county easy access to all services available. One of our goals is to provide an AA degree for local citizens without being required to travel a long distance.

Northeast desires to provide the complete college experience to all our students. In order to continue toward that end, we must constantly strive to expand and excel. We must have a vision. Through our **Grow Northeast** initiative, we have developed just that.

We covet **your support** as we constantly monitor and measure our progress in each one of our Grow Northeast foundation areas.

We could not be effective with everything we do if not for the support of the **Board of Supervisors** in each county. Northeast Mississippi Community College belongs to the citizens of Alcorn, Prentiss, Tippah, Tishomingo, and Union Counties. We must therefore devote our time and energies to assist all of these citizens.

In recent days, Northeast has certainly been **challenged financially**. State appropriations are gradually decreasing and we must now maintain a level of excellence with less dollars from the State of Mississippi. We are currently responsible for securing more than **sixty percent** of our yearly budget from locally created funds. We have now become a state assisted institution rather than a state supported institution.

Northeast is fortunate to have a tremendous **Board of Trustees**. This group is very supportive of our work and the Grow Northeast vision. With their guidance and leadership, I can only envision Northeast becoming a greater and greater asset to Northeast Mississippi.

Northeast has been very successful in past years primarily due to the passion, devotion, and energy of all the **employees of Northeast**. We have a workforce that is second to none. They are the strength of this institution.

I **invite you to investigate** all the possibilities that are available at Northeast. Please come anytime. Join us as we **Grow Northeast!**

Best Wishes,
Ricky G. Ford
President

Growth and Development of the College

The district junior colleges in Mississippi grew out of county agricultural high schools. In 1924 the Legislature first approved post-high school courses, and by 1928, ten of the high schools were offering some kind of college program. The interest in many of the other schools in adding college classes led to the first junior college law, which provided that a separate school district or an agricultural high school meeting certain criteria might establish a junior college. The law also provided that school districts and county agricultural high schools might unite with other school districts or other counties in the establishment of junior colleges.

The Northeast Mississippi Junior College was incorporated in Prentiss County in 1941, but the construction program was delayed until the end of World War II. Upon completion of the original plan, the College was opened to students in September 1948, as an agricultural high school and junior college comprising Alcorn, Prentiss, Tippah, Tishomingo, and Union counties. The following year, the name was changed to reflect junior college status only. Since that time, the institution has expanded its offerings in curriculum and physical facilities.

On August 1, 1987, The Northeast Mississippi Junior College officially became Northeast Mississippi Community College, by action of the State Board of Trustees for Community and Junior Colleges. Northeast's Board of Trustees first approved the name change at their regular May 1987 meeting and reaffirmed the decision at the July 1987 meeting. The action was taken to use the community college name to reflect the comprehensive curricula and community-based nature of the institution.

Northeast Mississippi Community College is located in the northeastern part of Mississippi, approximately 190 miles north of Jackson and 100 miles southeast of Memphis, Tennessee. The school has an elevation of 530 feet above sea level. The climate is moderate both summer and winter. The College is easily accessible by automobile over U.S. Highway 45 (Veterans Memorial Highway)-N & S; and State Highways 4 and 30.

The Board of Trustees empowered the college to grant the degrees of Associate of Arts in 1948 and the Associate of Science in Nursing in 1957. During subsequent years, the following certificates were authorized: Secretarial Science and Career Education. Effective 1977-78, the college began awarding the Associate of Applied Science Degree. In keeping with the philosophy of Northeast, a Department of Career and Technical Education was developed in the fall of 1965 to provide educational opportunities for persons to qualify for employment in various career and technical areas.

A comprehensive evening program is also offered on campus and in off-campus locations. Night classes are taught on the main campus in Booneville and at the off-campus sites in Corinth and New Albany. The institution serves thousands of persons each year through start-up training programs and industrial skills courses provided for local industries. In 1994, a Skill/Tech Center was established on the Northeast campus in conjunction with Mississippi's program of workforce education and training through one-stop career centers at the community colleges. Created by the Workforce Education Act of 1994, Skill/Tech is a regionally based system for education and training, which responds to the needs of the workforce and employers.

In the Fall of 2000, the college began offering classes via Internet through the Mississippi Virtual Community College (MSVCC). This is a consortium of 15 colleges who provide instructional resources to students throughout the State. In 2002, MSVCC and each of its members received accreditation from the Southern Association of Colleges and Schools (SACS). This action cleared the way for students to earn an Associates degree through online instruction.

In August 2003, the Board of Trustees approved a plan to begin developing Northeast at Corinth and Northeast at New Albany into instructional centers. Northeast at Corinth was the first to

open on a limited basis in August 2006. Phase I construction saw the completion of a comprehensive WIN Job Center with limited course offerings until July 2006. The college notified the Southern Association of Colleges and Schools that it was ready to fully develop the New Albany site into a comprehensive instructional site. In February 2007, SACS representatives visited the site and approved the center without recommendation. Phase II construction on Northeast at Corinth was completed in January 2009 and included additional classrooms, a science laboratory, and a library. The Corinth site was approved by SACS in August 2009.

Purpose Statement

Northeast Mississippi Community College is a public, comprehensive community college that exists to meet the diverse educational and career needs of individual students and the community within the district it serves - Alcorn, Prentiss, Tippah, Tishomingo and Union Counties - by awarding the Associate of Arts Degree, Associate of Applied Science Degree and Certificates. Beyond this original scope, Northeast responds to the needs of all who seek to further their education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

1. To provide accessible, high quality and cost-effective curricula that prepare students for continued studies or transfer to four-year institutions
2. To provide industry-focused career and technical education that is student centered, comprehensive, and responsive to the employment needs of business and industry.
3. To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
4. To provide developmental studies within the curriculum to strengthen the basic skills of students.
5. To offer continuing education, community services, and adult education for individuals striving for personal and professional growth and/or personal enrichment.
6. To provide employer-driven, industry-specific workforce education and training to businesses, industries, and individuals.
7. To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

Revised 08/2018

Privacy Rights of Parents and Students

Northeast Mississippi Community College complies with all provisions of the federal law entitled, "Privacy Rights of Parents and Students." Copies of a policy statement indicating the records affected by this law, the student's rights and obligations, and the college's rights and obligations may be obtained in the Records Office.

Northeast Mississippi Community College will release directory information about any student unless he/she has notified the Records Office in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers. It should be noted that such a request will be followed to the letter. Any future requests from non-college persons or organizations for such directory information will be refused.

Directory information includes the student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information. (A complete copy of this policy is available in the Record's Office.)

Civil Rights Compliance Policy

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from

participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for the compliance of these policies. The Vice President of Student Services' Office can be reached by calling 662-720-7235 or by mail: NEMCC Vice President of Student Services, 101 Cunningham Blvd, Booneville, MS 38829.

Tobacco-Free Environment

In order to promote a healthy environment for students, staff, faculty and visitors, Northeast Mississippi Community College is tobacco-free on all campuses. The use of tobacco and electronic cigarettes and smoking devices is not permitted on any Northeast Mississippi Community College-owned property, which includes but is not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities and college-owned vehicles.

This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco, including smoking, is prohibited in college facilities, outdoor areas and college-owned vehicles, including Booneville, Corinth, and New Albany campuses.

Effective January 1, 2012.

Student Insurance

Accident insurance coverage is provided to all students. If you need any information or a claim form for this policy, please contact the Business Office, 103 Ramsey Hall or call 662.720.7281.

Institutional Accreditation

Northeast Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, Associate of Applied Science degree, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Northeast Mississippi Community College.

Any inquiries to the Commission on Colleges should relate only to the accreditation status of this institution and not to general admission information.

Inquiries concerning educational programs, admission, etc. should be addressed to the Office of Admissions.

Accreditation reaffirmation documents and reports may be reviewed in the Office of the Executive Vice-President.

Accreditation information for NEMCC Health Sciences programs is listed on the following chart:

Program (Last Reviewed)	Accrediting Agency	Address
Associate Degree Nursing ACEN (February 2015)	Accreditation Commission for Education in Nursing (ACEN)	3343 Peachtree Road, Suite 850 Atlanta, GA 30326 (404) 975-5000 www.acenursing.org
IHL Annually Reviewed (May 2018)	Board of Trustees of State Institutions of Higher Learning	3825 Ridgewood Rd Jackson, MS 39211 (601) 432-6486
Dental Hygiene (September 2011)	Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the USDE	211 East Chicago Avenue Chicago, IL 60611 (312) 440-2500
Medical Assisting Technology (April 2012)	Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of Medical Assisting Education Review Board (MAERB)	25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 35763 (727) 210-2350 http://www.caahep.org/
Medical Laboratory Technology (November 2017)	National Accreditation Agency for Clinical Laboratory Science (NAACLS)	5600 N. River Road, Suite 720 Rosemont, IL 60018-5119 (773) 714-8880
Practical Nursing Education (September 2016)	Mississippi Community College Board (MCCB)	3825 Ridgewood Road Jackson, MS 39211 mail@jrcert.org (601) 432-6519
Radiologic Technology (June 2017)	Joint Review Committee on Education in Radiologic Technology (JRCERT)	20 North Wacker Drive, Ste. 2850 Chicago, IL 60606-3182 (312) 704-5300
Respiratory Care Technology (July 2013)	Commission on Accreditation for Respiratory Care (CoARC)	1248 Harwood Road Bedford, TX 76021-4244 (817) 283-2835 (817) 354-8517

Northeast Mississippi Community College Development Foundation, Inc.

A Quality Investment for Excellence

The Northeast Mississippi Community College Development Foundation, Inc., aspires to strengthen the college through its private fund raising efforts. The Northeast Development Foundation works to solicit and receive gifts to support students, faculty and administration at Northeast Mississippi Community College.

The Northeast Development Foundation, a non-profit corporation, offers a comprehensive program of giving opportunities through its office on the campus at Northeast.

The Northeast Development Foundation is specifically responsible for gift programs involving estate planning, real estate, insurance, endowments, annuities, trusts, pooled income funds or other special gifts that require ongoing management or binding agreements.

Equally important, the Northeast Development Foundation manages and invests all private gifts to the college.

Governing Body

The Northeast Development Foundation is governed by a Board of Directors which establishes policy for all its functions - fund raising, public relations, administration, accounting and investments.

The Board of Directors of the Northeast Development Foundation is composed of membership from the five-county area the college serves. The Northeast Development Foundation's charter also gives the Board of Directors authority to allow other persons, firms and corporations to become members subject to approval by the entire board.

Northeast Mississippi Community College Development Foundation, Inc., a nonprofit corporation, was established in 1969 to promote and support the educational performance at the college. The Development Foundation has qualified under United States Internal Revenue Department regulations for tax-exempt status, thus making gifts deductible for income tax purposes.

If interested in becoming a Northeast Development Foundation member and/ or making a contribution or bequest for the advancement of Northeast Mississippi Community College, please contact D. Patrick Eaton at (662) 720-7165.

FERPA (Family Educational Rights and Privacy Act)

Northeast Mississippi Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded under this act:

1. Students are entitled to have access to their school records upon request. This request should be directed to the Registrar of the college.
2. Students are entitled to inspect and review the contents of their school records, and to challenge the contents if they feel they are inaccurate, misleading, in violation of the privacy of other rights of the student, or if they contain inappropriate data. If students wish to challenge the contents, they should write the Registrar and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Northeast Mississippi Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Compliance Office
600 Independence Ave., S.W.
Washington, DC 20202-4605

4. Before any school records will be released to third parties (colleges, potential employers, etc.), the school must have the student's written consent. Exception: The records may be forwarded to officials of another college, upon request, in which the student seeks or intends to enroll.
5. Upon receipt of a subpoena or judicial order requiring the Registrar to relinquish control of their records, students will be notified of the subpoena or judicial order before the Registrar will relinquish control of the records.
6. The law allows "directory information" about students to be made public without specific permission. The FERPA Compliance Office considers the following items to be directory information:
 - Name
 - Degrees and awards received
 - Address
 - Most recent previous institution attended
 - Telephone number
 - Participation in officially recognized activities/sports
 - Date and place of birth
 - Dates of attendance
 - Major Fields of Study
 - Email address
 - Weight and height of individuals on athletic teams
7. All inquiries pertaining to records should be made to:

Registrar
Northeast Mississippi Community College
101 Cunningham Blvd
Booneville, MS 38829

Title IX

I. PURPOSE

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college. NORTHEAST MISSISSIPPI COMMUNITY COLLEGE adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified disabled and extends to all programs and activities supported by the college. (Board Policy) The purpose of this policy is to comply with Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to provide procedures for the prompt and equitable resolution of complaints of sexual misconduct. Sexual misconduct, as defined in this policy, includes both sexual harassment and sexual violence, which are forms of sex discrimination prohibited by Title IX. This policy also covers domestic violence, dating violence, and stalking in accord with the Violence Against Women Act Amendments to the Clery Act. Northeast Mississippi Community College has developed its policy on Sexual Misconduct in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the College's commitment to address sexual misconduct and take steps to prevent its reoccurrence and remedy its effects.

NEMCC will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual exploitation, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

II. SCOPE

The NEMCC Sexual Misconduct Policy applies to all members of the College community, including students, faculty, staff, employees, contractors, vendors, and visitors, and to all programs and activities sponsored by the College whether conducted on or off campus.

III. POLICY

NEMCC is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence, and stalking. In accord with the provisions of Title IX, NEMCC prohibits discrimination on the basis of sex and/or gender, including sexual misconduct. NEMCC has an affirmative duty pursuant to Title IX to take immediate and appropriate action once it knows, or reasonably should have known, of any act of sexual misconduct in any of its educational programs or activities. NEMCC will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

NEMCC policy is intended to make students, faculty, staff, employees, contractors, vendors, and visitors aware of the various reporting and confidential disclosure options available to them - so they can make informed choices about where to turn should they become a victim of sexual violence.

While activities covered by the laws of the community and those covered by the College's policies may overlap, the community's laws and the College's policies operate independently and do not substitute for each other. The College may pursue enforcement of its own policies whether or not legal proceedings are underway and may use information from law enforcement agencies and the court to determine whether College policies have been violated.

Individuals reporting an incident regarding Sexual Misconduct and/or making inquiries concerning the application of Title IX at Northeast Mississippi Community College may contact:

Vice President of Students
216 Ramsey Hall
101 Cunningham Blvd., Booneville, MS 38829
662.720.7235

vpofstudents@nemcc.edu
Title IX Coordinator, Beth Benson
Ramsey Hall
101 Cunningham Blvd., Booneville, MS 38829
662.720.7223
elbenson@nemcc.edu

Disciplinary action resulting from sexual misconduct may include dismissal from the College or termination of employment with the College. College disciplinary action is separate from, and may be in addition to, any criminal or civil penalties.

Retaliation against a complainant or witnesses for filing or participating in the investigation of a sexual misconduct complaint is prohibited under this policy and Title IX. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The College will investigate any reports of retaliation and take appropriate disciplinary action.

Individuals may also file a report with the Office of Civil Rights:

Headquarters:

Office for Civil Rights
US Department of Health & Human Services
200 Independence Avenue, SW
Room 509F HHH Bldg
Washington, D.C. 20201

Regional Office

Office of Civil Rights
US Department of Health & Human Services
San Nunn Atlanta Federal Center, Suite 16T70
61 Forsyth Street, SW
Atlanta, GA 30303-8909
800.368.1019

IV. COLLEGE DEFINITIONS

A. College: College refers to Northeast Mississippi Community College.

B. Student: Student refers to an individual enrolled at Northeast Mississippi Community College.

C. Responsible Employee: A "responsible employee" is a College employee who has the authority to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other student misconduct, or whom a student could reasonably believe has this authority or duty.

D. Sexual Misconduct: As used in this policy, sexual misconduct is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined below.

E. Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other gender-based verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades; or

- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

F. Intimidating, Hostile, or Demeaning Environment: Intimidating, Hostile, or Demeaning Environment can be defined as any unwelcome action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or College employee, either by being sexual in nature or by focusing on a person's gender, sexual orientation, gender identity, or gender expression. An intimidating, hostile, or demeaning environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with a person's ability to learn, exist in living conditions, work (if employed by the College), or have access and opportunity to participate in all and any aspect of campus life.

G. Sexual assault: Sexual assault is the non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

a. **Non-consensual sexual contact** means sexual contact that occurs without effective consent. Sexual contact as used in this policy includes without limitation deliberate sexual touching, however slight, or using force to cause another to engage in sexual touching. Sexual contact also may include contact of a sexual nature with an object.

b. **Non-consensual sexual intercourse** means sexual intercourse or penetration, however slight with any object or body part without effective consent.

H. Domestic Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. An "intimate partner" is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the

infraction. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

I. Dating violence: The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

J. Sexual Exploitation: Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in act of a peeping tom.

K. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others' safety or to suffer substantial emotional distress. Such conduct includes two or more acts by which the stalker directly, or indirectly, or through third parties follows, monitors, observes, surveys, threatens or communicates about a person or interferes with his or her property.

L. Retaliation: Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The College will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges discrimination or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the College determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with NEMCC.

M. Intimidation: Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

N. Complainant: a person that makes a complaint or alleges that a violation has occurred

O. Respondent: a person against whom a complaint is brought, or who is alleged to have committed a violation

P. Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in sexual activity.

- Consent to any one form or condition of sexual activity cannot automatically imply consent to any other forms or conditions of sexual activity.
- Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn at any time.
- In order to give effective consent, one must be of legal age, which is 16 years.

- Someone who is incapacitated cannot give consent. Sexual activity with someone known to be - or based on the circumstances, should reasonably have known to be - mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction)
- This policy also covers a person whose incapacity results from mental disability, sleep, or involuntary physical restraint.
- Coercion, force, or threat of either, invalidates consent

V. REPORTING

If an individual has knowledge of or has experienced Sexual Misconduct, it is particularly important, for the protection of both the complainant and the College community, that the incident be reported to the NEMCC Police or local law enforcement immediately. NEMCC Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant so chooses. The sooner an incident is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the accused, but it does help assure that the individual received assistance in deciding how to proceed.

A. Formal Reporting Options: Anyone in the NEMCC community who feels that they have been subjected to, or is aware of someone else being subjected to, sexual violence, sexual harassment, domestic violence, dating violence or stalking is encouraged to immediately report the incident to one of the following College representatives: Responsible Employee, Vice President of Students, Title IX Coordinator, or Campus Police.

The complainant is encouraged to complete a "Sexual Misconduct Report Form." The written complaint will be submitted to the Campus Police and the Title IX Coordinator.

Any College representative receiving a report of the initial incident should document details and contact campus police, who are required to maintain records of such incidents for the purpose of reporting campus crime statistics.

Complainants will be informed of their right to notify law enforcement officials, including College and/or local police, and will be assisted in doing so if they so choose. Complainants may also decline to notify such authorities.

1. Online reporting - Silent Witness: The college's website for online reporting (which allows for anonymous reporting) provides options for anyone to report a Title IX concern relating to students, faculty, staff, employees, contractors, vendors, and visitors. Silent Witness goes to NEMCC Campus Police.

Reports also may be emailed to elbenson@nemcc.edu

2. In-person reporting - providing a written report in person.

Police Chief, Randy Baxter
 Frank & Audrey Haney Union, Room 145
 NEMCC Booneville Campus
 662.720.7576 or 662.720.6687
 Executive Vice President, Craig Ellis-Sasser
 Ramsey Hall
 NEMCC Booneville Campus
 662.720.7302

Vice President of Students, Ray Scott

Ramsey Hall

NEMCC Booneville Campus

662.720.7235

Title IX Coordinator, Beth Benson

Ramsey Hall

NEMCC Booneville Campus

662.720.7223

Director of NE @ Corinth/WIA Team Leader, Ben Shappley

NEMCC Corinth Campus

662.696.2312

Director of NE @ New Albany/Assistant WIA Team Leader, David Goode

NEMCC New Albany Campus

662.692.1508

3. Paper reporting - providing a written report by mail or email:

Title IX Coordinator, Beth Benson

elbenson@nemcc.edu

Northeast Mississippi Community College

101 Cunningham Boulevard

Booneville, MS 38829

NEMCC Chief of Police, Randy Baxter

rabaxter@nemcc.edu

Northeast Mississippi Community College

101 Cunningham Boulevard

Booneville, MS 38829

4. Anonymous reporting options

Although the College encourages victims to talk to someone, the College provides for anonymous as well as partial disclosure reports of incidents involving students, faculty, staff, employees, contractors, vendors, and visitors at www.nemcc.edu; Silent Witness. Anonymous reports may be filed physically using the secure drop box located in the Frank & Audrey Haney Union Lobby.

5. Reporting for criminal prosecution - Reporting to the police

Sexual assault and some other forms of sexual misconduct are crimes, and may be reported to law enforcement for investigation. Students, faculty, staff, employees, contractors, vendors, and visitors may report to the police and also report internally. You do not need to choose one or the other.

NEMCC Police generally have jurisdiction over incidents occurring on Northeast MS Community College campus.

The Booneville Police generally have jurisdiction over incidents occurring in the city of Booneville, MS.

The Prentiss County Sheriff's Department generally have jurisdiction over incidents occurring in Prentiss County MS .

If the sexual assault occurs on campus, **call 911 or 662.720.6687** to contact the NEMCC Police. Although an assault may occur off campus, the victim may report the incident to Campus Police that will assist the victim with contacting the appropriate law enforcement agency.

In cases involving potential criminal conduct, consistent with state and local law, the College will determine whether appropriate law enforcement or other authorities should be notified.

B. Alternative to reporting: In many cases, informal actions can be taken that will effectively stop the misconduct. The complainant may choose to resolve the complaint informally, except that informal processes are not appropriate for cases involving alleged sexual assault. At any time the complainant may choose to end the informal process in favor of the formal process. NEMCC Counseling Center provides information and support to student survivors of sexual assault and others who have questions or want to learn more. The Counseling Center can coordinate support services and accommodations to help students who have experienced the trauma of sexual assault. These services and accommodations are available regardless of whether a student files a formal report.

C. Confidentiality: NEMCC will endeavor to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of sexual misconduct will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the survivor has also reported the incident to law enforcement.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

Although rare, there are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students, faculty, staff, employees, contractors, vendors, and visitors.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the survivor.

D. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)): is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on-or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. NEMCC's Clery Report is published in the student handbook and may be accessed at www.nemcc.edu; Department of Campus Law Enforcement.

E. Anonymous and Third-Party Reporting: If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, federal legislation nevertheless requires the College to investigate and take reasonable action in response to the

complainant's request. The Vice President of Students/Title IX Coordinator will inform the complainant the College's ability to respond may be limited if the complainant is not a participant in the investigation.

NEMCC expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention (if it is safe to do so), calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

F. Retaliation: Pursuant to Title IX, retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation including individuals who are acting on behalf of the accused, with or without the knowledge of the accused. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of the victim(s) and others, NEMCC will implement all necessary remedies during an investigation period and/or the conclusion of an investigation. These remedies may include, but are not limited to: mutual "no contact" letters, changes in course schedules and changes in housing assignments.

G. Amnesty from Student Discipline for the Reporting Party and Witnesses: Assisting students who are reporting sexual misconduct is the College's primary interest. In order to facilitate reporting, the Vice President of Students/Title IX Coordinator does not charge students who report sexual misconduct and any material witnesses with Code of Conduct violations for behavior that would otherwise be considered violations (for example consuming alcohol underage or consuming illegal drugs).

TIMELY WARNING: In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail systems to students, faculty, staff and the college's website, www.nemcc.edu and via the Tiger Alert System.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police will inform the alert list as soon as possible. Building Supervisors would warn faculty, staff and students to remain in classrooms and work areas. Doors should be locked if appropriate. Campus police may also post a notice on the college's website, www.nemcc.edu providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of the student union.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police office, in person or by phone at ext. 6687.

VI. INVESTIGATION

NEMCC Campus Police Investigator, Randy Baxter/H.L. Brinkley

Frank & Audrey Haney Union 145

NEMCC Booneville Campus

662.720.7576 or 662.720.6687

Executive Vice President, Craig-Ellis Sasser

Ramsey Hall

101 Cunningham Boulevard, Booneville, MS 38829

662.720.7302

Vice President of Students, Ray Scott

Ramsey Hall

101 Cunningham Boulevard, Booneville, MS 38829

662.720.7235

Title IX Coordinator, Beth Benson

elbenson@nemcc.edu

Ramsey Hall

101 Cunningham Boulevard, Booneville, MS 38829

662.720.7223

Complaints & Grievances

Complaint/Grievance Appeal Procedures for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy that can be found in the Northeast Procedures Manual.

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them by using the following procedures.

Non-Academic Student Complaint Procedure

When students encounter problems on campus that they do not know how to resolve, they should attempt to work out the problem by initially discussing it with the individual involved. If a problem or issue still exists after that discussion, the student has the right to initiate what is defined as a formal complaint. No adverse action will be taken against the student by college personnel as a result of the complaint. All formal complaints must be put in writing using the official Student Complaint Form (paper or online version) by following the steps below:

1. Each campus location processes its own complaints. Students should contact the Vice President of Student Services of the Booneville campus, the director at the Northeast Corinth campus or the director at the Northeast New Albany campus dependent upon where the incident occurs. eLearning students may submit complaints electronically via the Student Complaint Form at www.nemcc.edu.
2. Students should express the nature of the complaint and pertinent information on the College's Student Complaint Form and submit the completed form to the appropriate person listed above. Student complaints must be filed no later than ten (10) business days after the issue in question occurred.
3. The college representative receiving the complaint will either process the complaint personally or refer it to the appropriate person for investigation. All student complaints will be processed and final determination will be made by college personnel, who are not directly involved in the alleged incident. All student complaints will be processed and the student notified in writing within sixty (60) business days from the initial filing or sooner depending upon the nature and circumstances of the complaint.
4. Students have a right to due process for any grievance. If the student is not satisfied with the resolution of the grievance, the student may then request an appellant hearing before the Student Grievance Committee, which is composed of the Executive Vice-President (chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head, in writing to the Executive Vice-President within three (3) business days of the previous decision. Any student who does

not submit a written appeal by that date forfeits any further consideration in this matter. The Executive Vice-President will notify the student of the time, date, and location of the hearing. The student must be present and may be accompanied by an advisor for the hearing. The Grievance Committee will respond in writing to the student within ten (10) business days.

5. If the student remains unsatisfied, they may appeal through a signed, written statement to the President of the College. The decision of the President will be final.
6. The College shall log all student complaints in the appropriate office for record keeping purposes. Complaint logs are submitted to the Executive Vice President's Office annually.
7. For complaints regarding Sexual Harassment, Title IX, or Section 504 directives, refer to the sections in the student handbook as special provisions apply.

Academic Matters

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

Appeal Procedure for Academic Matters

1. If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Vice President of Instruction.
2. If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Grievance Committee.

Student Grievance Committee for Academic Matters

1. The Student Grievance Committee is composed of the Executive Vice-President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
2. The appeal must be written and must be submitted to the chair of the grievance committee.
3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
4. The student must be present when the grievance is heard. The student may have an adviser present during the hearing.
5. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
6. The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail. All copies of documentation will be housed in the Vice President of Instruction's Office.
7. If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

Unresolved Complaints and Grievances

If you have exhausted all of the Northeast Mississippi Community College options listed above and are still unsatisfied, you may contact the Mississippi Commission on College Accreditation. The MCCA will not respond to complaints until the student has exhausted all grievance procedures provided by the institution.

Enrollment Services

Admissions

Persons interested in applying for admission to NEMCC should request information from the Office of Enrollment Services. Applications for Admission, transcripts, and ACT/SAT scores are processed by the Office of Enrollment Services prior to issuing certificates of admission to qualified applicants. Students may complete an online application via the College website - www.nemcc.edu, download the application via the College website, request a paper application, or apply in person in the Admissions Office in Ramsey Hall- Booneville campus, Northeast at New Albany, or Northeast at Corinth. All required documents should be submitted at least twenty (20) days prior to the semester in which the student plans to enroll. After all required documents are processed, the student will be notified of his/her admission status. Admission to the college does not guarantee admission to a specific program. It is necessary to check the prerequisites for a program in order to determine ones' eligibility for entry into that particular degree program. Some programs require a separate application and completion of prerequisites before entry. In an effort to serve the diverse needs of its student body, the college will admit students in one of the following categories:

- Regular
- Transfer
- Visiting
- Dual
- Early
- International

Regular "New" Admission

Regular admission is granted to academic, technical, and career students who seek the Associate of Arts Degree, the Associate of Applied Science Degree, or the Career Certificate.

For regular admission to the college, the applicant must submit:

1. A completed Northeast Mississippi Community College application for admission.
2. A transcript proving graduation from an approved and/or accredited high school or private academy, completion of an approved home school program, or documentation of a passing score on the General Education Development Test (GED), HiSet, or TASC.
3. Scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

NOTE: Some Career and Technical students may be required to take the WORKKEYS test prior to the completion of the enrollment process.*

*Amended June 2019.

NOTE: ACT scores are not required for students over 21 years of age for acceptance into NEMCC, however, the test may be required for entry into specific programs. A placement test may also be required.

Transfer Admission

Students who have attended other accredited institutions of higher learning may be admitted to the college by submitting:

1. A completed Northeast Mississippi Community College application for admission.
2. All official transcripts from all colleges and/or universities attended. Credits will be accepted from other regionally accredited colleges/universities. Students who have earned under a 2.0 GPA at a previous institution must seek admission via the admissions appeal process. Failure to list all previously attended colleges/universities may result in cancellation of enrollment.

3. A transcript proving graduation from an approved and/or accredited high school or private academy, completion of an approved home school program or documentation of a passing score on the General Educational Development (GED), HiSet, or TASC test. Students who have completed a minimum of 12 semester hours of credit from a single college or university are exempt from this requirement.
4. Scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).
5. Students with a transfer GPA below a 2.0 must seek admission through the Admissions Committee. The student must submit an appeal letter. The Admissions Committee will review the appeal letter and all college transcripts. The student will be notified of the committee's decision.

A maximum of 45 semester hours of transfer credit may be applied toward a degree program.

Visiting Student Admission

Students who wish to attend a session at Northeast Mississippi Community College during a summer session and then re-enter the college last attended the next regular session may do so by completing the following:

1. Application for admission.
2. File an official transcript with the Office of Enrollment Services.

Students should also seek permission from the Dean of the college/university to which they will be returning to ensure acceptance of the credit earned at Northeast Mississippi Community College.

Dual Admission

High school students who desire to complete college classes while maintaining their status as high school students may gain Dual Admission status by submitting:

University Transfer/Academic students:

1. A completed Northeast Mississippi Community College application for admission. A high school transcript which documents a minimum of fourteen (14) high school units with a grade point average of 3.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status without completing 14 units provided all other criteria are met. A home-schooled student must submit a notarized transcript prepared by a parent, guardian, or custodian with a signature and date.
2. An unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the students' parent, legal guardian or legal custodian.
3. ACT scores.

Career and Technical students:

1. A completed Northeast Mississippi Community College application for admission.
2. A high school transcript which documents a minimum of fourteen (14) high school units with a grade point average of 2.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status without completing 14 units provided all other criteria are met. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. An unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the students' parent, legal guardian or legal custodian.
4. ACT scores

Dual Credit

Selective academically qualified high school students enrolled in college level courses at their respective schools earning both high school and college credit at the same time. Items needed for enrollment are:

1. A complete Northeast Mississippi Community College application for admission.
2. A partial high school transcript with a GPA of 3.0 or higher on a 4.0 scale.
3. An unconditional letter of recommendation from the high school principal and/or guidance counselor.
4. National ACT /Placement test scores may be required in certain subjects

International Admission

Based on NEMCC's mission statement, foreign students will be admitted to Northeast Mississippi Community College if they can prove such ties to the College's five-county district as having a family member/sponsor as a 5 county district resident or being a foreign exchange student in a district high school.

The deadline for International admissions is May 1st for the fall term and October 1st for the spring term.

International applicants must be degree seeking and in addition to the Regular Admission criteria, must submit the following:

- Documentation of a minimum score of 525 paper based; 197 computer based; or 72 Internet based on the "Test of English as a Foreign Language" (TOEFL).
- A Sponsor Declaration form which demonstrates evidence of sufficient funds to cover college and personal expenses while in attendance.
- (Tuition, fees, dormitory fees, and meal tickets must be paid at the time of registration.)
- Translated proof of comprehensive medical health insurance coverage.
- Provide high school and/or college transcripts with English evaluation of that coursework.
- Provide translated records of two vaccinations for measles, mumps, and rubella; provide evidence of vaccination for hepatitis B; and provide results of an Interferon Gamma Release Assay (IGRA) a blood assay for Mycobacterium tuberculosis: (i.e.; QuantiFERON TB Gold® or T-Spot®) and a chest x-ray performed within two months prior to beginning class. The blood assay and x-ray must be performed in the United States. [Students with signs or symptoms of tuberculosis or an abnormal x-ray will not be allowed to attend class without clearance from the Health Department.] Students are responsible for all costs associated with the tuberculosis screening.
- Verification of appropriate VISA status.
- Additional fees may apply.
- If the high school or college previously attended by an International student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services.
- International students must enroll as a full-time student.

The college reserves the right to determine the number of international students admitted and to change policies stated herein as deemed necessary. International students will be billed at the out-of-state tuition rate and will have to meet standard admission requirements.

Undocumented students will be billed at the out-of-state tuition rate and will have to meet standard admission requirements. If the high school or college previously attended by an undocumented student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services.

Senior Citizen Admission

Senior Citizens (age 62 or older) are admitted tuition free to classes on a space available basis. However, they assume responsibility for the purchase of books, lab fees and any other materials.

MI-BEST Integrated Pathways Program

To gain admission into the MI-BEST integrated pathways program, the applicant must:

1. Gain acceptance into the MI-BEST program in a declared pathway through the Workforce Development Division.
2. Complete a Northeast Mississippi Community College application for admission.

To obtain challenge exam credit through the MI-BEST Integrated Pathways Program:

The student must have an admission application on file and gain approval for taking the challenge exam for approved courses through the Workforce Development Division. If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Vice President of Instruction's office. The Vice President of Instruction will write a memo to the Records office and the Business office. Once the Workforce Development Division has paid the challenge exam fee, the Business office will notify the Records office and the Records office will record a grade of "Z" for the course.

Admission Appeals

The Director of Enrollment Services/Registrar will review all materials submitted by an applicant to make an admission decision. Should a decision be made that is unacceptable to the applicant, an appeal of the decision may be made to the Admissions Committee of the college. The applicant must request an appeal hearing in writing to the Director of Enrollment Services/Registrar. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision by the committee. A majority vote by the Admissions Committee will constitute a final decision. The decision of the committee will be rendered in writing within 48 hours after the committee reaches a decision.

Readmission Requirements

A returning degree seeking student who has not attended Northeast for one academic semester or more must apply for readmission. If the student has attended other colleges, official transcripts of college work completed since last attending Northeast must be provided to the Office of Enrollment Services.

Suspended/Excluded Students

Students who have been suspended/excluded may request readmission to the college without the normal one semester of non-attendance. Students seeking early reinstatement may request an appointment with the Vice President of Instruction, who will decide the status of readmission to the College.

The Vice President of Instruction will consider extenuating circumstances offered by the student, his/her current GPA status, the potential for remediation and/or academic correction, and the recommendation of the student's advisor as the basis of a decision to readmit. Conditional readmission may be granted for one or two semesters at the discretion of the Vice President of Instruction. During each semester of conditional reinstatement, the student is required to achieve a semester GPA of 2.0 or higher on all academic work attempted during the period. The decision of the Vice President of Instruction is final.

Students are notified of their academic standing via email at the end of each semester.

Admission to Career Programs

Career Technical Programs

Students enrolling in Career, Technical and Certificate programs must meet the regular college admission requirements prior to enrollment.

Persons entering a Career Certificate Program with less than a high school diploma or the equivalent must:

1. Write a standardized achievement test selected by the College prior to enrollment,
2. Be at least 18 years of age, and
3. Complete a high school equivalent (GED) by the end of the first semester's enrollment.

All students enrolled in Career Certificate programs must write a standardized achievement test, which will be administered through the Student Success Center. Students scoring below the State cut off in any one of the basic disciplines (sentence structures, mathematics, or reading), will be required to enroll in fundamental related classes which are taught in conjunction with the program.

Resident Requirements

Northeast Mississippi Community College determines the status of applicants and students as interpreted from laws enacted by the Mississippi Legislature. The residential status of students under age 21 is that of their parent. For students over 21 years of age, residential status is the place where he/she physically resides with the intention of remaining there indefinitely. Proof of residency documents and additional information is available in the Office of Enrollment Services located in Ramsey Hall. **Students must have resolved all residency challenges with the Office of Enrollment Services prior to enrollment.**

Placement Testing

When new students are admitted to the college, their ACT scores are reviewed to determine if specific academic skills need to be improved.

Students with ACT English sub scores 16 and below will be registered for ENG 0113 Beginning English and Reading. Completion of this course with a "C" will qualify the student for entry in ENG 1113 - English Composition I. Students who wish to challenge their English placement according to the Accuplacer test should go to the Counseling Center. A score of 5 on the Accuplacer is required for placement in ENG 1113.

The College uses ACT math sub-scores along with credits in high school mathematics courses for placement in college mathematics courses. Students with an ACT Math sub-score of 19 or above may register for MAT 1313 - College Algebra. Students with ACT math sub scores of 18 and below will be registered for MAT 1233 - Intermediate Algebra. Students with a Math ACT sub-score 16 and below have the option of choosing to register for MAT 0123 - Beginning Algebra. If a student questions his/her math placement, he/she may take the Accuplacer Elementary Algebra test to determine his/her accurate placement level in mathematics. Students who score 52.9 or lower have the option of choosing to register for MAT 0123 - Beginning Algebra. Students who score 53 to 83.9 will be registered for MAT 1233 - Intermediate Algebra. Students who score 84 or higher will be registered in MAT 1313 - College Algebra. Also, students with an 84 or higher can be registered for MAT 1323 - Trigonometry. Students who have an ACT sub score in Math of 22 or higher can register for the following: MAT 1513 - Business Calculus I, or MAT 1613 - Calculus I.

If a student's curriculum requires BIO 2514 - Anatomy and Physiology I, an ACT composite score of 19 or above is necessary for enrollment in the course. Students with a composite of 18 or below will be required to enroll in BIO 1534 - Survey of Anatomy and Physiology.

Students who wish to challenge their mathematics placement according to the Accuplacer test should see the Math/Science Division Head in McCoy Hall. Students who wish to challenge their English placement according to the Accuplacer test should see the Counseling Center in Ramsey Hall.

Academic Regulations

The Computer Services Department will support an email account for every student enrolled at Northeast. All official information originating from Northeast offices and information from Northeast Faculty to students will be sent via this email account. Students will be required to check this email account regularly in order to receive announcements regarding any school related issues and/or activities.

Class Attendance

Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. (Excused absences are those incurred as a result of attending a school sponsored activity or short term military active duty.) It is the student's responsibility to see the instructor BEFORE the activity to make-up work.

Students who are missing for more than 10 minutes of class will be given an absence for the class meeting, equivalent to not attending class. If a student arrives between the class start time and the first 10 minutes, the student will receive a tardy. Three tardies is the equivalent of an absence.

Students who are absent from class more than 14% (two weeks) of the scheduled class meetings will be reported to the Records Office for excessive absences. The instructor of the class will inform the student of the existence of excessive absences upon the student's return to class.

Students who are removed from class for nonattendance will have a status of CO (cut-out) and a grade of F recorded for the courses. Classes for which a student is listed as CO (cut-out) count as enrollment under federal financial aid regulations and are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility. Students who are cut-out of a class should process a class withdrawal for that class by the posted deadline in order to prevent a grade of F being recorded. A student who has been cut-out of class may appeal to be readmitted by the instructor for the class.

Faculty will report attendance and Cut Outs via the Faculty Attendance Tracker.

Programs with Special Attendance Policies - In the Health Science programs, student are required to meet the required clock hours as deemed by the state curriculum. Due to this requirement, please see the program/departmental handbook for additional information.

Withdrawal

General Information

Students who successfully complete the withdrawal process, either class or college, will receive a grade of "W" on their official college transcript. Withdrawals (W's) are not used in the computation of a student's semester or cumulative grade point average. Withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility.

Withdrawal from Class

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind, the college provides a means for students to withdraw from individual classes. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 or more hours), if practical. The class withdrawal period begins with the ninth week of class (or equivalent period in summer and intersession) and continues up to one week prior to the beginning of final exams. Student that receive state aid (MTAG, MESH) must enroll in and complete 15 semester credit hours each semester.

The student who desires to withdraw from class should contact the instructor of the individual course. The following process applies to all class withdrawals:

Procedure for Class Withdrawal

1. Student meets/discusses withdrawal with instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together.
3. Form is sent electronically to Financial Aid.
4. Financial Aid reviews effects of withdrawal on student's aid.
5. Financial Aid enters notes about effects into online database.
6. Form is sent electronically to Business Office.
7. Student contacts Business Office:
 1. If no adverse effects on financial aid, student pays fee. Form is sent electronically to Records for processing.
 2. If adverse effects on student's financial aid, Business Office informs student. (Sends student over to Financial Aid, if necessary) Student can pay fee and form sent to Records for processing or student can cancel withdrawal

Withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.

***\$10 withdrawal fee waived in extenuating circumstances, as determined by VP of Finance/Business Office.

Withdrawal from College

College withdrawal is available for students who, because of personal hardship, can no longer attend any classes. A student may withdraw from college at any time up to one week prior to the beginning of final exams. Students who desire to withdraw from college should contact their advisor or the Counseling Center to begin the process. Students are responsible for completing the College Withdrawal process which includes:

Procedure for College Withdrawal

1. Student meets/discusses withdrawal with instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together.
3. Form is sent electronically to Financial Aid.
4. Financial Aid reviews effects of withdrawal on student's aid.
5. Financial Aid enters notes about effects into online database.
6. Form is sent electronically to Housing Office, if student resides in campus housing.
7. Form is sent electronically to Business Office.
8. Student contacts Business Office:
 1. If no adverse effects on financial aid, student pays fee. Form is sent electronically to Records for processing.
 2. If adverse effects on student's financial aid, Business Office informs student. (Sends student over to Financial Aid, if necessary) Student can pay fee and form sent to Records for processing or student can cancel withdrawal.

Withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.
***\$25 withdrawal fee waived in extenuating circumstances, as determined by VP of Finance/Business Office.

College Credit

Semester Hour Defined

The regular school session is divided into two semesters. Credit is calculated in semester hours. For example, a lecture course pursued one hour a week for a semester carries one semester hour of credit; one pursued three hours a week carries three hours of credit.

Students who have completed 30 hours or more in their current program are considered sophomores.

Credit Hour Loads

Full-time - Enrollment in 12 or more semester hours.

Part-time - Enrollment in less than 12 hours.

Normal Load - Usually 15 or 16 hours per semester.

(Determined by dividing the total number of hours required for graduation by the number of terms required for a full-time student to complete the program.)

Credit by Examination

Advanced Placement (AP Credit)

Students enrolling at Northeast Mississippi Community College may be awarded advanced college credit if they present satisfactory scores on the advanced placement examination administered through the College Entrance Examination Board and if they participated in and received credit for an AP course(s) offered through their high schools. This policy applies to each AP course for which a student is requesting credit. Students may receive up to twelve (12) hours credit with no more than eight (8) hours or two courses in one subject area.

Grades of "Z" (satisfactory) will be recorded on the transcript for course(s) in which advanced placement credit is earned once the transcripting fee is paid. These courses will not affect the grade point average.

The following table details the awarding of credit at Northeast. Each college or university has its own policy pertaining to the awarding of credit; therefore, a student should consult with the senior institution to which he/she plans to transfer prior to applying for ap credit.

AP Examination	Score	Hours Credit	Northeast Course
Biology	3	4	BIO 1134
English Lit./Comp	3	3	ENG 1113
English Lit./Comp	4/5	6	ENG 1113/ENG 1123
Calculus AB	3	3	MAT 1513 or MAT 1613
Calculus BC	3	6	MAT 1523 or MAT 1623
U.S. History	3	3	HIS 2213
U.S. History	4/5	6	HIS 2213/HIS 2223

Challenge Examinations - Nursing

The Northeast Mississippi Community College Associate Degree Nursing Program allows currently licensed practical nurses the opportunity to challenge two nursing courses in the curriculum. These courses are NUR 1118 - Nursing Fundamentals and NUR 1229 - Nursing Care of the Family. The challenge exams are National League for Nursing's NACE I Foundations of Nursing Examination and NACE I Childbearing/Care of the Child Examination. Both exams are computer based exams.

Steps in seeking advanced placement:

1. Apply for admission to the college.
2. Apply for admission to the Associate Degree Nursing Program.
3. Provide the Division of Health Sciences with information so that your LPN license may be validated (name and social security number). You must hold a current, unrestricted license to participate in the advanced placement option.
4. Testing Registration: please find the Directions for On-Line Registration for NACE Challenge Exams on page 4 of the LPN to ADN Advanced Place Division of Health Science web page. The cost of the challenge exams are \$55.00 for NACE I Foundation of Nursing and \$30.00 each for NACE I Nursing Care of Childbearing Family and NACE I Nursing Care of the Child.
5. The NUR 1118 challenge examination must be taken and passed before the NUR 1229 challenge can be taken. The passing score on the NUR 1118 challenge examination is 75%. The passing score on the NUR 1229 examination is 70% (average on two portions of the exam). The exams are graded and scored by the NLN. The challenge examination may be taken once and may not be repeated for 1 year. Challenge credit is good for 5 years.
6. Licensed Practical Nurses who successfully challenge into the program must meet all program entrance and progression requirements. Admission is based on admission to the college and compliance with ADN admission and progression requirements and space availability. Admission is not guaranteed. Applicants seeking admission or readmission to NUR 1229, NUR 2339 or NUR 2449 who meet the admission criteria are rated, ranked, and admitted as space is available in the following order: 1) readmission students, 2) LPN-ADN challenge students, and 3) students transferring nursing credit from another institution.
7. Credit Awarded on Transcript: Challenge credit is noted on the official NEMCC transcript with a grade of "Z" after the student has completed the ADN Orientation Course, enrolled in the clinical nursing course, and paid the transcripting fee.

Challenge Examinations

Through challenge examinations, a qualified student may receive credit for college work without the formal procedure of class attendance. Each academic head will determine the requirements for such credit, and requests for these examinations will be considered if the background of the applicant indicates substantial knowledge about the requested examination area. A grade of "Z" will be recorded for successful completion of a challenge examination.

A student who seeks advanced placement through challenge examination credit will follow the procedure listed below:

1. Apply for admission to the college.
2. Must have been accepted in the program of study for which the student plans to challenge.
3. Schedule the examination with the academic head of the specific course being challenged.

If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Vice President of Instruction's Office. The Vice President of Instruction will write a memo to the Records office and the Business office. Once the student has paid the transcribing fee, the Business office will notify the Records Office. The Records Office will record a the grade of "Z" for the course.

List of Challenge Exams

Please check the Course Title to ensure it conforms with the Title used by your college.

ACT 1713 - Electricity for Heating, Ventilation, Air Conditioning and Refrigeration

BOT 1213 - Professional Development

BOT 1233 - Microsoft Word I

BOT 1313 - Applied Business Math

BOT 1613 - Medical Office Terminology I

CON 1213 - Construction Materials

CON 2123 - Construction Cost Estimating

CSC 1123 - Computer Applications I

EET 1114 - DC Circuits

ELT 1193 - Fundamentals of Electricity

ELT 1213 - Electrical Power

ELT 1413 - Motor Control Systems

ELT 2613 Programmable Logic Controllers

ELT 2623 Advanced Programmable Logic Controllers

IMM 1111 - Industrial Maintenance Safety

IMM 1121 - Industrial Maintenance Math and Measurement

IMM 1131 - Industrial Maintenance Blueprint

IMM 1313 - Principles of Hydraulics and Pneumatics

IMM 1813 - Industrial Electricity for Industrial Maintenance Mechanics

IST 1123 - IT Foundations

IST 1133 - Fundamentals of Data Communications

MET 1113 - Medical Terminology

MFL 1213 Elementary Spanish I

MFL 1223 Elementary Spanish II

MFL 2213 Intermediate Spanish I

MFL 2223 Intermediate Spanish II

MST 1114 - Power Machinery I

MST 1124 - Power Machinery II

MST 1413 - Blueprint Reading
MST 1613 - Precision Layout
MST 2714 - Computer Numerical Control Operations I
MST 2813 - Metallurgy

Military Credit

When a student requests that military credits be evaluated for transfer credit, the student will provide the original Joint Services Transcript (JST) form to the college. This form/transcript lists the military education and experiences with the course descriptions along with recommendation for college course credit. Upon review of the JST by the registrar, Northeast credit may or may not be awarded. The JST will be placed in the student's file and remain part of their permanent record.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) offers students an opportunity to earn college credit by examination for prior learning. Northeast Mississippi Community College will award credit on the CLEP subject area examinations only to matriculated Northeast students.

1. It is the responsibility of the student to determine transferability of clep credit to the senior college of his/her choice. Nemcc does not certify the applicability of clep credit to other post secondary institutions. (Contact the Counseling Center for a complete list of area exams.)
2. All courses excluding ENG 1113 and ENG 1123, listed in the Northeast Catalog are eligible for credit if CLEP has an examination in that subject.
3. No credit is given for CLEP general examinations.
4. Credit on the CLEP subject examinations will be awarded to students who received a scaled score of 50 or more.
5. Credit earned by CLEP subject examination is limited to 18 hours. The student will be required to earn 12 semester hours of credit in a regular fall or spring semester at Northeast before CLEP credit earned at Northeast will be recorded or transfer CLEP credit recognized and recorded on the student's transcript.
6. No grade points will be awarded for CLEP credit and a grade of "Z" will be recorded on the student's transcript for all CLEP credit earned.
7. CLEP credit may not be used to satisfy the minimum residence requirements for graduation at Northeast.

A transcription fee will be charged to students who want their CLEP scores recorded on their transcript.

Articulated Credit for Career / Technical Course Work

Eligibility

- To be eligible for articulated credit, a student must:
 - Complete the articulated Secondary Career and Technical Education Program
 - Score 70% or higher on the Mississippi Career Planning and Assessment System (MS-CPAS2) in their secondary program of study
- To be awarded articulated credit, a student must:
 - Enroll in the community or junior college within 18 months of graduation

A grade of Z will be awarded for approved high school courses. Students that receive a "Z" grade in courses will count toward graduation, however, courses will not count for grade point average.

Grades / Grading

Examinations

Examinations are given at the close of each semester and at such other times as instructors deem necessary. Absence from the final examination, except in cases of extreme emergency, results in a grade of "F" being recorded for the course.

If, for reasons acceptable to the instructor, a student is unable to take any examination when regularly scheduled, he/she will be expected to make immediate arrangements to remove this deficiency.

Grades

A	Superior
B	Good
C	Satisfactory
D	Poor
F	Failure
I	Incomplete
W	Official Withdrawal
N	Audit
Z	Pass without grade points

Within each division, the grading scale will be standardized for each course.

At the beginning of the semester, each student will be given a clear and detailed explanation of how grades are determined and what standards must be met for each course.

The temporary grade "I" may be submitted only in the following cases:

1. Whenever the student was absent from the final examination for an acceptable reason.
2. Whenever the student has failed, because of acceptable reason, to complete all assignments.

It is the responsibility of the student to initiate action to remove an "I" that he has received. If the "I" is not resolved by the end of the following semester, it automatically becomes "F".

Grades submitted at the end of each term are considered final.

Students can view their grades through Tigerline. Hard copies are available on request in the Records Office.

Grade Points:

Grade	Grade Points Per Hours
A	4
B	3
C	2
D	1
F	0
I	0
W	0
N	0
Z	0

Grade points are based on total hours attempted. A GPA of less than 2.0 is unsatisfactory for purposes of graduation and transfer of credit to four-year institutions.

Z-GRADE - The "Z" grade is assigned for Advanced Placement (AP) credit, for credit by examination as in the College Level Examination Program (CLEP), and for credit based on Armed Forces experiences. (The "Z" grade may also be awarded for specified and approved educational experiences and represents academic credit earned.) The "Z" grade is comparable to a grade of

"C" or higher and does indicate passing. "Z" grades do not affect the student's grade point average and are not used in computing academic honors. "Z" grades are awarded by the Registrar of the college and are not subject to change.

Repeat Course Policy

Effective Fall 2005, a student will be permitted to retake up to two different courses (limited to Northeast courses only), not to exceed eight semester hours, in which he or she made a "D" or "F", with the original grade remaining on the transcript; but not counted toward the student's institutional GPA. Only the higher grade will be computed in the institutional GPA. A student may retake a course only once under this policy and it must be taken at Northeast. Some courses may not be eligible for this policy. Students may not retake a course in which an "F" was received as a sanction for academic misconduct. This Repeat Course Policy is only in effect for Northeast and may not apply at other institutions.

After Fall 2017, effective Fall 2017, Repeated courses that are taken at Northeast Mississippi Community College are excluded at the end of each semester, leaving only the highest grade to count into the student's GPA. Courses will be marked "E" for exclusion from the GPA. Health Science Program Courses: DHT, MET, MLT, NUR, PNV, RCT, and RGT are not eligible for exclusion.

Repeated courses are automatically excluded by Banner at the end of each semester, leaving only the highest grade to count into the student's GPA.

Auditing Courses

1. Regularly enrolled students and others may audit a course with permission of the Vice President of Instruction.
2. Any student who audits a course is expected to complete all work with the exception of the final examination.
3. No credit may be granted for audit courses.
4. No laboratory work may be audited.
5. Tuition is charged for auditing courses.

Grade Appeal

Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records, it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade (grades earned by taking the final examination), but instead does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures that shall include:

1. Hearings will be conducted within a reasonable time frame;
2. Parents and/or eligible students will be given notice of date, place, and time of hearing;
3. The hearing will be conducted by an official of the institution, named by the President of the College, who does not have a direct interest in the outcome of the hearing;
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and
5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student's records. This log will contain the reason why access was

requested. The log will not be made available to anyone other than the student and the College employees.

When information concerning a student is requested by a third party, they must be notified that the Family Educational Rights and Privacy Act of 1974 prohibits the college from sharing information with any outside party without written permission from the student.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office.

Forgiveness Grade Policy

Academic Forgiveness offers a fresh start to students who have been separated from the college for at least two (2) consecutive semesters and wish to re-enroll. Under this policy, the student may receive W's for any courses with F's or D's within a single semester. The student will retain credits for any courses in which a grade of C or better was earned.

Academic Forgiveness can be granted only once during a student's career at NEMCC.

By federal regulation, the Financial Aid Office must include all courses attempted in evaluating a student's satisfactory academic progress. There will be no "automatic" eligibility for aid based on academic forgiveness.

A student receiving benefits from Veterans Administration will not be reimbursed for repeating courses which had been passed.

This policy applies to NEMCC records only. In case of transfer to another institution, students will be bound by that college's terms and conditions for accepting transfer credits. This can only be used for coursework after 1993. Grades before this period are archived and cannot be changed.

Make-up Work

The student must make appointments for required makeup work and other matters. However, instructors are not expected to give individual attention or makeup tests that have resulted from the student's being absent without justifiable reason. The student can normally expect an "F" for the test or quiz missed due to the absence under this condition. Arrangements for completing approved make-up work must be made with the instructor within a two-week period.

Satisfactory Progress

Students enrolled in the college are expected to demonstrate performance in their course-work sufficient to lead to the eventual completion of their program. The following is a summary of the progress requirements for the various program types:

A student must maintain a minimum grade point average of 2.0 to remain in "Good Standing" with the college. Students who fail to maintain this status for one semester are designated as "Probation 1". A student may be classified as probation 1 for one term. If he/she does not meet the cumulative GPA of at least 2.0 by the end of his/her second consecutive semester in residence, he/she will be suspended for one semester. A student who has been suspended may request readmission from the Vice President of Instruction. If a **suspended** student is readmitted, he/she must reach a cumulative GPA of at least 2.0 by the end of the second semester following his/her return or he/she will be **excluded** from the college

Drug Testing Policies

Health Sciences Drug Testing Policy

1. The misuse or abuse of substances is inconsistent with the ideals of health care.
2. Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study
3. The NEMCC ideal is a drug free educational and work environment.
4. **When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.**
5. **Results of screening may result in the dismissal of a student from the program of study.**
6. **A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.**

Diesel Power Technology Drug Testing Policy

The Diesel Power Technology Program of Northeast Mississippi Community College has an obligation to provide a safe learning environment for all students and industry members who may be impacted by the training of students in the program. The Diesel Power Technology Program requires students to work with and around hazardous equipment with the potential to cause severe injury or death to themselves or others around them. Students in the lab/shop areas must be attentive and focused on their actions, as well as others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students that are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and industry members. The purpose of this policy is to promote safety, employability and to prevent a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes. The Diesel Power Technology Program Advisory Board which consists of industry leaders and employers who maintain industry standards have set forth the following policy for program testing. NEMCC Diesel Power Technology Drug Testing Procedures for random and suspicious testing is as follows.

1. The cost associated with testing and retesting will be the responsibility of the student and will be included in fees for the course, all testing will be completed at a location approved by the instructor and division head. All tests will be Federal DOT panel drug screens. All students will be transported to the testing facility by college personnel in a college vehicle; personal vehicle travel will not be allowed.
2. Test results shall be forwarded directly to the program instructor, Division Head and/or Vice President of Instruction, along with a copy sent to the student. All test results will be considered confidential and access to the results shall be restricted to the respective campus individuals listed. These individuals shall have authority to determine which institutional personnel have a legitimate need-to-know access to specific information.
3. A student who is present on the day of the random drug screen cannot be excused from the screening process. If a student leaves the campus/ facilities without completing a drug screen or refuses to participate in any required drug screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours of the start time of the testing period, it will be considered a Refusal to Test (Federal DOT law) unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.

4. If a student is absent the day of testing, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 a.m. and 2:00 p.m. In the event a student refuses to test within the time listed, this will be considered a failed test resulting in the student being removed from the program effective immediately.
5. Drug screen results must meet clinical agency requirements which include a drug screen that is negative for illicit drugs and/or documented current prescription(s). If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be required to withdraw from the program. The student will be allowed to withdraw, within college policies, procedures and guidelines. Students who do not withdraw will receive a grade of F in all program courses.
6. Test results or specimens that have been determined to be altered by the student shall also be grounds for withdrawal from the program.
7. This policy is for the Diesel Power Technology Program admissions and/or program continuance; however, it does not affect general college admission or the right of a student to pursue other college programs at Northeast Mississippi Community College.
8. If a student is required to withdraw due to failing a drug screen, a student may reapply for admission into the program the following year. Before readmission will be allowed, a drug screen must be completed. In the event another random screen is failed, the student will be ineligible for readmission to the program.
9. If reasonable suspicion of substance abuse exists regarding a student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the student will be requested to consent to a drug test at the expense of the student.

Admission to Health Science Programs

1. Applicants to Health Science Programs must meet requirements for admission to the college.
2. Program specific applications must be submitted by May 1st for August admission or September 15th for January admission (admission in January is limited to readmission applicants). Dental Hygiene applications are due by April 1st.
3. Applicants to Health Science Programs must provide to the college records office proof of a composite ACT score of 17 or greater and a cumulative GPA of 2.00 or greater.
4. Applicants whose ACT scores are below 17 may be considered for admission after completion of 12 semester hours of prescribed academic courses with a CGPA of 2.00 or greater.
5. Applicants to Health Science Programs (with the exception of Medical Laboratory Technology and Medical Assisting Technology) must complete BIO 2514 and BIO 2524 with grade of "C" or greater prior to admission.
6. Acceptable Health Status - Once admitted, Allied Health students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status. Review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens if indicated. Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities, i.e. vision, hearing, mobility, speaking, and manual dexterity. Final admission status cannot be determined until the

health status has been validated. Students may not attend clinical experiences until acceptable health status has been validated.

7. Criminal Background/Fingerprinting Procedure - In accordance to the Mississippi State Law as stated in the State Statute §37-29-232, Northeast Mississippi Community College Health Science Programs: Associate Degree Nursing, Medical Assisting Technology, Medical Laboratory Technology, Practical Nursing Education, Radiologic (Medical) Technology, and Respiratory Care Technology require students to submit to and satisfactorily complete a criminal background check/ fingerprinting. Admission may be rescinded and reversed based on review of the students' criminal background check. At any time, the college may ask a student to clarify current legal status by completing the fingerprinting process. Students who refuse to submit to a criminal background check/fingerprinting or do not pass the criminal background check/fingerprinting will be dismissed from the program. Students who are dismissed from a Health Science Program may seek admission into another educational program that does not have a clinical component requirement in its curriculum.
8. CPR Certification - All students admitted to Health Science Programs must obtain and maintain current American Heart Association CPR certification for Health Care Providers.

NOTE: Meeting eligibility requirements does not guarantee admission to any program of study. Applicants are rated and ranked on program rating tools. These rating tools are available with the program application. Applications are available from the Division of Health Sciences office in Childers Hall and from the NEMCC website.

NOTE: Students who, once admitted, fail to complete the program of study may be readmitted only once to the program of study. A student may reapply for program admission after a period of five years.

In addition, the following requirements exist for the following programs:

Dental Hygiene Technology

Applicants for the Dental Hygiene Technology program must have completed the Pre-Dental Hygiene curriculum with a grade of "C" or higher before being admitted to the program. Completion of the Pre-Dental Hygiene curriculum does not guarantee admission to the Dental Hygiene Technology program.

Medical Assisting Technology

Applicants for the Medical Assisting Technology program must complete BIO 1534 or BIO 2514 with a grade of "C" or higher before admittance to the program.

Medical Laboratory Technology

Applicants should seek an advising appointment with the MLT faculty.

Practical Nursing Education

Applicants for the Practical Nursing Education Program must complete BIO 2514 and BIO 2524 with a grade of "C" or higher.

Radiologic (Medical) Technology

Applicants for the Radiologic (Medical) Technology program must complete all college parallel courses for the program of study before being admitted to the program.

Respiratory Care Technology

Applicants for the Respiratory Care Technology program must complete either MAT 1233 or MAT 1313 with a grade of "C" or higher before admittance to the program.

Admission to the Associate Degree Nursing Program

Individuals seeking admission to the Associate Degree Nursing program must meet the requirements for admission to the college and the requirements listed below.

1. Applicants must apply to the Office of Admissions and be accepted by the college.
2. In addition, applicants must complete the A.D.N. application for admission. A.D.N. program applications are available from the Division of Health Sciences office and from the NEMCC website, www.nemcc.edu. Applications must be submitted by April 1st for applicants wishing to be considered for admission to the program for the fall semester and November 1st for admission for the spring semester. Only transfer and advanced placement students or students needing to repeat a nursing course are considered for spring admission. Late applications for admission will be considered only if space remains available.
3. Completed application forms may be mailed to:
Associate Degree Nursing Program
Childers Hall
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

Minimum Eligibility Requirements

1. ACT composite score (or equivalent) of 19 AND completion of BIO 2514 and BIO 2524 with a grade of "C" and a 2.0 GPA
OR
2. ACT composite score (or equivalent) of 17 or 18, completion of BIO 2514 and BIO 2524 with a grade of "C", completion of 15 hours of required general courses in the nursing curriculum with grade of "C", and a 2.5 GPA.
NOTE: Applicants whose ACT composite scores (or equivalent) are below 17 will not be considered for admission or rated unless all eligible applicants have been admitted. Candidates whose ACT composite scores are below 17 must complete the requirements above.
3. Applicants wishing to transfer credit for nursing courses must meet the admission requirements of the NEMCC and the A.D.N. program and be eligible for readmission to the previous school of nursing. Written documentation of eligibility must be sent from the transfer institution. Courses are evaluated for content equivalency by the student.
4. Applicants are rated and ranked using a point system derived from objective data which includes the composite ACT score, the cumulative GPA, general courses in the nursing curriculum and nursing courses completed at NEMCC successful completion of BIO 2514 & BIO 2524 on first attempt, Mississippi residency, and documented professional commitment indicators.
 - ACT composite scores (or equivalent) will be considered if documentation is provided to the college by May 1st (November 1st for January admissions).
 - Professional indicators will be considered on the rating form if documentation is provided to the college by the date of NEMCC May graduation (November 1st for January admissions).
 - Courses completed by the end of the spring semester at NEMCC will be considered on the rating form.

- Transcripts from other institutions are due to the office of admissions by the date of NEMCC May graduation.
- Applicants will be rated and ranked in order from highest to lowest using the published rating scale by June 1st for the fall admissions or December 15th for the spring admission. In the event of a tie in the rating/ranking process, admission order is determined by the CGPA.
- All who apply to the nursing program are notified by mail or e-mail concerning their admission status.
- Applicants are responsible for updating their addresses and contact information in the Division of Health Sciences office.
- Applicants seeking admission or readmission to NUR 1229, NUR 2339, or NUR 2449 who meet the admission criteria are rated, ranked, and admitted as space is available in the following order: 1) readmission students, 2) LPN-ADN challenge students, and 3) Students transferring nursing credit from another institution.

Acceptable Health Status

Once admitted, students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status.

Review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens if indicated. Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities in order to perform the duties of a practicing nurse, i.e., vision, mobility, hearing, speaking, and manual dexterity.

Criminal Background Check

In accordance to the Mississippi State Law as stated in the State Statute §37-29-232, Northeast Mississippi Community College Health Science Programs: Associate Degree Nursing, Medical Laboratory Technology, Practical Nursing Education, Radiologic (Medical) Technology, and Respiratory Care Technology require students to submit to and satisfactorily complete a criminal background check/fingerprinting. Admission may be rescinded and reversed based on review of the students' criminal background check. At any time, the college may ask a student to clarify current legal status by completing the fingerprinting process. Students who refuse to submit to a criminal background check/fingerprinting or do not pass the criminal background check/fingerprinting will be dismissed from the program. Students who are dismissed from a Health Science Program may seek admission into another educational program that does not have a clinical component requirement in its curriculum.

Drug Testing Policy for Health Sciences

1. The misuse or abuse of substances is inconsistent with the ideals of health care.
2. Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study
3. The NEMCC ideal is a drug free educational and work environment.
4. **When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.**
5. **Results of screening may result in the dismissal of a student from the program of study.**
6. **A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.**

Clinical Affiliates for the Division of Health Sciences

Clinical experiences are available through contractual arrangements with Mississippi community health care institutions, both public and private. If a student is prohibited from attending clinical experiences at any of the scheduled Mississippi community health care institutions, public or private, the student must notify the Program Director immediately. The student's ability to progress in their program of study will be evaluated on an individual basis. If a duplicate/equivalent site is available, the student may be allowed to complete the clinical experience. A duplicate/equivalent site is not guaranteed, and being unable to attend clinical at some clinical facilities may result in a student's failure to progress in their program of study.

Associate Degree Nursing

Baptist Memorial Hospital	Booneville & New Albany, MS
Corinth School District	Corinth, MS
Corinth Surgery Center	Corinth, MS
Landmark Nursing and Rehabilitation Center	Booneville & New Albany, MS
Lee County School District	Tupelo, MS
Longwood Community Living Center	Booneville, MS
Magnolia Regional Health Center	Corinth, MS
Mississippi Care Center of Alcorn County	Corinth, MS
North Mississippi State Hospital Services	Tupelo, Baldwin, & Iuka, MS
New Albany Health and Rehab	New Albany, MS
North Mississippi Health Services	Baldwyn, Iuka, & Tupelo, MS
North Mississippi Medical Center	Tupelo & Iuka, MS
North Mississippi Medical Center - Nursing Facility	Baldwyn, MS
North Mississippi Medical Center - Home Health & Hospice	
North Mississippi State Hospital	Tupelo, MS
Prentiss County School District	Booneville, MS
Region IV Mental Health Services	Corinth & Tupelo, MS
Ripley Manor Nursing Home	Ripley, MS
Tippah County Hospital	Ripley, MS
Tishomingo County School District	Iuka, MS
Union County Health and Rehab	New Albany, MS

Medical Assisting

North Mississippi Primary Care	Ashland, MS
Baldwyn Medical Clinic	Baldwyn, MS
Booneville Medical Clinic	Booneville, MS
Nathan Baldwin, M.D.	Booneville, MS
Northeast Mississippi Internal Medicine	Booneville, MS
Magnolia Regional Health Center Clinics	Corinth, MS
Noyes Family Care Center	Corinth, MS

Physician's Urgent Care	Corinth, MS
Pratt Family Medical Clinic	Corinth, MS
The Magnolia Women's Clinic, P.A.	Corinth, MS
William Jackson, M.D.	Corinth, MS
Williams Medical Clinic	Holly Springs, MS
Iuka Medical Clinic	Iuka, MS
Segars Clinic	Iuka, MS
Internal Medicine and Pediatric Clinic of New Albany	New Albany, MS
Creekmore Family Practice Clinic, PLLC	New Albany, MS
Primary Care Clinic of Ripley	Ripley, MS
Ripley Health Care Associates	Ripley, MS
Acute Care + Family Clinic of Tupelo	Tupelo, MS
Barnes Crossing Medical Clinic	Tupelo, MS
Endocrine & Metabolic Disorders Institute	Tupelo, MS
Family Medicine Residency Center	Tupelo, MS
Sanders Clinic for Women	Tupelo, MS
Tupelo Medical Group	Tupelo, MS

Medical Laboratory

Gilmore Memorial Regional Medical Center	Amory, MS
Baptist Memorial Hospital	Booneville, MS
Magnolia Regional Health Center	Corinth, MS
Pratt Clinic	Corinth, MS
Segars Clinic	Iuka, MS
Baptist Memorial Hospital - North Mississippi	Oxford, MS
North MS Medical Center	Tupelo, MS
Tippah County Hospital	Ripley, MS
Hardin Medical Center	Savannah, TN
Helen Keller Memorial Hospital	Sheffield, AL
Barnes Crossing Medical Clinic	Tupelo, MS
Internal Medicine Associates - North MS Medical Services	Tupelo, MS
Baptist Memorial Hospital	New Albany, MS
Alliance Healthcare	Holly Springs, MS
Northeast MS Internal Medicine	Booneville, MS
NMMC - Pontotoc Hospital	Pontotoc, MS

Practical Nursing Education

Nurse Med II	Baldwyn, MS
Baptist Memorial Hospital	Booneville, MS
Booneville Community Health Center	Booneville, MS
Faith Family Clinic	Booneville, MS

FamilyMed 101
Landmark Nursing and Rehabilitation Center
Longwood Community Living Center
Family Medical Center
Magnolia Regional Health Services
Mississippi Care Center
Faith Family Clinic
Baptist Memorial Hospital
Baptist Memorial Medical Group
Family Clinic of New Albany
Union County Health and Rehab
Family Care Clinic
Nurse Med I
Tippah County Health Services
Acute Care Clinic of Pontotoc
Sunshine Health Care, Inc.
NMMC Behavioral Health
Regional Rehab

Radiologic Technology

Verdenda Adams, RT(R)
Candace Dunaway, R T(R)

Reid Roberts, RT (R)

Jason Hubbard, R T(R)
Phillip Nanney, R T(R)

Jennifer LaMontagne, R T (R)
Karen Barnes, R T (R)(M)

Respiratory Care Technology

Medical Director - B. Wayne McAlpin, M.D.
Baptist Memorial Hospital
Magnolia Regional Health Center
Eliza Coffee Memorial Hospital
North Mississippi Medical Center
Jackson Madison County General Hospital
Baptist Memorial Hospital
Tippah County Hospital
Baptist Memorial Hospital
North MS Medical Center
Helen Keller Hospital

Booneville, MS
Booneville, MS
Booneville, MS
Corinth, MS
Corinth, MS
Corinth, MS
Kossuth, MS
New Albany, MS
New Albany, MS
New Albany, MS
New Albany, MS
Ripley, MS
Ripley, MS
Ripley, MS
Pontotoc, MS
Pontotoc, MS
Tupelo, MS
Tupelo, MS

Magnolia Hosptial - Corinth, MS
Magnolia Orthopedics - Corinth, MS
Baptist Memorial Hospital -
Booneville, MS
Tippah County Hospital - Ripley, MS
Mitias Orthopedics- New Albany, MS
Baptist Memorial Hospital- New
Albany, MS
North MS Medical Center - Iuka, MS

Booneville MS
Corinth MS
Florence, AL
Iuka, MS
Jackson, TN
Oxford, MS
Ripley, MS
New Albany, MS
Tupelo, MS
Tuscumbia, AL

Tuition & Fees

All fees subject to change by action of the Board of Trustees. Applicants should anticipate an increase in tuition and fees.

All fees are due upon registration.

Fees Effective 2019 - 2020

TUITION

FULL-TIME

(Based on day/evening classes and 12 - 21 semester hours. Additional tuition for semester credit hours above 21 will be charge at the part-time rate. Summer classes will also be charged at the part-time rate.)

Residents of Mississippi	\$1655
Residents of Other States	\$3145
Residents of Foreign Countries	\$3360

PART-TIME and SUMMER (Charged per credit hour)

Residents of Mississippi	\$165.50
Residents of Other States	\$314.50
Residents of Foreign Countries	\$336

COMPETITIVE ADMISSION PROGRAM ADDITIONAL TUITION

(Health Science Programs: Associate Degree Nursing, Dental Hygiene, Medical Assisting, Medical Laboratory, Practical Nursing, Radiology, and Respiratory)

FULL-TIME (12 - 21 hours)

Residents of Mississippi	\$410
Residents of Other States	\$410
Residents of Foreign Countries	\$410
**Medical Assisting Students	\$205

PART-TIME (Less than 12 hours)

Residents of Mississippi	\$41/ hour
Residents of Other States	\$41/ hour
Residents of Foreign Countries	\$41/ hour

SENIOR CITIZENS

Age 62 years and older Must pay other fees as applicable.	\$0
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DUAL ENROLLED

Classes taught in the High School	\$200
Classes taught by Northeast Instructor	Regular Tuition & Fees Apply

AUDITED COURSES

Tuition for audited courses is the same as regular tuition, as applicable above.

PRIVATE MUSIC LESSONS

Music Majors (2 credit hour course)	\$80
Music Majors (3 credit hour course)	\$99
Non-Music Majors (1 credit hour course)	\$80

Students who enroll in private or individual music lessons from Northeast faculty will be charged the private music lesson fees in addition to the costs of other tuition and fees. Students enroll in one (1), two (2), or three (3) hour per week individual music lessons. The classes are conducted for the entire semester. Fees for private lessons will help the College recover a portion of the costs for providing individual instruction. The cost differential is because music majors are required to take classes in individual instruction.

TOTAL TUITION MUST BE PAID BY THE FEE PAYMENT DATES PUBLISHED BY THE BUSINESS OFFICE.

The college offers a plan allowing deferred payment of tuition for students who cannot meet this requirement. Contact the Business Office for complete details on the Deferred Payment Agreement.

FEES

iPad	\$346
Registration	
Full-time (12 - 21 credit hours)	\$50
Part-time (less than 12 credit hours - \$50 maximum)	\$5/ hour
Technology/ Activity Fee	
Full-time (12 - 21 credit hours)	\$60
Part-time (less than 12 credit hours - \$50 maximum)	\$6/ hour
Identification Card	1 st Card FREE
Replacement ID Card	\$15/ replacement card
Online Course	\$30/ class
Course Materials	\$0 - 150/ class
Class Withdrawal \$25 maximum when withdrawing from 3 or more simultaneously.	\$10/ class
College Withdrawal	\$25
Class Reinstatement	\$10/ class
Z-Credit Fee - per Course (CLEP, AP, Challenge exams)*	\$50
Parking Decal	\$50/ year
Premium Parking Decal (Boulevard Parking)	\$100/ year
Deferred Payment Arrangement Administrative Fee	\$30

Deferred Payment Late Fee Late fee is assessed on payment amount due, not the total balance.	10%/ occurrence
Returned Check Fee	\$40/ occurrence
BankMobile Card Replacement	
Inactive Card	\$10/ card
Active Card	\$20/ card

* Nursing Related Challenge Exam fee of \$50 is assessed and collected by NLN (National League of Nursing).

Health Science Program Fees

Criminal Background/Fingerprinting (Also applicable to Early Childhood Education majors)	\$50
Malpractice Insurance	\$15
Simulation Lab Supply	\$15
Nursing Supplemental Materials	\$190
Nursing Testing	\$78/ year
X-Ray Badge (Dental Hygiene & Radiology)	\$37.50

Dormitory

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance a schedule to be determined each semester.

Students that register during the published general registration dates must pay tuition, fees, dormitory, and meal charges on the day of registration.

Registration is completed and students are officially enrolled in college after tuition and fees are paid.

Each dormitory resident is **required** to purchase a meal ticket each semester.

Room Deposit	\$100
Mississippi, Wood, & Yarber	\$800
Mississippi (Private Room - Limited Availability)	\$1600
Wood & Yarber (Private Room - Limited Availability)	\$1400
Murphy & White	\$700
Murphy (Semi-Private Bath - Limited Availability)	\$1225
Murphy (Private Bath - Limited Availability)	\$1400

A limited number of private rooms are available on the third floor in Murphy Hall for female students only. Please contact the Residential Housing Office at (662) 720-7311 for additional information and availability.

Meal Plans

Resident 4-Day	\$1070
Resident 5-Day (Athletics & Band Members Only)	\$1138
Resident 7-Day	\$1298
Commuter Noon (Monday - Thursday)	\$314

Dormitory residents must pay the total entrance fee by in accordance ith a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents. Room deposit of \$100.00 will be refunded provided reservation is cancelled two weeks prior to registration for the fall or spring semester.

Fee Payment

- **Registration is not complete and a student is not listed on the class roll until tuition and fees are paid.** Payment must be made at the Business Office. Payment may be made by cash, check, charging to approved financial aid (scholarship, PELL grant, etc.), and/or credit card. Payment may be made via Internet by utilizing Tigerline. Partial payment may be made in accordance with the following guidelines. **Students must contact the Business Office to complete registration and lock-in their schedule.**
- **Deferred Payment Agreement (Payment Plan):** If a student is unable to pay the full cost of tuition and fees at the time of registration, the college offers a Deferred Payment Arrangement (payment plan). Students should contact the Business Office for details. The Deferred Payment Arrangement option allows students to make a minimum payment of 35% of the total Tuition and Fees upon registration. The remaining balance will be due in three equal installments on a schedule to be determined each semester. Students must sign the Deferred Payment Agreement agreeing to the payment plan and their commitment to pay the remaining balance in installments by the due date.
- A late fee of 10% of the late payment amount is charged if a payment is not paid in full by the due date.
- A \$25 Administrative Fee will be charged on all Deferred Payment Arrangements and must be paid in addition to the down payment.
- **Collections:** Student accounts that are unpaid at the conclusion of the semester of enrollment will be forwarded to an external agency for collection. Students with unpaid balances will have their records placed on "hold" and may not register for future terms or receive a transcript of grades until all balances are paid in full.
- **Returned Checks:** Students with unclaimed Returned Checks will be prosecuted in accordance with Mississippi Law.

Tuition Pro-Ration

Tuition Pro-Ration Policy. A student who officially withdraws from all classes within a semester may obtain a tuition pro-ration in accordance with the tuition proration policy. It is the student's responsibility to complete the withdrawal process in accordance with College Policy.

1. Tuition Refund Policy:
2. All student fees are non-refundable.
3. Refunds on student meal tickets shall be on a pro-rated basis according to the schedule below. The identification card of a dormitory student serves as the meal ticket. The identification card will be surrendered to the Office of Event Planning and Residential Services when the student withdraws from the dormitory. A student must officially withdraw from the dormitory before refund calculation will be made.
4. Refunds on student dormitory charges shall be pro-rated according to the schedule below. Students must officially withdraw from the dormitory by submitting a completed housing withdrawal form to the Office of Event Planning and Residential Services before refund calculation will be made.
5. A student may request an appeal for a fee refund by submitting in writing a request for a hearing before the refund committee consisting of the Executive Vice President, Vice President of Finance, Vice President of Instruction, and the Director of Enrollment Services. The decision of the refund committee is final.

Refund of Tuition Fee Schedule

Fall & Spring Semesters	Percentage Refund	Summer Term
Though First Week*	100%	Prior to First Class
Through Second Week*	75%	Through Second Day
Through Third Week*	50%	Through Third Day

*Amended June 2019

Refund of Room and Board Fees Schedule

In order to be eligible for a refund, a student must officially complete the residence hall checkout procedure. The following scale applies to room and board refunds:

During the 1 st week	90%
During the 2 nd - 3 rd week	80%
During the 4 th - 5 th week	70%
During the 6 th - 7 th week	60%
During the 8 th week	50%
During the 9 th -10 th week	40%
After the 10 th week	0%

Financial Assistance & Scholarships

Application Procedures

Northeast Mississippi Community College participates in the following Federal-Financial Aid Programs for student assistance: Federal Pell Grant, Federal-Supplemental Educational Opportunity Grant (SEOG), Leveraging Educational Assistance Partnership Program (LEAP), Academic Competitiveness Grant (ACG), Federal Work Study, and Federal Family Education Loan Program.

Students who are enrolled or accepted for enrollment in an approved post-secondary educational institution and who are citizens or permanent residents of the United States are eligible to apply for assistance under the programs. Remember grants are gifts, but loans must be repaid. There are many sources of aid for students. Some are sponsored by the Federal Government, others by the State of Mississippi, business organizations, and other private sources. To find programs for which a student may qualify, contact the Financial Aid Office at Northeast.

Students should apply for Financial Aid early. Many programs have early deadlines. Financial aid must be complete and approved in the Financial Aid Office before students may charge tuition and fees to the aid.

Student tuition and fees are deducted from the first financial assistance - loan, grant, scholarship, etc. - received by the college.

Financial aid/scholarship information and applications are available to all students through the college web site at www.nemcc.edu/financial-aid/, by mail, by phone at 662.720.7205, by e-mail at finaid@nemcc.edu or in person by visiting Ramsey Hall on campus.

Work Study Programs

Federal Work Study Program - This program provides the student an opportunity to earn wages to assist with college expenses. A student who demonstrates financial need and is making satisfactory progress in his/her studies is eligible to work under this program. Job placement is based upon availability of funds and positions.

Northeast Work Study Program - This program offers part-time employment to the student who may not be eligible for the Federal Work Study Program, but who does need financial assistance to further his/her education. Job placement is based upon availability of funds.

Loans

Subsidized Federal Stafford Loans - Federal Stafford Subsidized Loans are low-interest loans made to a student by private lenders to help a student pay for his/her college education. Students must prove need to be eligible to borrow under the Federal Family Education Loan Program.

Unsubsidized Federal Stafford Loans - Federal Stafford unsubsidized loans are loans available to students who have unmet Financial need.

Grants

Federal Pell Grant - The Federal Pell Grant is a Federal aid program designed to provide financial aid to a student who needs assistance for education beyond high school.

Federal Supplemental Educational Opportunity Grant - The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides grant funds for undergraduate students who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education. The amount of the grant is determined by both the availability of funds and regulations set by the Federal government.

Academic Competitiveness Grant - ACG is a Federal program for students who meet specific criteria including a rigorous secondary school program.

Leveraging Educational Assistance Partnership Program - Leveraging Educational Assistance Partnership Program (LEAP) provides a limited amount of funds for students exhibiting need as determined by an approved needs analysis. The program is sponsored by Federal and local funds. Grants are available to Mississippi residents who meet eligibility requirements.

Mississippi Resident Tuition Assistance Grant Program - The MTAG program provides funds for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements pertaining to the program.

Mississippi Eminent Scholars Grant Program - The MESG program provides tuition grants for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements of this program.

Scholarships

NEMCC offers a large number of scholarships including Institutional Scholarships which are based on ACT performance, academic achievement, career incentive, activity, leadership, participation and competition. Students may also apply and be considered for a limited number of scholarships available through the Northeast Development Foundation/Alumni Association which are included in Agency Scholarships. It is the responsibility of students to carefully review the various scholarships and submit an Application for Scholarships. Information and assistance is available by contacting the Coordinator of Scholarships at (662) 720-7273.

ACT

Institutional Scholarships - - ACT Performance, Academic Achievement, Career Incentive, and Activity/Leadership

Institutional Scholarships along with specific criteria for each scholarship are listed below. An application is required and should be submitted to the Coordinator of Scholarships. Scholarships are subject to the availability of scholarship funds. Applications should be submitted by March 15 for priority consideration. Applications received after March 15 will be processed in order determined by the date received and availability of funds. Students will be notified promptly regarding the status of their application.

General criteria applying to Institutional Scholarships is as follows:

1. Institutional Scholarships may not be awarded for more than six (6) semesters.
2. Institutional Scholarships awarded, regardless of type and budget of funds, will be considered in determining the maximum number of semesters provided.
3. Students must enroll in at least 15 semester hours (12 academic hours) to receive institutional scholarships, with the exception of participation, and competition scholarships, which requires enrollment in a minimum of 12 semester hours.
4. Academic, ACT, Career/Technical, Activity, Leadership and Participation/Competition Scholarships may be combined up to the amount for tuition, dorm, meals, registration fee and ID. A 90+ GPA and any ACT scholarship may not be combined.
5. These scholarships are awarded in amount of one-fourth each semester and are renewable based upon the criteria listed under each scholarship.

Specific scholarships and criteria for each are as follows:

ACT Performance

- 30+ ACT
A tuition, dorm and meal scholarship renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
- 24 - 29 ACT
A tuition scholarship renewable upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
- 22 - 23 ACT
A one-half tuition scholarship renewable upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
- GPA/90+ or 19 - 21 ACT \$800.00 (\$200.00 per semester)
This scholarship is renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

Academic Achievement

Valedictorian/Salutatorian

First and second in class based on GPA. A tuition scholarship renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

Career/Technical Incentive

- Special Career Incentive
A tuition scholarship for students who are a first place State or National winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization.
- Career Incentive
A one-half (1/2) tuition scholarship for students who are a second or third place State or National winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization.
NOTE: Both the Special Career Incentive and the Career Incentive are renewable based on a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

Leadership

Criteria: Must be an entering freshman with demonstrated participation and contributions in a minimum of two (2) high school clubs or organizations and leadership ability as demonstrated by selection as an officer in a church, school, or community organization. Verification is required by the student's high school counselor or principal. The scholarship is renewable based upon enrollment in 15 semester hours credit each semester for four semesters and a GPA of 3.0 each semester. (Scholarship application required)

Activity

Criteria: Must excel in school sponsored clubs, organizations and extra-curricular activities. A letter of recommendation from an official at the student's school is required. This letter should list all of the types of activities in which the student participated. The scholarship is renewable based upon active participation in a NEMCC club, organization or extra-curricular activity each semester and completing a 15 semester hour credit load each semester for four semesters with a GPA of 2.00 each semester. Awarded by the Vice President of Student Services office. (Scholarship application required)

The scholarships listed above are for first time freshman students. Transfer and returning students should see the scholarship office for scholarship opportunities.

Institutional Scholarships - Participation and Competition

These scholarships are awarded to students with special abilities, skills or talents who are selected to participate in a related activity while attending NEMCC. Included are athletic scholarships, band scholarships, cheerleading scholarships, chorus scholarships, piano and voice scholarships, journalism scholarships, commercial art scholarships and country western music scholarships. All students awarded these scholarships are required to maintain enrollment as full-time students (minimum of 12 semester hours or greater) each semester for which scholarships are received. Selection is made by respective NE coach, director, or instructor based upon previous exemplary performance and/or competitive try-outs.

Scholarship amounts and requirements vary according to the particular scholarship.

Requirements specific to a particular scholarship are set by the coach, director, or instructor.

Some scholarship requirements may be determined by national, state, and/or NEMCC regulations and guidelines. Expectations and requirements for the various scholarships will be clearly communicated in writing to respective students. Failure to comply will be grounds for reducing or terminating the scholarship upon sufficient notice. Scholarships may not be awarded in an amount greater than the amount that could be awarded to a Mississippi resident with the exception of regulations that apply to athletics.

Scholarships and information are listed below:

- *Athletic Scholarships* are awarded by the Athletic Department. Interested applicants should contact the head coach of the various intercollegiate sports.
- *Band Scholarships* are awarded to members of the Northeast Tiger Band. Scholarships average one-half tuition and fees and one-half room and board per semester. The Director of the Northeast Band should be contacted for additional information and application forms.
- *Chorus Scholarships* are awarded to students comprising the Northeast Chorus. Selections are made by the Director of the Northeast Chorus.
- *Music Department Scholarships* are awarded in piano and voice to talented students. Selections are made by the Music Department.
- *Commercial Artist Scholarship* recipient is selected by the Department of Art. Northeast provides annually a full tuition scholarship to a commercial art student who does commercial art work, upon request, for the various departments on campus. Hours worked are equal to tuition rate divided by the current work study hourly rate.
- *Country Western Music Scholarships* are awarded to students comprising the Country Western Chorus. Selections are made by the Director of the Country Western Music program.

- *Journalism Scholarships* are available to students participating in College Publications (yearbook, student newspaper). Preference is given to sophomore and freshman editors, but scholarships are available for other positions such as photographer, sports editor, advertising sales (newspaper only), layout and design specialist and staff writer as funds are available. Students are not required to be enrolled in journalism or a communication-related program of study to participate in College Publications. Those interested in Journalism scholarships should request an application from Michael H. Miller, Public Information Specialist/College Publications adviser, NEMCC, 101 Cunningham Blvd., Box 67, Booneville, MS 38829.
- *Cheerleaders* at Northeast Mississippi Community College are selected by a panel of judges to represent the college at athletic events. Selections are made for one academic year, and are made on the basis of try-outs. Cheerleaders are awarded a tuition scholarship each semester. Cheerleaders must be enrolled as full-time students each semester and must maintain a 2.00 GPA.
- *Tiger Ambassadors* are offered a work-study position on a semester basis to represent and assist the college at recruiting/college fairs and to assist with other duties involving contact with prospective students. To apply see the Director of Enrollment Services or call (662) 720-7591 for information.
- *Tiger Dancer* scholarships are awarded to outstanding female dancers for their participation in the Northeast Tiger Band. For more information about try outs contact the Director of Bands.
- *Theatre Department Scholarships* are awarded to actors, crew, and stagecraft applicants. Contact the Director of Theatre for more information.

NOTE: Try-outs, if required, for the above scholarships will be announced and publicized. For information, call (662) 720-7273 and ask to speak to the appropriate coach, director, or instructor. Information may also be obtained on-line at www.nemcc.edu.

Agency Scholarships

Agency scholarships, along with the criteria for each scholarship, are listed below. Interested students are encouraged to carefully review the numerous scholarships and criteria. An application for scholarships is required to be considered for one of these scholarships. Applications should be completed online by March 15th for priority consideration. Applications received after March 15th will be considered based on date received and availability of funds. Application can be found here: [Foundation Agency Scholarship Application](#).

Allie Conner Gaddis Memorial Scholarship A one-semester \$300 scholarship awarded to a Ripley High School Graduate. The recipient is selected on the basis of character, leadership, and academic achievement. (Administered by the NE Development Foundation)

Alumni Association Scholarship A fall one-semester scholarship awarded to a high school graduate from Alcorn, Lee, Prentiss, Tippah, Tishomingo, or Union county. An additional application must be submitted and can be acquired through the Foundation Office. (Administered by the NE Development Foundation)

Amber Carol Poff Scholarship This scholarship will be awarded to a Hickory Flat graduate majoring in a Math or Science field. The recipient must maintain a 3.0 GPA. The scholarship will be awarded for the fall and spring semesters. (Administered by the NE Development Foundation)

B.T. & Ida Knight Moore Scholarship This scholarship, which will be split over two semesters, will be awarded to an incoming freshman beginning in the fall semester. The following conditions are subject to this scholarship; must maintain a 2.50 GPA, must be a resident of the surrounding five county area that Northeast serves, and is also based on academic achievement and financial need. Applicants must have applied and been accepted for admission to Northeast Mississippi Community College before submitting a scholarship application. An additional application must be submitted and can be acquired through the Foundation Office. (Administered by the NE Development Foundation)

Baptist Memorial Hospital Endowed Scholarship A semester scholarship awarded to a student enrolled in the Registered Nursing Program, who is from one of the five county areas. (Administered by the NE Development Foundation)

Baptist Memorial Hospital Volunteer Scholarship A semester tuition scholarship is awarded based on academic achievement and financial need. Applications are secured through the hospital. (Administered by the NE Development Foundation)

Bob Coggins Memorial Scholarship A two-semester scholarship awarded first to a Freshman Student from the Baldwyn area, and if no Baldwyn student, then from five county area. (Administered by the NE Development Foundation)

Bobby and Barbara Martin Family Scholarship The Bobby and Barbara Martin Family Scholarship for Tippah County will be awarded for two semesters. The following criteria conditions for the scholarship: Tippah County High School graduate (does not have to be a current graduating senior); prefer a student who has been actively involved in community leadership activities; student must maintain a 3.0 GPA to continue receiving scholarship; and student must complete the Bobby and Barbara Martin Family Scholarship application and submit a 100 words or less essay which outlines educational history, goals for the future, justification of need for the scholarship, and community leadership activities. An additional application must be submitted and can be acquired through the Foundation Office. (Administered by the NE Development Foundation)

Booneville Masonic Lodge Scholarship Applicant must be relative of Master Mason in good standing of Booneville Lodge No. 305. ACT Grade Average is required. Amount of Scholarship shall be \$250.00 each for Spring and Fall Semesters and used for tuition only. Scholarship will be given annually subject to availability of funds. An additional application must be submitted and can be acquired through the Foundation Office. (Administered by the NE Development Foundation)

Cecelia Tollison Memorial Scholarship A one-semester scholarship is awarded to a student based on academic achievement and financial need. (Administered by the NE Development Foundation)

Clifton B. Sawyer Memorial Scholarship One semester scholarship awarded to an Alcorn County High School graduate with performance given to those in the Allied Health program and is based on financial need. (Administered by the NE Development Foundation)

Corinth Rotary Magnolia Classic Scholarship A one-semester scholarship is awarded annually to a sophomore student who resides in Alcorn County, preferably, but not limited to, a single parent. (Administered by the NE Development Foundation)

Dodridge-Ajax Scholarship A one-semester scholarship is awarded annually based on academic achievement and financial need. (Administered by the NE Development Foundation)

Eddie Burns Memorial Scholarship A one-semester scholarship will be awarded in the Fall semester to a graduating senior from Prentiss County. Must be full time student and maintain a GPA of 3.0 and above. Would prefer students who are not receiving full aid. (Administered by the NE Development Foundation)

Emma McDonald Street Memorial Scholarship A one semester scholarship awarded to students who are interested in majoring in mathematics or a related field. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

F.L. "Spud" Rowell Scholarship Two one semester scholarships awarded to a Falkner High School graduate. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Fairey Eaton Miller Scholarship Tuition scholarships awarded to a Tippah county resident. Students applying for this scholarship must have applied for admissions at the time of application for the scholarship fund. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation) An additional application must be submitted and can be acquired through the Foundation Office.

First American National Bank A one-semester scholarship awarded to a student from the banking service area. The selection for this award is based on academic achievement and financial need.

Glenn Davis Gray Scholarship The Corinth Junior Auxiliary provides two tuition scholarships for both semesters for students from Alcorn County majoring in a medical related field. Award is based on academic achievement, letters of performance, and financial need.

Hall Adams Fund Scholarship A \$500.00 scholarship awarded to six (6) students annually in memory of Mr. Adams, who was a native of Alcorn County. Scholarship awards are based on academic achievement and financial need. Recipients should be residents of Alcorn County.

Harold T. and Jane Carlisle White Memorial Scholarship A one-semester scholarship is awarded based on academic achievement and financial need. (Administered by the NE Development Foundation)

Jack and Faye Rolison Endowed Scholarship A scholarship is awarded in the Fall semester to a Ripley High School Senior, if not eligible, a graduating senior from Tippah County. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Jack Gandy Memorial Scholarship Fund A fall one-semester scholarship will be awarded to a resident of the five county area Northeast serves based on academic achievement and financial need. (Administered by the NE Development Foundation)

James L. Triplett Memorial Scholarship A one-semester \$500 scholarship is awarded annually to a full-time student. Students applying for this scholarship must have applied for admissions at the time of application for the scholarship fund. Students receiving this scholarship must maintain a 3.0 GPA or above. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Janet Kutrip Memorial Endowment (APPLICATION REQUIRED) Two-semester scholarships that will be awarded in the Fall. Must be enrolled as a second year ADN Student or a NEMCC LPN graduate who has been exempted by challenge the first year of the ADN curriculum. Student must currently have and maintain a 3.0 GPA. Student must submit an essay which outlines educational history, goals for the future, and justification of need for the scholarship. Student must complete the "Janet Kutrip Memorial Scholarship" application form. Student must show a prompt and consistent class attendance. Scholarship is awarded in concurrent semesters only. Scholarship is also based on academic achievement and financial need. (Administered by the NE Development Foundation)

Juanita W. Hill Endowed Scholarship This is a two semester scholarship awarded to a Tippah County student. The scholarship is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Marion W. Smith Scholarship The Renasant Bank provides each year two scholarships for both semesters. The recipients must be business administration majors who plan a career in banking or social science majors who have an interest in government. Priority is given to dependents of employees of the bank. (Administered by the NE Development Foundation)

Matt Thornton Memorial Scholarship A fall \$250 scholarship awarded to a Booneville High School graduate that has been in band for a minimum of four years. Recipient must be an incoming freshman. If the recipient drops or withdraws from college any monies remain unspent, will be returned to the scholarship fund. Award is based on financial need. (Administered by the NE Development Foundation)

Michael Epting Scholarship This scholarship will be awarded in the Fall semester in the amount of \$1050. The student will receive \$525 for the Fall semester and \$525 for the Spring semester. The following conditions are subject to this scholarship: must maintain a 2.75 GPA, must be a resident of Tippah County, must be enrolled in the Automotive or Diesel Mechanics programs, and is also based on academic achievement and financial need. (Administered by the NE Development Foundation) An additional application must be submitted and can be acquired through the Foundation Office.

Michael Hisaw Memorial Scholarship sponsored by Rotary Club of Booneville, A one-semester \$250 scholarship awarded annually to a Prentiss county resident by the Booneville Rotary Club. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Mt. Zion Cumberland Presbyterian Church Scholarship This scholarship is in memory of Dwayne Heath and Terry Ray Robertson and is a one-semester scholarship awarded to a Falkner High School graduate. Award is based on financial need. (Administered by the NE Development Foundation)

NEMCC Maintenance Scholarship A one-semester scholarship is divided each Fall semester between the children and grandchildren of NEMCC Maintenance personnel. Students applying for this scholarship must have applied for admissions at the time of application for the scholarship fund. (Administered by the NE Development Foundation)

North MS Educational Consortium Scholarship Fund A one-semester scholarship awarded to a Freshman or Sophomore student with an education major. Must be a full-time student and maintain a 2.5 GPA. Award amount depends on allocation received from NMEC each year. (Administered by the NE Development Foundation)

Oscar L Shannon Memorial Scholarship A one-semester scholarship, preferably to Tippah County student. Must be majoring in Business or Business Technology. If not from Tippah county then from five county area. (Administered by the NE Development Foundation)

Pilot Club Scholarship (Booneville) A tuition scholarship is awarded to a female graduate of Booneville High School or another high school in Prentiss County. This award is based on academic achievement and financial need; however, a person who is receiving a government grant and/or any other scholarship is not eligible. (Applications for this scholarship are available from the Pilot Club of Booneville.)

Prentiss County Bar Association Scholarship A one-semester tuition scholarship is awarded annually to a student majoring in PreLaw. Award is based on academic achievement and financial need.

ProVia Products Scholarship This scholarship is awarded to incoming freshman that has applied and been accepted for admission to Northeast Mississippi Community College. The scholarship may be applied to tuition first, if applicable, and then to books, lodging, and other related expenses. The recipient is selected on the basis of (1) relation to a Heartland Siding employee, (2) area of residence, (3) high school GPA, and (4) essay submission on "Describe a Successful Student". Students with prior full paid assistance will not be eligible. (Administered by the NE Development Foundation) An additional application must be submitted and can be acquired through the Foundation Office.

Robb Clement Memorial Scholarship A one semester scholarship is awarded each year to a Booneville High School senior. (Administered by the NE Development Foundation) An additional application must be submitted and can be acquired through the Foundation Office.

Robert B. Hill Endowed Scholarship This is a two semester scholarship awarded to a Tippah County student. The scholarship is based on academic achievement and financial need. (Administered by the NE Development Foundation)

The Peoples Bank Charities of Ripley Scholarship A one semester scholarship awarded to a student who resides in Tippah or Benton County, preference will be given to those in Tippah. Award is based first on financial need then on academic achievement. (Administered by the NE Development Foundation)

ThyssenKrupp Elevator Scholarship A one-semester \$1000 scholarship awarded to a dependent of a ThyssenKrupp Elevator employee. The recipient must also have maintained a grade point average of at least 2.5. (Administered by the NE Development Foundation)

Truitt Stockton Scholarship A two semester scholarship is awarded to a student majoring in the Construction Engineering Technology program or a related vocational-technical program. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Wesley Bruce Green Memorial Scholarship Established by his family. A \$250 one-semester tuition scholarship to be awarded annually to a graduate of Jumpertown High School. The recipient will be selected on the basis of academic achievement.

William Edward Yancey Endowed Scholarship Two semester scholarship awarded to a Tippah County student with any program of study, a preference given to graduates from Pine Grove High School, who maintained at least a 2.5 average for 4 years of high school and continues to maintain a 2.5 GPA during their tenure at Northeast Mississippi Community College. (Administered by the NE Development Foundation)

Zona Dale & Charles Taylor Endowed Scholarship Awarded to a female student, preferably a single parent, that majors in a service field such as Child Care, Nursing, or Foods & Nutrition. Award is also based on strong financial need. (Administered by the NE Development Foundation)

Zona Dale Taylor Scholarship A one-semester scholarship is awarded to a Home Economics major. Award is based on academic achievement and financial need. (Administered by the NE Development Foundation)

Financial Aid Satisfactory Progress Requirements

In order to be eligible to receive Federal student aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Education Assistance Partnership Educational Program, Federal Stafford Loan, Federal Work Study Program, and Academic Competitiveness Grant, a student must progress satisfactorily toward completion of his/her educational objective. Failure to achieve satisfactory progress will result in the termination of all Federal financial aid.

Satisfactory progress will be measured according to the following tables:

Academic and Technical Students

Hours Attempted	Percentage Hours	Cumulative GPA
0 - 32	50%	1.50
33 or more	67%	2.00

Maximum Hours Allowed

Students pursuing a degree in an eligible program may be eligible to receive aid for a maximum of 150% of attempted hours of the programs published required hours.

Cumulative Record

A student's entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Transfer credits earned from other colleges that are placed on NEMCC transcript will be included.

Notification of Ineligibility

Attempts to notify all students by mail or e-mail will be made; however "Tigerline" portal at www.nemcc.edu will serve as official notification of financial aid in "Tigerline".

Remedial Classes

Developmental studies classes will be treated the same as all the regular classes.

Incomplete Courses

Grades of incomplete are counted as an F until the course is completed and the registrar records the grade.

Repeat Courses

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course, which you may repeat until passed.

Financial Aid Eligibility

Federal Financial Aid recipients will be given a total of 96 hours (including withdrawal hours) to complete a four-semester program and 141 hours (including withdrawal hours) to complete a six-semester program. At the end of this period, the student will not be eligible to participate in the Federal financial aid program regardless of grade point average, hours accumulated, or change of program unless approved by the appeals committee.

A student will be required to enroll in courses pertaining to his/her program of study to be eligible for financial aid

Developmental courses, for which institutional credit is granted and grades are recorded, will be treated in the same manner as regular courses.

Awards will be reduced proportionately for part-time students. A student must enroll in at least six academic hours to receive some types of Federal Aid. All part-time semesters, including summer terms, will be considered when determining satisfactory progress.

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course which you may repeat until passed.

Financial Aid Attendance

A student receiving financial aid is expected to remain in all classes throughout each semester. Any semester in which a student withdraws will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid programs. Federal regulations specify that return of Title IV funds must be calculated for recipients of Title IV aid who withdraw or cease attendance from all classes during a semester. The institution must calculate the amount of Title IV aid the student earned (based on last day of class attendance). Therefore, any unearned portion of Title IV awards must be returned to the proper fund. The Return of Title IV Funds Federal Policy can be viewed in the Financial Aid Office.

Financial Aid Warning/Probation

If you are denied aid based on your academic progress, that denial takes precedence over any previous award notification you may have received. If you do not meet the minimum standards at the end of a semester, you will be placed on financial aid warning for the next semester. You may continue to receive financial aid for that warning semester. If you are placed on initial financial aid warning, you will have one academic semester to meet the minimum Satisfactory Academic Progress standards. If you are not meeting minimum Satisfactory Academic Progress standards by the end of your initial warning semester, you will not be eligible for aid (including grants, student loans, and/or Federal Work-Study) in subsequent semesters, and will be placed on suspension.

Appeals for Financial Aid Suspension

A student who wishes to appeal the suspension status should submit a written request for an appeal to the Financial Aid Appeals Committee chairman. The request should indicate why the student did not achieve the minimum academic requirements and why financial aid should not be suspended. The Financial Aid Appeals Committee will review the appeal to determine whether financial aid suspension is justified. The decision of the committee is final. (Note: Financial aid suspension must be appealed separately from academic suspension.)

Counseling Center

Counseling, Testing, and Career Planning Services

The Counseling Center of Northeast Mississippi Community College offers a variety of services to students, prospective students, college personnel, and graduates. The Counseling Center, located in Ramsey Hall, is staffed with professional counselors available to help students benefit from personal, social, career, and educational opportunities. The following services can be accessed by contacting the counseling staff at (662) 720-7313, or email counselingcenter@nemcc.edu.

ADA - Disabilities

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA)

Northeast Mississippi Community College provides adaptations and modifications to the learning environment for eligible impaired and/or disabled students. All students with a disability, including eLearning students, are strongly encouraged to contact the ADA/Section 504 Counselor/Coordinator, Leigh Ann Stewart, in Ramsey Hall Suite 113 at 662.720.7192, or via email at lastewart@nemcc.edu to discuss their disability and the appropriate accommodations. Students may also contact the ADA/Section 504 Compliance Officer Ray Scott located in Ramsey Hall Room 216, or at 662.720.7235.

Students must self-identify in order to receive accommodations. NEMCC Disability Applications may be obtained from the Counseling Center in Ramsey Hall or online from NEMCC's website at <http://www.nemcc.edu/student-support/disability-accommodations>.

Career and Academic Counseling

The counseling staff assists students in identifying interests, values, needs, and abilities in order to plan academic and career goals. In-depth career counseling is used to help the student in their process of self-assessment. The center offers interest inventories, career information files, senior college applications and catalogs, coordinates senior college visits, provides an annual career and college transfer day, job interview and resume writing workshops, provides financial aid and scholarship information, and up to date labor market information to aid the student in developing a career plan.

Individual and Group Counseling

The counseling staff assists the student to define goals and resolve personal, social, or educational problems. Interview sessions conducted by counselors are kept confidential. Information of a confidential nature is released only upon a client's written request, in a circumstance which would result in a clear danger to the client or others, or as may be required by law.

Job Placement

The counseling staff offers career planning and job placement services to assist students in finding full or part time employment. Regional employers in approximately thirty counties are contacted annually by Student Placement Office to encourage employing Northeast students. Students are encouraged to visit the Placement Office in Ramsey Hall, room 113, to discuss employment needs and services. To obtain up to date occupation information, contact the Director of Student Placement located in Ramsey Hall, by phone at (662) 720-7412, via email at jewilliford@nemcc.edu, or through the college website. Go to www.nemcc.edu; under resources select more links; select employment; select student placement; click on information for students.

College Success Classes

The counseling staff provides institutional credit classes in study skills, career exploration, self-affirmation, and cooperative education. Life Skills Development (3 hours) is an academic credited class.

Orientation

The counseling staff provides orientation sessions to aid incoming freshmen in learning about the College's environment. College success programs are presented for high school seniors and prospective students.

Tutoring & Title IV Student Support Services Program

- Located in the Counseling Center, the Title IV Student Support Service Program is federally funded to provide free tutorial services in all subjects to students who are eligible. Career, academic and personal counseling, cultural activities, senior college transfer assistance, and assistance to receive other special services offered by the college are services that eligible students can receive. In order for a student to be eligible to receive one or all services offered by the Title IV Student Support Services Program, the student must have an academic need and meet at least one of these qualifications:
 1. First generation student
 2. Low income
 3. Individuals with a disability.
- Students who do not meet any one of these guidelines are referred to other campus resources for assistance. Receiving tutoring services is free of charge to students meeting the requirements.
- NetTutor is also a free tutorial service that is available in Canvas. Please call 662.720.7313 or 662.720.7272 if you have any questions.

Testing

The counseling staff administers various tests to students to assist them when enrolling in college, and when making academic and career choices. Tests available include National ACT, Residual ACT, SAT, CAPS, and MS-CPAS2. The Counseling Center offers the Myers-Briggs Type Indicator-Career Survey.

The national American College Test (ACT) is given on regular national test dates. Pre-registration is required. The residual American College Test is given on a scheduled basis. Students should contact the Counseling Center for dates and information.

Placement Testing

When new students are admitted to the college, their ACT scores are reviewed to determine if specific academic skills need to be improved.

Students with ACT English sub scores 16 and below will be registered for ENG 0113 Beginning English. Completion of this course with a "C" will qualify the student for entry in ENG 1113 - English Composition I. Students who wish to challenge their English placement according to the departmental challenge exam.

The College uses ACT math sub-scores along with credits in high school mathematics courses for placement in college mathematics courses. Students with an ACT Math sub-score of 19 or above may register for MAT 1313 - College Algebra. Students with ACT math sub scores of 18 and below will be registered for MAT 1233 - Intermediate Algebra. Students with a Math ACT sub-score 16 and below have the option of choosing to register for MAT 0123 - Beginning Algebra. If a student questions his/her math placement, he/she may take the department challenge exam to determine his/her accurate placement level in mathematics. Students who have an ACT sub

score in Math of 22 or higher can register for the following: MAT 1513 - Business Calculus I, or MAT 1613 - Calculus I.

If a student's curriculum requires BIO 2514 - Anatomy and Physiology I, an ACT composite score of 19 or above is necessary for enrollment in the course. Students with a composite of 18 or below will be required to enroll in BIO 1534 - Survey of Anatomy and Physiology.

Students who wish to challenge their mathematics placement according to the Accuplacer test should see the Math/Science Division Head in McCoy Hall. Students who wish to challenge their English placement according to the Accuplacer test should see the Counseling Center in Ramsey Hall.

Career Services

The Counseling Center provides free career counseling and testing for those students who need assistance with career decision-making, including choice of program of study. Students are invited to browse the up-to-date occupational pamphlets, catalogs and other career literature in the career center.

The "Myers-Briggs Type Indicator-Career Report" is offered as an interest inventory, interest/skill survey, and personality preference instrument.

The Counseling Center provides Academic Support to students in the following areas: study & test-taking techniques, time management, individual and group tutorial services, academic advisement, and student success labs.

The Counseling Center provides services to assist students with planning their college career. Students have access to on-line college planning through the different links provided through the Counseling Center. Go to: <http://www.nemcc.edu/quick-links/the-counseling-center-for-student-success/>

Class Attendance

Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. (Excused absences are those incurred as a result of **attending a school-sponsored activity or short-term military active duty.**)

Students who are absent from class more than 14% (two weeks) of the scheduled class meetings will be reported to the records office for excessive absences and cut from class. The instructor of the class will inform the student of the existence of excessive absences via Northeast email and upon the student's return to class. Students who are removed from class for non-attendance will have a status of CO (cut-out) and a grade of F recorded for the courses. Students who are CO of a class should process a class withdrawal for that class by the posted deadline in order to prevent a grade of F being recorded. To seek a reinstatement, a student must meet with the instructor as soon as possible. The instructor will discuss the student's status and merit for reinstatement to class. After meeting the instructor will approve/disapprove reinstatement. If approved, the students will then go to the Vice President of Instruction Office in Ramsey 217 for reinstatement.

If a student is having academic or personal problems that are affecting chances for success in a course, he/she should contact one of our professional counselors to receive assistance by visiting the Counseling Center in Ramsey Hall, calling 662.720.7313, or emailing counselingcenter@nemcc.edu

If a student does not plan to seek reinstatement, he/she must go to the Counseling Center in Ramsey Hall to process a withdrawal during the Withdrawal Period. Failure to withdraw will result in an F being earned in the course.

eLearning

Kim Harris, eLearning Coordinator

Northeast recognizes the needs of students who, because of various time or space barriers, cannot attend courses in the traditional classroom setting. Through the use of the Internet, Northeast offers students the opportunity to receive classes at their home or office. Northeast is an active participant in the Mississippi Virtual Community College (MSVCC), a joint online effort between the Community Colleges within the State of Mississippi and the State Board for Community and Junior Colleges. This partnership increases the number of Internet-based courses that are available to Northeast students.

Faculty and students participating in eLearning courses interact through phone, email, discussion boards, and chat rooms. All online courses meet the same educational requirements as traditional classroom courses.

Admission/registration procedures for eLearning courses are the same as outlined for the traditional classes. Textbooks for eLearning students are available for NEMCC-originated courses in the Northeast Bookstore located in Cartwright Hall. Northeast Bookstore staff will assist students in obtaining books for courses originating from other schools. The registration process is not complete until fees have been paid in the Business Office. Fees may be paid by cash, money order, credit card, approved financial aid (i.e. PELL, MTAG, SEOG, and student loans) or the promissory note plan. For convenience, students may also pay fees via their "Tigerline" account.

Additional information regarding the Northeast eLearning program can be obtained by following the eLearning link from the NEMCC website at <http://www.nemcc.edu>.

- **Hybrid Courses**

- Northeast Mississippi Community College recognizes the needs of students who, because of various time and space barriers, cannot attend courses in the traditional classroom setting. We also have taken into consideration the fact that many of these students feel unprepared to complete a course solely through an on-line environment. In order to accommodate the needs of these students, NEMCC has developed hybrid courses which are taught using a combination of two instructional formats. NEMCC hybrid courses combine traditional face-to-face classroom instruction with Internet-based distance education.
- In the state of Mississippi, according to the MSVCC Policy and Procedures Manual, hybrid courses are defined as those courses with less than 75% of student contact hours provided online. In a hybrid course, a portion of the student's regularly scheduled classroom time will be replaced throughout the semester by required online activities.
- Students who wish to enroll in a hybrid course will need to adhere to the same admission and registration procedures as those enrolling in traditional NEMCC courses. Likewise, class attendance and withdrawal processes for hybrid courses will be the same as those which are outlined for traditional students through the NEMCC Student Catalog.

- **Canvas**
 - Canvas is the online learning management system at Northeast Mississippi Community College. In Canvas, students can access course materials, view grades, submit assignments, participate in hybrid or online courses, and much more. Canvas offers mobile applications that allow you quick access to content on the go. The Canvas applications are available for iOS and Android users. You have full content access from an internet browser, as well.
 - Go to nemcc.instructure.com to access your Canvas courses today.

Housing

Residential Student Services

112 Ramsey Hall

662.720.7306 or 662.720.7311

The College provides comfortable and safe residence halls for students who wish to live on the campus. The college has five multi-level residence halls for men and women students: Murphy Hall, Wood Hall, and Mississippi Hall (women's residence), and White Hall and Yarber Hall (men's residence). Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bed linens, towels, personal hygiene supplies, and other supplies necessary for resident's personal comfort.

Each of the suites in White Hall and Murphy Hall have two bedrooms with connecting bath, accommodating four students. Yarber Hall, Wood Hall, and Mississippi Hall have single units with bath, accommodating two students.

For additional information, contact the Director of Event Planning and Housing at (662) 720-7306 or, email rbcoggin@nemcc.edu.

Eligibility for Campus Housing

Students must be enrolled full-time in order to reside in a residential hall. The college will terminate student's residency, for students who do not maintain full-time status, unless a waiver is approved by the Director of Event Planning and Housing. (Full-time status is twelve or more semester hours.)

To continue to reside in a Northeast Mississippi Community College Dormitory on a continuing basis, each student must maintain at least a 1.75 GPA the first semester of full time attendance. If a student fails to maintain a 1.75 GPA during their first semester of residence, they will be placed on probation for the following semester. During probation period of one semester, each student must achieve a 2.00 GPA during that semester of full time enrollment. If a GPA of 2.00 is achieved during the semester of probation, they will be removed from probation and regain full dorm privileges. Each student will then be required to maintain at least a 2.00 GPA each semester or be placed back on probation for one semester. If student fails to achieve a 2.00 GPA during the probationary period of one semester, they will lose dormitory privileges until they achieve a 2.00 GPA for a full time semester of enrollment.

All dormitory residents are required to purchase a four day or seven day meal plan, as long as they reside in residence halls.

Application and Deposit Information

Residence hall contracts are for the academic semester. An initial reservation request must be confirmed by a signed contract with a deposit. A deposit of \$100 must accompany each application for student housing. This deposit shall remain on file with the college as long as the student occupies the residence hall, and is reduced by the amount of unpaid damages or any other financial obligation due to the college at the time residence hall space is vacated.

Admission to the college does not guarantee the student the reservation of a dormitory room on campus.

Students are encouraged to complete their residence hall applications as early as possible.

Receipt of application and deposit is used to establish priority for room assignment. Priority deadline is May 1st for the fall semester and November 1st for the spring semester.

Room Assignment

Housing assignments are based on the following criteria:

- **Current Students** - Rooms will first be assigned to students who are presently living in a dormitory and who apply by April 1, for fall and November 1, for spring semester.
- **New/Returning Students** - Rooms will be assigned according to the following:
 1. special needs
 2. students involved in college activities and required to live on campus
 3. roommate preference and
 4. date of application.

Preferred roommates are required to submit their housing applications together or within seven working days of each other. Should the preferred roommate not request the student, cancel their application, or not apply within the seven-day time restrictions, students will be assigned another roommate without notification, prior to registration. All requests will be honored whenever possible.

Before the end of the fall and spring semesters, current residence hall students must update their housing application by indicating if they will be returning or not returning for the next semester. This form is to be completed in the office of the residence hall.

Students who fail to notify the Office of Event Planning and Housing of their intent to return within the next semester will be viewed as "not returning" and their room will be reassigned.

Students may cancel their room reservation by notifying the Office of Event Planning and Housing in writing or by telephone at (662) 720-7311. The college will provide a full refund of the deposit if residence hall space is not available or the student:

- cancels prior to deadline dates. (July 1 - Fall semester, December 2 - Spring semester)
- is denied admission to the college.
- is prevented from entering the college because of medical reasons, which are confirmed in writing by a licensed physician.

A student who fails to claim an assigned room or notify the Office of Event Planning and Housing of their intentions to cancel will automatically forfeit his/her \$100.00 deposit

Refund of Room and Board Fees Schedule

In order to be eligible for a refund, a student must officially complete the residence hall checkout procedure. The following scale applies to room and board refunds:

During the 1st week	90%
During the 2nd - 3rd week	80%
During the 4th - 5th week	70%

During the 6th week	60%
During the 7th	50%
During the 9th	40%
After the 10th week	0%

Student Identification Cards

Student ID cards will be made after the student has completed all registration processes including fee payment. A replacement card can be purchased in the Housing Office of Ramsey Hall for a fee of \$15.00. The student ID must be worn on a visible location of ones person at all times when on College property.

The student ID is required to check out books in the library, write checks on campus, charge against financial aid in the bookstore, pick up grant and loan checks and participate in school elections. Students with valid Northeast ID are admitted to college activities ad events at no charge. It is the student's responsibility to get the card updated at the start of each new semester.

Students must present their student ID when requested by any College personnel. A student who does not present an ID card or lends his/her ID card will be subject to disciplinary action by the Vice President of Student Services in Ramsey Hall.

Library

NEMCC Libraries

<http://www.nemcc.edu/library/>

Eula Dees Memorial Library, Booneville 662.720.7237

Thomas L. Sweat Library, Corinth 662.696.2354

The libraries serve NEMCC by providing instructional and leisure-reading books, movies, audio/video materials, and numerous computer stations with Microsoft Office products, Internet access, on-line databases, and a variety of other products. Also available are more than 145,000 on-line books students can access with the appropriate password. The library staff is eager to give personal or group instruction to library users. If assistance is needed when the library is closed, students can contact a librarian through the 24/7 link located on the library homepage.

Northeast at Corinth hours of operation will coordinate with times of classes offered. Check the library website for hours.

Library Loan Privileges

- Regular circulation loans are for two weeks and may be renewed.
- Material placed on reserve by faculty must be used within the library during normal hours.
- Non-circulating materials (such as reference books, magazines, newspapers, and audiovisual materials) must be used in the library during normal hours.

Library Printing

All student/public access printers in the library are governed by a print-management system. Students receive 250 free prints each fall and spring semester (100 during summer semesters.)To print, students must log in with their NE e-mail address and use their Canvas password. Once the free copies have been used, students may pay (\$0.10 per page) to add additional funds to their print accounts. People not enrolled as Northeast students must pay \$0.10 per page for prints. There is no color printing.

A copy machine is available for students and non-students to use. The cost is \$0.15 per copy.

Regulations

- No fines are charged on overdue materials; however, students should return materials to the library on time so others can use them. A hold is placed in the Banner system on all overdue materials. As a result of the hold, students with overdue materials are not allowed to register for classes or receive their transcript, and final grades are held until materials are returned.
- Further borrowing privileges may be denied a student who has overdue items or delinquent library records.
- Lost or missing items should be reported as soon as possible to the library staff.
- Replacement fee for lost item is the current cost of the item.
- Northeast is a "tobacco free" campus. The use of tobacco products is prohibited in the libraries.
- No food or drink is permitted in the libraries.
- Cell phones must be silenced or turned off while in the libraries.
- Students are expected to work independently without constant supervision and must conduct themselves in such a manner that others will not be disrupted. Noisy or disruptive students will be asked to leave.
- Children must not be left in the library unattended. Young children and babies may be allowed only as long as they are not disruptive to other library patrons. Children are not allowed to use library computers except for school assignments. If computers are needed for school assignments, they may only be used as long as a parent is sitting with the student and supervising their work.
- The Mississippi Library Security Act of 1978 states, "It shall be unlawful for any persons to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization. It shall be unlawful for any persons to willfully mutilate library materials." This means that it is a violation of state law to remove books or other library materials without checking them out or to damage them by cutting out sections, writing in them, or otherwise defacing them.
- The United States Copyright Act of 1976 states that it is a crime to photocopy any and all copyrighted materials. Certain portions of copyrighted articles may be photo-duplicated for study and other educational purposes.

Student Conduct

As citizens of local, state, and national governments, Northeast students are expected to adhere to all applicable laws and regulations. Northeast students, employees, and visitors are governed by state and federal laws and are expected to act in accordance with those laws. Violations of those laws may result in criminal proceedings in compliance with the state and/or federal requirements. Students enrolled at Northeast Mississippi Community College assume an obligation to conduct themselves in a manner compatible with the college's function as an institution of higher education.

Instructors have primary responsibility for control over classroom behavior and maintenance of academic integrity. Students are expected to comply with the rules and directions of their instructors. Students are also expected to comply with the directions of college officials or other public officials in the performance of their duties.

Code of Student Conduct

Students who register at Northeast Mississippi Community College agree to conform to its regulations and policies, and are subject to disciplinary action upon violation of these regulations and policies.

All students of Northeast Mississippi Community College are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. The student's standards of public and private behavior must not reflect unfavorably on the student or the College, and they must be such that they will not disturb the student body or the community.

All students have the responsibility to avoid the specific offenses in the Code of Student Conduct. The College considers offenses in these areas of concern extremely serious, and students who commit one of these offenses may expect appropriate action to be taken. Any activity that is deemed dangerous or potentially dangerous to the individual or other students, faculty, staff or administration is prohibited. This includes, but is not limited to, the following:

Paintball guns, skateboards, hover boards, roller blades, water guns, water balloons, and any form of golf practice, other than instruction received from an accredited class taught at the institution.

Northeast Mississippi Community College reserves the right to inspect, interrogate or search whenever there is "reasonable cause" to believe that a law has been violated. Searches of residence hall rooms and student vehicles - Students, like any other citizens, are protected by the Constitution against unreasonable search and seizure. If, however, there is a "reasonable cause" to believe that a law has been violated, a search may be considered "reasonable". Therefore, in a reasonable exercise of the college's duty to maintain discipline and an educational atmosphere, a college official may search a student's room and/or vehicle where a "reasonable cause" exists.

A normal inspection of student's rooms will be conducted for health, safety, and standard of maintenance by the authority of a college official, and can be conducted, if necessary, in the absence of students. Students are subject to the local, state and national laws, as well as the regulations of the college. Enrollment in no way relieves persons of this responsibility. Students who are penalized for violations of public laws are not exempt from further action by the college. The college reserves the right to take disciplinary action.

The following actions are violations of the Code of Student Conduct. These violations may result in warnings, fines, probation, restrictions, temporary suspension, suspension, a students being asked to withdraw from College, and/or re-admission being denied. Criminal proceedings and/or arrest may be incurred for some offenses.

- Bulletin boards, handbooks, and official notices-students are responsible for reading notices posted on official bulletin boards. Ignorance of such material or any notices that have been duly posted cannot be accepted as an excuse.
- Students should have their ID card on them when they desire to use NEMCC facilities or to participate in the activities that are sponsored by the college. Failure to show the ID to a college official upon request or the use of another student's ID will result in disciplinary action. Students must display their ID at all times on campus.
- NEMCC students owe it to themselves, their classmates, and instructors to be well groomed. No manner of dress will be allowed which will disrupt the normal educational process. Shirts, pants and shoes must be worn in and around the classrooms, resident halls, cafeteria, auditorium, and Student Union.

- Public display of affection, which is not in keeping with good taste and high moral standards is prohibited.
- Abusive and profane language is prohibited.
- Obstruction of the free flow of traffic, both pedestrian and vehicular, on college owned or controlled property.
- Violations of rules governing residence in college-owned or controlled property.
- Unauthorized visitors in residence halls. Students may not have as a guest a member of the opposite sex in their residence hall room except during designated visitation hours.
- Bullying/Stalking including Cyber Bullying/Stalking
- No student may continue to reside in campus housing if they are not enrolled and attending regularly a minimum of 12 semester hours or full-time vocational-technical program. Also, students will be asked to withdraw from school if they are not attending regularly the classes in which they are enrolled.
- Students having a sanction that includes removal from the residence hall must vacate immediately. If an appeal is made, students must vacate the residence hall while waiting for the appeal date.
- Students removed from campus housing for disciplinary reasons must leave campus at 3:30 p.m. and cannot return until 7:30 a.m. unless they are attending a supervised function of the college. Failure to comply could result in trespassing charges.
- Gambling in any form is in violation of state laws and is not allowed on college owned or controlled property.
- Ignoring financial obligations to NEMCC or any agency of NEMCC.
- Issuing fraudulent checks (bad checks) on campus
- It shall be a violation for any student to publicly disseminate any information regarding any violation or alleged violation of Code by any other student, or any facts purported to pertain thereto, or to further publicly disseminate any alleged facts about any student subject to disciplinary proceedings while such proceedings or any appeals are still pending. It is recognized that a right to a fair hearing must be protected and guaranteed to all students.
- Breach of Peace, abetting or procuring another of breach the peace on college owned or controlled property or at sponsored or supervised functions. This includes excessive noise.
- Failure to comply with directions of college officials and/or law enforcement officers acting in the performance of their duties and to identify oneself to these officials when requested to do so.
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other college activities, including the college's public service function, or of other authorized activities in college-owned or controlled property.
- Falsification of records-willfully and knowingly giving false information is strictly prohibited. This includes statements (oral and written) to college officials, faculty or staff.
- Forgery - The alteration or misuse of college documents, records or identification cards is prohibited.
- Unauthorized entry or use of college facilities, including buildings and grounds.
- Unauthorized possession or use of a key to any college facility or other property.
- Plagiarism and/or cheating in any form (test, exam, term paper, musical, artistic...) is against school policy and subject to disciplinary action.
- Participation in a riot, raid, or unauthorized demonstration or gathering.

- Harassment (including racial and/or sexual), intimidation or bribery of any student, disciplinary committee, witnesses or school official will result in disciplinary action.
- Theft of or damage to property of the college or property of a member of the community or the property of a visitor to the college.
- Possession, consumption, or evidence of consumption, of alcohol on college owned or controlled property, or at a social event sponsored by an organization of the college.
- NEMCC student organizations are required to comply with county and state laws regarding alcohol. In addition, the college forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or campus activity sponsored by a student organization functioning at the college on college owned or controlled property. Drunkenness or evidence of intoxication is a violation of law and/or college rules or regulations.
- The college prohibits the setting of, or adding to, unauthorized fires on college property, or willfully to have damaged or misused any fire protection equipment, initiated a false fire alarm or misused emergency exits, negligently discharged a fire extinguisher or set a fire in a residence hall or other campus building.
- Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns, or other weapons (including but not limited to bows and arrows, switchblades, or martial arts weapons) on college owned or controlled property (even in automobiles).
- Physical assault, abuse or detention of any person on college-owned or controlled property or at any college-sponsored or supervised function, or conduct which endangers the health or safety of any person.
- Use, possession, distribution or manufacture of narcotics, illegal drugs, illegal steroids, drug-associated paraphernalia (this does not apply to medicine prescriptions) or controlled substance as defined by the laws of the State of Mississippi or the United States Code except as expressly permitted by law.
- Violations of the laws of the federal, state and local governments.

It is impossible to predict all human behaviors, or to write down all rules and regulations for proper conduct; therefore, no code of conduct can be totally comprehensive. Students at NEMCC are expected to conduct themselves in a manner which exhibits exemplary conduct, both on-and off-campus.

A student charged with a violation of college regulations may be immediately suspended from the college if the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

Discrimination or Sexual and/or Racial Harassment

Students with a complaint of discrimination or sexual and/or racial harassment against another student should report the incident(s) to the Vice President of Students, Campus Police, and/or Title IX Coordinator for investigation. Students found to be in violation of the Student Code of Conduct will be subject to appropriate disciplinary action as outlined by the Student Code of Conduct.

Northeast Mississippi Community is dedicated to fostering diversity among its students, employees, and community by cultivating and promoting inclusiveness, awareness, and acceptance. We are devoted to celebrating all differences by creating a campus climate that is welcoming and engaging.

Alcohol & Drug Abuse Policy

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, as defined in state or federal law, on the campus of Northeast. Students in violation of this policy will be subject to disciplinary action. Discipline may include mandatory drug rehabilitation, penalties stated in the Student Code of Conduct, or arrest in accordance with state and federal laws. The college reserves the right to perform drug/drug dog search of college facilities and private vehicles parked on college property.

Northeast Mississippi Community College supports the following:

- Aid in prevention of alcohol and other drug abuse through educational efforts.
- Use of counseling services and rehabilitation programs
- Appropriate discipline for those who engage in substance abuse and related behaviors.

Northeast Mississippi Community College provides educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the college community and include information about the incompatibility of the abuse or sale of alcohol and other drugs with goals of Northeast Mississippi Community College; the hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

Those students who seek assistance through the college for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through college and/or community resources. For those working in good faith and in treatment or rehabilitation agencies, every attempt will be made to return the individual to student status.

Possession, Sale, or Consumption of Illegal Drugs

Students are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Section 41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described:

Drug Trafficking

For the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, any student shall be expelled. For a first offense involving the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or delivery, of any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-29-121 of the Mississippi Statutes the minimum penalty shall be suspension from enrollment. For a second offense, any student shall be expelled.

Illegal Possession

For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 Section 41-29-115 of the Mississippi Statutes, the minimum penalty shall be suspension from enrollment.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on case-by-case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, as the appropriate college official deems necessary.

Upon refusal or failure to abide by the terms of probation of second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students

Possession, Sale, or Consumption of Alcoholic Beverages

Northeast Mississippi Community College is located in northeast corner of Prentiss County. Prentiss County prohibits the sale and/or consumption of alcoholic beverages. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college sponsored activities is prohibited.

Students shall be subject to state laws outlined as follows:

Drinking Age - Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his/her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification.

In addition to the legal requirements and penalties above, a student found to be in violation of this college policy would be subject to penalties under the student Code of Conduct.

Any person who does either of these things for the purpose of obtaining alcohol shall be fined a maximum of \$200, and on failure to pay such fine and all costs shall be imprisoned for up to 30 days in jail. Section 67-1-91.

D.U.I. (Driving while under the influence of alcohol or other drugs) Section 63-11-30 provides: A mandatory suspension of licenses for a period not to exceed one year for the first conviction. Fines of up to \$1,000 and/or 14 hours in jail for the first offense. Attend and complete an alcohol safety education program as provided in Section 63-11-32. State and Federal statutes will regulate mandatory participation in rehabilitation and education programs.

Disciplinary Process

Northeast Mississippi Community College will address any incident, which is disruptive to the operation of the college or in violation of state, federal, and local laws. When disciplinary action is necessary, judgment will be determined fairly, reasonably, and in respect to due process. The aim of disciplinary action is to redirect the student's behavior toward the achievement of academic goals.

The Vice President of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, disposition of the student's case shall be according to the due process regulations of the institution.

There are three steps to the discipline process at Northeast:

1. An initial interview is held with the Vice President of Students for misconduct related to the incident. The Vice President of Students may determine the appropriate disciplinary action or refer serious infractions to the Discipline Committee. The Discipline Committee consists of faculty and staff representatives. If requested by the Vice President, the committee will hear evidence and recommend appropriate disciplinary measures to the Vice President of Instruction or Vice President of Students. The student affected shall be notified in writing by mail or by memorandum of the specific charge(s) made against him/her and of the time and place where the hearing will be held. This letter will be hand-delivered to the student or mailed to the student three (3) days prior to the hearing date. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his/her behalf. The letter will also inform the student that an adviser may accompany them at their own expense. At a student's request, a hearing may be held earlier.
2. If a student wishes to appeal the disciplinary action of the Vice President, he/she may submit an appeal in writing through the Vice President of Students' Office within three (3) business days

after notice of the action is received. The appeal will be brought before the Discipline Committee. The student may have an adviser accompany him at his own expense.

3. If a student disagrees with the decision of the Discipline Committee, he/she may submit an appeal in writing to the Executive Vice President. Appeals should be turned in to the Vice President of Students office within three (3) business days after notice of the action is received. The decision of the Executive Vice President is final.

The following procedures for initiating due process shall apply for all hearings:

- The student shall be permitted to confront and question witnesses testifying against him/her at the hearing.
- The record of the hearing will be placed on file in the office of Vice President of Students.
- The Vice President of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

Disciplinary Sanctions

The range of disciplinary sanctions includes; but is not limited to, the following:

Category I These would include any violation of the Student Code of Conduct

Warning: Issued for minor infraction of policy. Further violations will result in more serious sanctions.

Fine: Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.

Restriction: Student is restricted from entering certain facilities or from specified student privileges.

Supervised Work: Specified work hours with a campus office or community service.

Mandatory Counseling/Educational Sessions: Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.

Disciplinary Probation: Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.

Residence Hall Dismissal: Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.

Modified Suspension: All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.

Suspension: Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

Category II These would include felonies or misdemeanor charges as described by federal and state laws.

Modified Suspension: All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.

Suspension: Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

Withdrawal: Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.

Expulsion: Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.

Dismissal: Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.

***Interim Suspension:** Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies.

The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

Student Dress Code

Northeast students are expected to dress in manner deemed appropriate by the Vice President of Student Services, both in the classroom and at all college-sponsored activities. Students must be fully clothed (including shoes) before entering any classroom, library, auditorium, and the Haney Union. Underwear should remain covered at all times except in a student's assigned residence hall. All pants and shorts must be worn above the hips and at the waist. Wearing sagging pants are not allowed on campus.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into the classroom, or to special occasions.

Headdress is inappropriate for males during all indoor functions. Male headdress that includes "do-rags" or scarves are considered inappropriate for the educational environment.

Any violation of this dress code will be subject to disciplinary action, fines, and/or both.

Tobacco Free Environment

Northeast Mississippi Community College is designated a "tobacco free" environment. To this end, smoking and/or tobacco use is prohibited on all Northeast Campuses. The use of electronic-cigarettes is also prohibited on campus. Northeast Mississippi Community College seeks to foster a healthy environment for its students. For this reason smoking, vaping, chewing, dipping, or any other form of tobacco use is prohibited on all Northeast Campuses.

Cell Phone Use

Cell phones and other wireless communication devices are to be turned off when inside classrooms, labs, or other areas where instruction, group meetings, or performances are in progress. Exceptions may be made in cases of anticipated emergencies provided prior approval is granted by the instructor or person in charge or in times when required by instructor.

Wireless Devices

Students residing in the residence halls should be aware of specific policies concerning computers and networking in campus dorms. In particular, residents are not permitted to install personal wireless network devices, which are connected to the campus wired infrastructure. Wireless users must agree to the Appropriate Computer Use Policy splash screen before the device is allowed access to the network.

Official Communication by Electronic Mail

Official communications from the College are sent via electronic mail (e-mail) to each student's Student@tigers.nemcc.edu e-mail accounts. Students are responsible for reading e-mail sent to this official address by checking their college account regularly.

Intellectual Property Rights

- The policy governing intellectual property rights of students shall apply to all persons enrolled as students of The Northeast Mississippi Community College.
- Students will retain full ownership of all classes of intellectual property, including, but not limited to, scientific and technological developments, art work, written and oral compositions, music compositions/arrangements, and all other objects, items, or content that may be deemed: "intellectual property" that they create or produce, both individually and collaboratively.
- The College will retain an unrestricted license to use and reproduce the students' intellectual property for educational and nonprofit purposes, including, but not limited to, publicity, promotion, and marketing. In no way will the College profit from the sale of the student's intellectual property.

Prevent Identify Theft

Students should protect personal information from theft and/or misuse. Students should safely store social security numbers, addresses, passwords, and personal identification numbers (PIN) to protect them from possible theft of this information.

Northeast is in compliance with the Federal Trade Commission "Red Flag Rules" and strives to protect the private information of students.

Networking and Information Technology

Electronic File Sharing

Peer to Peer (P2P) File Sharing

Eligibility and Acceptable Use

Northeast Mississippi Community College provides information technology for educational, research, and administrative applications by its students, faculty, and staff. The technology guidelines stem from the College's mission statement and its more general policies and procedures governing faculty, students, staff, and facilities. With only a few exceptions, the present rules simply apply these larger policies and procedures to the narrower information technology context. It balances the individual's ability to benefit fully from information technology and the institution's need for a secure and reasonably allocated information technology environment.

For the most up to date Appropriate Computer Use Policy go to www.nemcc.edu

DMCA Violations

Digital Millennium Copyright Act (DMCA) violations are a special case of Appropriate Computer Use Policy (ACUP) violation. Violations may include, but are not limited to:

- Reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner;
- Distribution or duplication of copyrighted software without appropriate licensing agreements, or use of software in a manner inconsistent with its license;
- Distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner

In summary, users may not illegally share copyrighted material over the College's network, including through the use of e-mail, web pages, and peer-to-peer file sharing software. This applies to college-owned computers, as well as, personally owned computers if used to access the College network.

The first time that NEMCC receives a DMCA complaint for a particular student, the Office of Student Services notifies the student. Students who receive such violation notices must, within the period of time specified in the violations, acknowledge the notice and state simply that they have indeed received their own copy of the DMCA complaint and that they will abide by the ACUP in the future. If NEMCC does not receive a response to its violation notice within the specified time, NEMCC removes the computer in question from the College network.

Usually, Student Services and the College's involvement in the matter end at that point. The student is expected to rectify any problems outlined in the complaint and to cease any copyright violations involving the college network.

A second DMCA notice involving the same student results in more serious action. The College suspends the student's network privileges (including both networking for the student's computer and access to central computer services) and may impose further disciplinary action pending a meeting with the Vice President of Student Services regarding the nature of the violations.

A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a penalty of \$750 to \$30,000 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
- The court may award attorneys' fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years

Please consult <http://www.copyright.gov> for the full text of the Copyright Law of the United States of America.

In DMCA cases, copyright holders may file a lawsuit against the violators. If the College receives a valid subpoena seeking the identity of the offender for such a lawsuit, the College will comply with the subpoena.

Student Services

Counseling, Testing, and Career Planning Services

The Counseling Center of Northeast Mississippi Community College offers a variety of services to students, prospective students, college personnel, and graduates. The Counseling Center, located in Ramsey Hall, is staffed with professional counselors available to help students benefit from personal, social, career, and educational opportunities. The following services can be accessed by contacting the counseling staff at (662) 720-7313, or email counselingcenter@nemcc.edu.

- **Career and Academic Counseling**
 - The counseling staff assists students in identifying interests, values, needs, and abilities in order to plan academic and career goals. In-depth career counseling is used to help the student in their process of self-assessment. The center offers interest inventories, career information files, senior college applications and catalogs, coordinates senior college visits, provides an annual career and college transfer day, job interview and resume writing workshops, provides financial aid and scholarship information, and up to date labor market information to aid the student in developing a career plan.
- **Individual and Group Counseling**
 - The counseling staff assists the student to define goals and resolve personal, social, or educational problems. Interview sessions conducted by counselors are kept confidential. Information of a confidential nature is released only upon a client's written request, in a circumstance which would result in a clear danger to the client or others, or as may be required by law.
- **Job Placement**
 - The counseling staff offers career planning and job placement services to assist students in finding full or part time employment. Regional employers in approximately thirty counties are contacted annually by Student Placement Office to encourage employing Northeast students. Students are encouraged to visit the Placement Office in Ramsey Hall, room 113, to discuss employment needs and services. To obtain up to date occupation information, contact the Director of Student Placement located in Ramsey Hall, by phone at (662) 720-7412, via email at jewilliford@nemcc.edu, or through the college website. Go to www.nemcc.edu; under resources select more links; select employment; select student placement; click on information for students.

- **Testing**
 - The counseling staff administers various tests to students to assist them when enrolling in college, and when making academic and career choices. The national American College Test is given on regular national test dates. Pre-registration is required. The residual American College Test is given on a scheduled basis. Students should contact the Counseling Center for dates and information. The Accuplacer test is administered to students who do not make required ACT sub-scores on English, Math, or Reading to determine class placement in college classes. The Accuplacer test is administered to all students enrolled in clock-hour, certificate, or occupation programs. Vocational, aptitude, and interest tests are administered upon request.
- **ADA - Disabilities**

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA)

Northeast Mississippi Community College provides adaptations and modifications to the learning environment for eligible impaired and/or disabled students. All students with a disability, including eLearning students, are strongly encouraged to contact the ADA/Section 504 Counselor/Coordinator, Leigh Ann Stewart, in Ramsey Hall Suite 113 at 662.720.7192, or via email at lastewart@nemcc.edu to discuss their disability and the appropriate accommodations. Students may also contact the ADA/Section 504 Compliance Officer Ray Scott located in Ramsey Hall Room 216, or at 662.720.7235. Students must self-identify in order to receive accommodations. NEMCC Disability Applications may be obtained from the Counseling Center in Ramsey Hall or online from NEMCC's website at <http://www.nemcc.edu/student-support/disability-accommodations>.
- **College Success Classes**
 - The counseling staff provides institutional credit classes in study skills, career exploration, self-affirmation, and cooperative education. Human Development is an academic credited class.
- **Orientation**
 - The counseling staff provides orientation sessions to aid incoming freshmen in learning about the College's environment. College success programs are presented for high school seniors and prospective students.
- **Tutoring & Title IV Student Support Services Program**
 - Located in the Counseling Center, the Title IV Student Support Service Program is federally funded to provide free tutorial services in all subjects to students who are eligible. Career, academic and personal counseling, cultural activities, senior college transfer assistance, and assistance to receive other special services offered by the college are services that eligible students can receive. In order for a student to be eligible to receive one or all services offered by the Title IV Student Support Services Program, the student must have an academic need and meet at least one of these qualifications:
 - First generation student
 - Low income
 - Individuals with a disability.

- Students who do not meet any one of these guidelines are referred to other campus resources for assistance. Receiving tutoring services is free of charge to students meeting the requirements.

Complaint/Grievance Appeal Procedures for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy which can be found in the Northeast Procedures Manual and the Northeast Student Handbook/Planner.

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them in the following manner:

- **Non-Academic Matters**

- The student should first contact the faculty/staff member involved and attempt to resolve the complaint/grievance individually. If the student is unable to resolve the issue satisfactorily, then the following appeal procedure should be followed. Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.
- **The Appeal Procedure**
 1. The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the "failure to reach resolution".
 2. The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
 3. If the student is not satisfied with the immediate supervisor's decision, the student may file a written grievance with the immediate supervisor's supervisor within ten (10) workdays of the receipt of the supervisor's response.
 4. The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
 5. If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the Student Grievance Committee.
- **The Student Grievance Committee**
 1. The Student Grievance Committee is composed of the Executive Vice-President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.

2. The appeal must be written and must be submitted to the chair of the grievance committee.
3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
4. The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
5. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
6. The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the Executive Vice-President, the President of the College will name a replacement/chairman.)
7. If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees' Grievance Committee. In an attempt to resolve the grievance, the committee will meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response of the Board's Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting.

- **Academic Matters**

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

- **The Appeal Procedure**

- If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Vice President of Instruction.
- If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Grievance Committee.

- **The Student Grievance Committee**

1. The Student Grievance Committee is composed of the Executive Vice-President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
2. The appeal must be written and must be submitted to the chair of the grievance committee.
3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
4. The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
5. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or

practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.

6. The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail.
7. If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

Child Care Center

The Northeast Mississippi Community College Child Care Center is located in Waller Hall, 1st floor. The purpose of the Child Care Center is to provide a learning-readiness environment for young children, to demonstrate principles of guidance, and to provide college students with opportunities for observing, interacting with, and teaching young children. Enrollment is open to three- and four-year old children of NEMCC students, faculty and staff. Children must be potty-trained and able to feed themselves. A completed application form, an enrollment form, Immunization Compliance Form #121, a certified birth certificate, a copy of each child's social security card, and the Child Care/Head Start meal application must be on file before school begins. Upon notification by the center, a fifteen (\$15) dollar registration fee must be paid for each child accepted into the Child Care Center.

The Child Care Center operates from 7:30 a.m. until 4:00 p.m. Monday through Thursday, during the times scheduled for day classes during the fall and spring semesters. The Center reserves the right to close for one day per semester to allow for staff and student development.

For more information contact Jenniffer Newell at jenniffer@nemcc.edu or (662)720-7214. Slots are filled on a first-come, first-serve basis.

There is an established fee schedule for Child Care Services.

Student Support Services

Student Support Services provide resource areas for tutorial assistance and supplemental learning enhancement. These services offer learning opportunities through individual assistance and computer-based instruction. The main objective of Student Support Services is to enhance and improve student's abilities and subsequently elevate their individual success as a college student. The Student Support Services program is coordinated by the Counseling Center in Ramsey Hall and offers assistance in English, mathematics, and reading.

Student Success Center

The Student Success Center, located on the first floor of Wright Hall, serves all Northeast students (seated, online, and dual-enrolled) by providing resources that promote and encourage student success. These services include success coach guidance, Writing Center support, Co-Lab study area, tutor lab, alcohol and drug prevention, and the Tiger D.E.N. Food Pantry.

Success Coaches

While success coaches currently target freshmen, student athletes, and students seeking admission into health science programs, their services are available to all students. The coaches promote academic and personal success by monitoring, reporting, and discussing excessive absences with students, reviewing grades and creating study plans, and connecting students to tutorial services, the Writing Center, the Office of Disability Accommodations, counseling services, and the Tiger D.E.N. Food Pantry.

Success coaches also teach non-credit classes specifically designed for students placed on academic probation. Students placed on academic probation at the end of the current semester will be enrolled in probation course called Road to Success the following semester. The course is specifically designed to guide students down a path that will lead to academic good standing reinstatement.

Success coaches are available on the main campus Monday-Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. Students may meet with coaches by appointment or on a walk-in basis.

Writing Center

The Northeast Writing Center is located on the first floor of Wright Hall. Students enrolled in any course may use the writing center for help at any stage of the writing process from planning to revising. The staff works with the writer present and taking an active role in his or her own writing.

Co-Lab

The Co-lab, a designated study area within the Student Success Center, was designed and sponsored by Phi Theta Kappa. Members of Phi Theta Kappa recognized the need for a space on campus where students could work collaboratively during and after school hours. The Co-Lab is supplied with iPad charging stations for convenience. The Co-Lab is open to students Monday-Thursday 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 12:00 p.m.

Tutor Lab

Once students are assigned tutors by the Counseling Center, the Tutor Lab is available for sessions. The Tutor Lab is furnished with tables, chairs, stools, and white boards that can be easily re-arranged to meet the needs of the tutor sessions. Desktop computers are also available in the Tutor Lab.

Drug and Alcohol Prevention

Room 115 in Wright Hall is designated for a drug and alcohol prevention volunteer from Region IV Mental Health Facility. The Region IV representative is available on the main campus one time per week to meet with students in need.

Tiger D.E.N. Food Pantry

The purpose of the Tiger D.E.N Food Pantry is to provide supplemental food and other necessities to students in need. The Tiger D.E.N. is a free resource to all enrolled students. First time recipients submit an online application. Once the application is processed the student will submit the online request form each month requesting desired items. Confidentiality of the recipients is maintained as much as possible.

Academic Advising

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester. The role of the faculty advisor is (1) to plan the class schedule, (2) to provide up-to-date information about careers, (3) to refer students to the proper sources for assistance, (4) to encourage students in their efforts to be successful, and (5) to approve academic programs for graduation from Northeast Mississippi Community College.

- **Student Responsibilities**
 - All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, programs of study, and campus residence requirements. Advisors, counselors, faculty, and division heads will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.
 - The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and handbook, and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.
- **Priority Registration Day**
 - The first day of pre-registration for the Fall and the Spring semesters will be designated as Priority Registration Day. Currently enrolled students will meet with their faculty advisor on that day and during the next week to review the student's academic progress and to plan a class schedule for the next semester.
- **Orientation**
 - All students who apply for admission are invited to an orientation on campus. Students who are interested in enrolling in E-Learning courses may participate through an on-campus orientation or virtual orientation that is available through the college's website (www.nemcc.edu).
- **College Program of Study**
 - A program of study is defined as a concentration of course work within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.
 - **Changing of Program of Study**
To change a program of study, currently enrolled students should go to the Counseling Center in Ramsey Hall for assistance. Prospective students may contact the Office of Enrollment Services in Ramsey Hall.
- **Class Scheduling**
 - The academic advisor will assist students in planning class schedules prior to each semester. Dates for student registration will be assigned by the Director of Enrollment Services. Students should schedule an appointment with the academic advisor several days prior to the registration date to plan schedules for the upcoming semester.
- **Conference Periods**
 - The instructors have scheduled one period each day to be used for make-up work and individual counseling. The conference periods/office hours will be announced in each class and will be posted on each faculty member's door.

Graduation

All students completing programs of study at Northeast Mississippi Community College are encouraged to participate in graduation. Students desiring to graduate must apply for their degree/diploma in the Records office before the posted deadline. Application dates for applying for graduation are posted each semester.

- **Residency Requirement**
 - To be eligible for graduation, a transfer student must complete a minimum of one semester (15 semester hours) in residence. Transfer students must complete at least 25% of their degree requirements at Northeast in order to graduate. A cumulative grade point average of 2.0 must be earned on all academic work in order to graduate. Transfer students must present all prior academic transcripts at the time of enrollment. Earned academic transcripts from other institutions presented during the last semester may not be counted towards the degree/diploma.
- **Competency Requirement**
 - To earn a degree or a certificate, a student must demonstrate through periodic examinations and through other requirements, as stated in the course syllabi, that he/she is competent in all courses within a particular curriculum. In addition, completion requirements for associate degrees include being competent in reading, writing, oral communication, fundamental mathematical skills, and computer literacy.
 - **Reading competency** - Each student who completes an Associate Degree must demonstrate the ability to read and comprehend at a level commensurate with the reading level of the textbook and other reading assignments. Reading competency can be demonstrated by successful completion of ENG 0113 Comprehension I, by a score of 67 on the Accuplacer Reading Test, or by successful completion of a three hour social/behavioral science course.
 - **Writing competency** - Each student who completes an Associate Degree must demonstrate proficiency in written communications by composing effective sentences and paragraphs; applying correctly the rules of grammar, punctuation, spelling, word division, and word choice; and developing in written form clear, concise thoughts and ideas. Writing competencies are developed in English Composition.
 - **Mathematics competency** - Each student who completes an Associate of Arts Degree must earn credit in MAT 1313, an equal course, or a higher-level course.
- To qualify for graduation, all candidates must meet the specific requirements for a degree or certificate.
- **Exception for Graduation Participation**
 - A student may participate in the spring graduation exercise if he/she is within seven semester hours of meeting the degree requirements and if he/she has a 2.00 GPA. The student must plan to complete the degree-required courses in the immediate summer term after participating in graduation. A vocational student lacking a summer term meeting the certificate requirements may participate in graduation if he/she has a 2.00 GPA, and if he/she plans to complete the requirements in the immediate summer school after graduation. In both cases, the degree or certificate awards will be made after all required course work is completed.

Associate of Arts Degree:

The Associate of Arts degree is awarded to students completing university parallel programs. Candidates for the A.A. degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (Physical education or other activity courses, COE, LLS). LLS 1223 Life Skills Development is considered as an academic course.
2. Earn a grade point average of 2.0.
3. Complete the 32 semester hours of general education core consisting of:
 - English Composition (ENG 1113 and ENG 1123 , 6 semester hours),
 - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
 - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music),
 - Laboratory science (8 semester hours),
 - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history),
 - Mathematics (MAT 1313, equivalent or above, 3 semester hours).

Associate of Applied Science Degree:

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

- Complete the number of semester hours as designated in programs of study.
- Earn a minimum grade point average of 2.0.
- Complete the 15 semester hours general education core consisting of:
 - English Composition (ENG 1113, 3 semester hours),
 - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
 - Fine arts (3 semester hours selected from art/music/theatre appreciation),
 - Computer or computer related (3 semester hours) OR Speech (SPT 1113 , 3 semester hours)
 - College Algebra (MAT 1313) 3 semester hours or above, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
- Complete major courses consisting of 40-65 semester hours.
- Complete other courses as suggested by adviser. Students who do not meet the requirements in their program of study will be changed to the program of study of General Studies.

*Cooperative Education - Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

Certificate

A certificate is awarded to a student who successfully completes the prescribed programs of study. The requirements for graduation are:

1. Complete each unit of the prescribed program of study.
2. Earn a minimum grade point average of 2.0 in the program.

Graduation and Transfer-Out Rates

Graduation and Transfer-out rates may be obtained in the Records Office in Ramsey Hall.

Academic Transcripts

An academic transcript will be issued only upon a written and signed request from the student provided that all college obligations have been met. The fee for an Official Transcript is \$10. Students will request transcripts by going to: <http://www.nemcc.edu/transcripts/> to request their transcript. Wherever possible, an electronic transcript will be sent to our college partners accepting these transcript formats. Others will be mailed. Additional fees will apply for Overnight or Rush delivery of transcripts. Northeast Mississippi Community College has appointed Credentials Solutions as the designated agent for processing and sending official electronic transcripts on behalf of Northeast Mississippi Community College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Solutions has been granted the authority to deliver all such electronic transcript requests on behalf of Northeast Mississippi Community College and respond to any inquiries regarding the transactions.

Limitation on Catalog of Record

The catalog under which a student first enters a degree program is referred to as a Catalog of Record. A student must complete their degree program within five years in order to graduate under the Catalog of Record. Students taking longer than five years to complete their degree program must meet the degree requirements listed in the current catalog at the time of graduation.

Veterans

The college is approved to train veterans and war orphans under the existing public laws.

- **Academic Requirements**

- A student receiving benefits under Chapter 30, 31, 32, 35, 1606, 33 (Post 9/11), and VRAP must maintain a cumulative grade point average (GPA) of at least a 2.0. If the required GPA is not met by the end of the second consecutive semester in residence the student will be suspended by the college. Students will need to follow the published guidelines for suspended/excluded students.
- For additional questions please contact:

VA	Northeast: Chassie Kelly
1-888-GI-BILL-1	(662) 720-4075
https://benefits.va.gov/gibill/	cmkelly@nemcc.edu

Residential Student Services

The College provides comfortable and safe residence halls for students who wish to live on the campus. The college has five multi-level residence halls for men and women students: Murphy Hall, Wood Hall, and Mississippi Hall (women's residence), and White Hall and Yarber Hall (men's residence). Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bedspread and bed linens, towels, personal hygiene supplies and other supplies necessary for resident's personal comfort.

Each of the suites in White Hall and Murphy Hall has two bedrooms with connecting bath, accommodating four students. Yarber Hall, Wood Hall, and Mississippi Hall have single units with bath, accommodating two students.

For additional information, contact the Director of Event Planning and Housing at (662) 720-7306 or, email rbcoggin@nemcc.edu.

- **Eligibility for Campus Housing**
 - Students must be enrolled full-time to reside in a residential hall. The college will terminate the residency of students who do not maintain full-time status, unless a waiver is approved by the Director of Event Planning and Housing. (Full-time status is twelve or more semester hours).
 - All residents are required to purchase either a 15 meal per week or a 19 meal per week meal ticket as long as they reside in residence halls.
- **Application and Deposit Information**
 - Residence hall contracts are for the academic semester. An initial reservation request must be confirmed by a signed contract with a deposit. A deposit of \$100 must accompany each application for student housing. This deposit shall remain on file with the college as long as the student occupies the residence hall, and is reduced by the amount of unpaid damages or any other financial obligation due to the college at the time residence hall space is vacated.
 - Admission to the college does not guarantee the student the reservation of a dormitory room on campus.
 - Students are encouraged to complete their residence hall applications as early as possible. Receipt of application and deposit is used to establish priority for room assignment. Priority deadline is May 1st for the fall semester and November 1st for the spring semester.
- **Room Assignment**
 - Housing assignments are based on the following criteria:
 - **Current Students** - Rooms will first be assigned to students who are presently living in a dormitory and who apply by April 1, for fall and November 1, for spring semester.
 - **New/Returning Students** - Rooms will be assigned according to the following:
 - special needs
 - students involved in college activities and required to live on campus
 - roommate preference and
 - date of application.

- Preferred roommates are required to submit their housing applications together or within seven working days of each other. Should the preferred roommate not request the student, cancel their application, or not apply within the seven-day time restrictions, students will be assigned another roommate without notification, prior to registration. All requests will be honored whenever possible.
- Before the end of the fall and spring semesters, current residence hall students must update their housing application by indicating if they will be returning or not returning for the next semester. This form is to be completed in the office of the residence hall.
- Students who fail to notify the Office of Event Planning and Housing of their intent to return within the next semester will be viewed as "not returning" and their room will be reassigned.
- Students may cancel their room reservation by notifying the Office of Event Planning and Housing in writing or by telephone at (662) 720-7311.
 - The college will provide a full refund of the deposit if residence hall space is not available or the student:
 - cancels prior to deadline dates. (July 1 - Fall semester, December 2 - Spring semester),
 - is denied admission to the college,
 - is prevented from entering the college because of medical reasons, which are confirmed in writing by a licensed physician.
- A student who fails to claim an assigned room or notify the Office of Event Planning and Housing of their intentions to cancel will automatically forfeit his/her \$100.00 deposit.

Student Email

- All students of Northeast Mississippi Community College are provided an official Northeast email account upon enrolling at the college. The email is the used for all eLearning classes as well as communication with faculty and staff of the college. Students are encouraged to check their respective email accounts on a regular basis. Any official information originating from Northeast will also be sent to the official NEMCC student email account.

Student Honors

Hall of Fame

A minimum of four students is chosen annually to be placed in the Northeast Mississippi Community College Hall of Fame. To be eligible for consideration, a student must be enrolled full-time in his/her fourth semester of college and have completed a minimum of 45 prior semester hours from Northeast. A student must earn a minimum GPA of 3.25. The nominations are made by the faculty and staff with the Hall of Fame Selection Committee making the final selection.

Honor Graduates

Northeast Mississippi Community College recognizes the accomplishment of its graduates on two levels: Vice President's Scholar and President's Scholar. The President's Scholar and the Vice President's Scholar are awarded to students who receive either the Associate of Arts Degree, the Associate of Applied Science Degree, or the Career Certificate in one of the recognized curriculum offerings of the institution. The student must have completed a minimum

of 24 semester hours of academic course work while enrolled at Northeast. The following courses are not included in the computation of grade points for the purpose of these awards: ENG 0113 - Beginning English, developmental mathematics, LLS 1211, LLS 1310, LLS 1321, LLS 1411, LLS 1711, LLS 1723; band; jazz band; stage band; chorus; drama production; military science; all COE credit; and one hour physical education courses. Students who meet these criteria and who qualify for graduation will be awarded the appropriate recognition based on their cumulative grade point average (GPA). Vice President's Scholars may have a cumulative GPA ranging from 3.50 to 3.99. President's Scholars will meet the same criteria with a cumulative GPA of 4.0.

Recipients of these honors will be recognized by receiving notation of the honor on the college transcript.

Honor Rolls

Honor rolls are published at the end of each semester. A student who earns a grade point average of 4.00 on a minimum of 12 academic hours will be named to the President's List. A student who earns a grade point average of 3.50 to 3.99 on a minimum of 12 academic hours will be named to the Vice President's List.

The following courses are not included in the computation for honors: ENG 0113- Beginning English; developmental mathematics; cooperative education; supervised work experience; LLS 1211, LLS 1310, LLS 1321, LLS 1411, LLS 1711, LLS 1723; band; jazz band; stage band; chorus; drama production; military science; and one hour physical education courses.

High School students are not eligible for the President's List or the Vice President's List. High School students are not eligible for any student activity reserved for full-time college students. This applies for high school students enrolled in full-time hours or those that have earned enough college credit to achieve sophomore standing. High School students are allowed to reserve their status as first-time, full-time students for freshman scholarships.

Who's Who Among Students in American Junior Colleges

Students are selected by faculty and are chosen on the merits of scholarship, leadership, and citizenship. Biographies of students selected are included in the Who's Who Among Students in American Junior Colleges annual edition.

Student Awards

Northeast Mississippi Community College recognizes that student awards are necessary for the successful operation of the college. Therefore the college authorizes the purchase of awards in recognition of outstanding student achievement based on a pre-determined set of criteria.

These awards include Hall of Fame, Outstanding Student Awards, Academic Excellence Awards, Athletic Awards, etc. A complete listing of student awards, the maximum amount expended on these awards, and the budget allocated for these awards can be obtained in the Office of the Executive Vice President.

Clubs & Organizations

Club or Organization Name	Contact Person(s)
African American Association	Michael H. Miller, Sherita Taylor, & Melanie Walker
ACSM (American Congress on Surveying & Mapping)	Stewart Moore
Alpha Delta Nu	Kristi Reece
Baptist Student Union	Ed Earnest & Wayne Vandiver
Campus Ministry International	Christy Grissom

Club or Organization Name	Contact Person(s)
Christian Nursing Fellowship	Melinda Hamlin
Christians on Campus	Jody Long
Church of Jesus Christ of Latter Day Saints Student Association	Beth Byrd
Fellowship of Christian Athletes	Beth Benson
Fellowship of Christian Dental Hygienist	Nick Alexander & Camille Shoffner
Good Shepherds	Amanda Garvin
Hospitality Management Chapter of Collegiate DECA	Christy Grissom
Medical Assisting Student Group	Vickie Hopkins
Medical Laboratory Technology	Shannon Goolsby & Rosalyn Singleton
MOSA (Student Nurses)	Debra Hazel Lambert & Heather Kirk
NEMCC Democrats	Amanda Garvin
Northeast & Novels	Will Bowlin & Ellice Yager
Northeast FFA	Amy Marolt-Alred
Phi Beta Lambda	Robbie Coleman & Crystal White
Phi Theta Kappa	Carla Falkner, Ray Harris, Andrea Mathis, & Morgan Ricks
Practical Nursing Education Association (PNEA)	Brad Sloan, & Paula Stennett
Respiratory Care Technology Club	Beverly Prince & John Shelburne
Skills USA & VICA	Stevie Lovelace & Mike Snowden
Student American Dental Hygienist Association	Camille Shoffner
Student Government Association	Charlotte Tennison
Student Publications	Tony Finch & Michael Miller
The DRAFTERS	Jeff Melson
Visual Arts League	Terry Anderson, Jenna Donegan, & Melody Shinn
Wesley Foundation	Charlie Harper

Instruction

Division of Instruction

Baragona, Michelle, Vice President of Instruction

The Division of Instruction provides all credit courses and programs of study leading to the Associate of Arts Degree, the Associate of Applied Science Degree, and Career Certificates. The division offers both university parallel programs and career and technical programs.

University Partnerships

Blue Mountain College and Northeast Mississippi Community College formed a partnership to offer the Bachelor's degree program in Elementary Education and Master's in Education degree program in Elementary Education and Literacy & Reading-K-12 on the Northeast Campus.

The University of Mississippi and Northeast Mississippi Community College formed a partnership to offer Bachelor's degree programs. Programs available include: Accountancy, Business, Criminal Justice, Education, and General Studies. Available classes are held in Hargett Hall on the Northeast Campus.

Divisions

Division of Business and Engineering Technology

Jason Mattox, Associate Vice President of Career Technical Education/Division Head

Jonathan Alexander; Joey Boren; Russ Bullard; Ginger Cramer; Carrie Cobb; Bonita Crump; Derek DeVaughn; Rebecca Elliott; Molly Goodson; Christy Grissom; Greg Hardin; Jennifer Hastings; Nick Jackson; Natasha Lewis; Stevie Lovelace; Jeff Melson; Randy Mitchell; Stewart Moore; Jenniffer Newell; Alexia Owens; Jerry Palmer; Matt Sandlin; Mason Smith; Mike Snowden; Crystal White

Division of Fine Arts

Ray Harris, Division Head

Terry Anderson; Jason Beghtol; Jenna Donegan; Chris Dunn; Amy Langley; Claire Leeke; Amanda Mattox; Bryan Mitchell; Christopher Schager; Melody Shinn

Division of Health Sciences

Patti Cooper, Division Head

Nick Alexander; Camille Beals; Tracey Boren; Beth Bowling; Cathy Byars; Carmen Cartwright; Kristy Church; Felicia Crump; Jennifer Davis; Julie Davidson; Beth Dawson; Kristi Dempsey; Emily Fondren; Mindy Forsman; Shannon Goolsby; Debra Hazel-Lambert; Melinda Hamlin; Donna Hill; Vickie Hopkins; Heather Kirk; Tiffany Lindsey; Whitney Miller; Melissa Morgan; Beverly Prince; Kristi Reece; Camille Shoffner; John Shelburne; Rosalyn Singleton; Brad Sloan; Paula Stennet; Amanda Sullivan

Division of Humanities and Languages

Justin Treloar, Division Head

LaShay Blansett; Lynn Burns; Tina Gambill; Amanda Garvin; Anne Kramer; Lorie Mattox; Candy Miller; Brittney Moore; Paige Sasser; Bill Stone; Jeannie Tice; Morgan Tucker; Jeff Tuttle; Elizabeth Upchurch

Division of Mathematics and Sciences

Beth Byrd, Division Head

Mary Lou Beckman; Carlena Benjamin; Amy Burks; Noel Childress; Tom Hill; Dawn Hilliard; Chandra Hisaw; Rocky Hughes; Mark Hurley; John Little; Amy Marolt-Alred; Andrea Mathis; John Messer; Jason Miller; Angela Mott; George Nock; Misty Norris; Shawna Smith; Helen Thompson; Melanie Walker; Bonnie Wanner

Division of Social, Behavioral, and Applied Sciences

Robbie Coleman, Division Head

Will Bowlin; Sallye Bowlin; Elizabeth Grisham; Wes Hill; Mary Jones; Morgan Kramer; Chasity Moore; Stephanie Moore; Tabitha Perrigo; Emily Pollard; Shane Scott; Eric Smith; John Yarber

Division of Workforce Training and Economic Development

Nadara Cole, Vice President of Workforce Training and Economic Development

Programs of Study

University Transfer Programs

University parallel courses are offered for students who plan to transfer to a senior college to earn a four-year degree. The Associate of Arts degree is awarded for successful completion of a course sequence. The areas of focus within this division are referred to as programs of study and are used only as a suggested guide in course selection. The advisor will follow the university catalog curricula in order to ensure transfer of earned credits. To graduate, a student must complete the core requirements and other courses for a total of 62 semester hours.

Associate of Arts Degree:

The Associate of Arts degree is awarded to students completing university parallel programs. Candidates for the A.A. degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (Physical education or other activity courses, COE, LLS).
2. Earn a grade point average of 2.0.
3. Complete the 32 semester hours of general education core consisting of:
 - English Composition (ENG 1113 and ENG 1123, 6 semester hours),
 - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
 - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music),
 - Laboratory science (8 semester hours),
 - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history),
 - Mathematics (MAT 1313, equivalent or above, 3 semester hours).

Career and Technical Programs of Study

Career and Technical programs are offered for students who will seek employment upon completion of program. The Associate of Applied Science degree is conferred for successful completion of a technical program. All programs are designed as terminal; however, transfer of credit is at the discretion of the receiving university. To graduate, a student must complete all courses within a particular curriculum.

Career and Technical Education (CTE) encompasses a variety of challenging fields in diverse subject areas that are constantly evolving to meet employment needs. Northeast offers many CTE programs through the divisions of Business and Engineering Technology and Health Sciences.

CTE provides high school graduates with career pathways linking secondary and postsecondary education. Furthermore, CTE presents nontraditional students and displaced workers a second chance for education and training by preparing them to reenter the workforce in a timely fashion.

Associate of Applied Science Degree:

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Earn a minimum grade point average of 2.0.
3. Complete the 15 semester hours general education core consisting of:
 - English Composition (ENG 1113, 3 semester hours),
 - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
 - Fine arts (3 semester hours selected from art/music/theatre appreciation),
 - Computer or computer related (3 semester hours) or Speech (SPT 1113 , 3 semester hours)
 - College Algebra (MAT 1313) 3 semester hours or above, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
4. Complete major courses consisting of 40-65 semester hours.
5. Complete other courses as suggested by adviser. Students who do not meet the requirements in their program of study will be changed to the program of study of Liberal Arts.

Certificate Programs

Certificate courses are arranged in the sequence which best assures successful completion. Thus adherence to the course and semester sequence is required unless deviations are approved by the program instructor/advisor or division head. A certificate is awarded to a student who successfully completes one of the following prescribed programs of study. The first advisor listed under each program is the curriculum coordinator for that major.

A major portion of funding for most programs is provided by the Mississippi State Department of Education, Office of Career and Technical Education, and the Mississippi Community College Board.

General Studies

Amy Burks; Lynn Burns; Anne Lampkin; Lorie Mattox; Brittney Moore; Paige Sasser; Shawna Smith; Elizabeth Upchurch

The general studies degree program is an individualized program designed to provide greater flexibility in course choices than is available in traditional majors. This program prepares students for many careers and graduate/professional programs.

Freshman Year

First Semester

- ENG 1113 - English Composition I 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective HUM - Elective (Humanities) 3 Semester Hours
- Elective ACAD - Elective (Academic) 3 Semester Hours

Total Hours: 15

Second Semester

- ENG 1123 - English Composition II 3 Semester Hours
- Elective ACAD - Elective (Academic) 3 Semester Hours
- Electives (Academic)* 3 Semester Hours
- Elective HUM - Elective (Humanities) 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- BIO 1114 - Principles of Biology I 4 Semester Hours
- OR
- Elective NATSCI - Elective (Natural Science) 4 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- Elective ACAD - Elective (Academic) 3 Semester Hours
- Elective (Academic)* 3 Semester Hours
- Elective (Academic) 3 Semester Hours

Total Hours: 16

Second Semester

- BIO 1124 - Principles of Biology II 4 Semester Hours
- OR
- Elective NATSCI - Elective (Natural Science) 4 Semester Hours
- Elective ACAD - Elective (Academic) 3 Semester Hours
- Elective (Academic)* 3 Semester Hours
- Elective (Academic) 3 Semester Hours
- Elective (Academic) 3 Semester Hours

Total Hours: 16

This program of study requires a total of 62 semester hours.

*Students should complete the academic courses degree requirements as prescribed by the curriculum of the university to which the student intends to transfer.

Only three non-academic hours may be applied toward meeting graduation requirements. Non-academic hours include one-hour physical education, Learning and Life Skills, cooperative education, music, art, drama productions, publications, and technical courses. Technical courses may not be applied toward an A.A. degree with the exception of the 3 non-academic hours.

CIP: 240102; Program of study code: 2402

Nursing, BSN

Curriculum for Students Pursuing the B.S.N. Degree (Associate of Arts)

For details regarding transfer information for this program click '[here](#)'.

Students planning to transfer to a BSN program at a senior institution should follow the curriculum guidelines and application deadline dates specific to the transfer institution. All students planning to transfer should personally contact the School of Nursing of the transfer institution at least one full academic year prior to the projected date of transfer in order to meet admission requirements, curriculum prerequisites, application deadlines, etc. A maximum of 62 hours of course work may be transferred. A suggested outline is listed below.

Freshman Year

First Semester

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- PSY 1513 - General Psychology 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- SPT 1113 - Public Speaking I 3 Semester Hours

Total Hours: 16

Second Semester

- BIO 2524 - Anatomy and Physiology II 4 Semester Hours
- ENG 1123 - English Composition II 3 Semester Hours
- FCS 1253 - Nutrition 3 Semester Hours
- MAT 2323 - Statistics 3 Semester Hours **OR** BAD 2323 - Business Statistics 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 16

Sophomore Year

First Semester

- CHE 1213 - General Chemistry I 3 Semester Hours
- CHE 1211 - General Chemistry I, Laboratory 1 Semester Hours
- PSY 2533 - Human Growth & Development 3 Semester Hours
- Elective HIS - Elective (History) 3 Semester Hours
- Elective LIT - Elective (Literature) 3 Semester Hours
- Elective 1HR - Elective (One Hour) 1 Semester Hours

Total Hours: 14

Second Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BIO 2924 - Microbiology 4 Semester Hours
- Elective HIS - Elective (History) 3 Semester Hours
- Elective LIT - Elective (Literature) 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- Elective 1HR - Elective (One Hour) 1 Semester Hours

Total Hours: 17

This program of study requires a total of 63 semester hours.

CIP: 513801; Program of study code: 1811

Accounting Technology
Rebecca Elliott, Crystal White
(Associate of Applied Science)

The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory management while also developing the skills necessary for future advancement. This curriculum integrates accounting and computer operation with training in payroll accounting, income tax accounting, computerized accounting, and Microsoft® Office applications. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms. Successful completion of the first year (30 hours) leads to the Accounting Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- Elective BOT - Elective (Business & Office Technology Elective) 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- BOT 2463 - Payroll Accounting 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- BOT 1853 - Microsoft Excel II 3 Semester Hours
- BAD 1113 - Introduction to Business 3 Semester Hours
- ACC 2223 - Principles of Accounting II 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

Second Semester

- BOT 2183 - Career Readiness 3 Semester Hours
- BOT 1243 - Microsoft Word II 3 Semester Hours
- BOT 2233 - Human Resource Management 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 15

This program of study requires a total of 60 semester hours.

** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

CIP: 520302; Program of study code: 6302

Administrative Office Technology

Rebecca Elliott, Crystal White

(Associate of Applied Science)

The Administrative Office Technology program is an instructional program designed to provide training in administrative office procedures, integrated computer applications, and business communication. This curriculum prepares students for entry level positions as records clerks, word processing specialists, and other positions requiring computer skills in an office environment while also developing the skills necessary for future advancement. Successful completion of the first year (30 hours) leads to the Administrative Office Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- BOT 2233 - Human Resource Management 3 Semester Hours

OR

- BOT 1493 - Social Media Management 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- BOT 2823 - Communication Technology 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- BOT 1853 - Microsoft Excel II 3 Semester Hours
- BOT 2333 - Microsoft Access 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- BAD 1113 - Introduction to Business 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

Second Semester

- BOT 2183 - Career Readiness 3 Semester Hours
- BOT 2133 - Desktop Publishing 3 Semester Hours
- BOT 1243 - Microsoft Word II 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 15

This program of study requires a total of 60 semester hours.

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

CIP: 520401; Program of study code: 8401

Automotive Mechanics & Automotive Services Technology

Greg Hardin; Jerry Palmer
(Associate of Applied Science)

Freshman Year

First Semester

- ATT 1811 - Introduction, Safety, and Employability Skills 1 Semester Hours
- ATT 2614 - Heating and Air Conditioning 4 Semester Hours
- ATT 1715 - Engine Repair 5 Semester Hours
- ATT 2335 - Steering and Suspension Systems 5 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 18

Second Semester

- ATT 1213 - Brakes 3 Semester Hours
- ATT 2325 - Automatic Transmissions/Transaxles 5 Semester Hours
- ATT 1315 - Manual Drive Trains/Transaxles 5 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- AUT 1713 - Brake Rotor & Drum Machining 3 Semester Hours

Total Hours: 19

Sophomore Year

First Semester

- AUT 1315 - Cylinder Block Service 5 Semester Hours
- ATT 1123 - Basic Electrical Systems 3 Semester Hours
- ATT 1133 - Advanced Electrical/Electronic Systems 3 Semester Hours
- ATT 1424 - Engine Performance I 4 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 21

Second Semester

- ATT 2435 - Engine Performance II 5 Semester Hours
- ATT 2444 - Engine Performance III 4 Semester Hours
- AUT 1216 - Cylinder Head Service 6 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 18

This program of study requires a total of 76 semester hours.

All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

CIP: 470604; Program of study code: 8470

Business Management Technology

Rebecca Elliott, Crystal White

(Associate of Applied Science)

The Business Management Technology program is an instructional program designed to provide students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships. Successful completion of the first year (30 hours) leads to the Business Management Technology Certificate. Students successfully completing the full 60 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BAD 1113 - Introduction to Business 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 1243 - Microsoft Word II 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- BOT 1853 - Microsoft Excel II 3 Semester Hours
- BOT 2613 - Entrepreneurial Problem Solving 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- BOT 1453 - Introduction to Business Management 3 Semester Hours Semester Hours

Total Hours: 15

Second Semester

- BOT 2183 - Career Readiness 3 Semester Hours
- BOT 2233 - Human Resource Management 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- BOT 1473 - Introduction to Marketing 3 Semester Hours Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 15/16

This program of study requires a total of 60/61 semester hours.

Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

CIP: 520201; Program of study code: 8604

Civil Engineering Technology

Stewart Moore

(Associate of Applied Science)

Civil Engineering Technology prepares a person for positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices.

The graduate is trained to work with the civil engineer in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor required to complete a project; and performing soils, asphalt, and concrete tests required for foundations and construction. Up-to-date equipment usage is stressed, including the surveying computer. Students successfully completing program will receive degrees in Associate of Applied Science.

Freshman Year

First Semester

- MAT 1313 - College Algebra 3 Semester Hours
- CIT 1413 - Elementary Surveying 3 Semester Hours
- CIT 1213 - Civil Construction Methods 3 Semester Hours
- CTE 1143 - Fundamentals of Electrical Construction Manufacturing 3 Semester Hours
- DDT 1313 - Computer Aided Design I 3 Semester Hours

Total Hours: 15

Second Semester

- DDT 1163 - Engineering Graphics 3 Semester Hours
- CIT 1113 - Route Surveying 3 Semester Hours
- CIT 1223 - Road Construction Plans and Specifications 3 Semester Hours
- DDT 1323 - Computer Aided Design II 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- CIT 2113 - Legal Principles of Surveying 3 Semester Hours
- DDT 1213 - Construction Standards and Materials 3 Semester Hours
- CIT 2444 - GPS Surveying 4 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 16

Second Semester

- CIT 2434 - Land Surveying 4 Semester Hours
- CIT 2913 - Special Project 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- CIT 2453 - Geographical Information Systems 3 Semester Hours
- DDT 2153 - Civil Planning and Design 3 Semester Hours

Total Hours: 16

This program of study requires a total of 62 semester hours.

CIP: 150201; Program of study code: 7520

Collision Repair Technology
Randy Mitchell
(Associate of Applied Science)

Collision repair work has variety and challenges - each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job, using their broad knowledge of automotive construction and repair techniques.

Collision body repairers straighten damaged bodies, remove dents and replace crumpled parts that are beyond repair.

Freshman Year

First Semester

- ABT 1146 - Structural Analysis and Damage Repair I 6 Semester Hours
- ABT 1223 - Non-Structural Analysis and Damage Repair I 3 Semester Hours
- ABT 1443 - Mechanical and Electrical Components I 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- ABT 1313 - Refinishing I 3 Semester Hours

Total Hours: 18

Second Semester

- ABT 1153 - Structural Analysis and Damage Repair II 3 Semester Hours
- ABT 1323 - Refinishing II 3 Semester Hours
- ABT 1453 - Mechanical and Electrical Components II 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- ABT 1236 - Non-Structural Analysis and Damage Repair II 6 Semester Hours

Total Hours: 18

Sophomore Year

First Semester

- ABT 2163 - Structural Analysis and Damage Repair III 3 Semester Hours
- ABT 2243 - Non-Structural Analysis and Damage Repair III 3 Semester Hours
- ABT 2336 - Refinishing III 6 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 18

Second Semester

- ABT 2713 - Collision Analysis and Estimation 3 Semester Hours
- ABT 2813 - Shop Operations and Procedures 3 Semester Hours
- ABT 2923 - Supervised Work Experience in Collision Repair Technology 3 Semester Hours
- ABT 2913 - Special Problem in Collision Repair Technology 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 15

This program of study requires a total of 69 semester hours.

All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

CIP: 470603; Program of study code: 8460

Computer Technology

Rebecca Elliott, Crystal White

(Associate of Applied Science)

The Computer Technology program is an instructional program that is designed to prepare individuals for entry level positions managing computer operations in an office environment while also developing the skills necessary for future advancement. This curriculum offers training in software configuration, troubleshooting, social media management, and basic web design and administration. Successful completion of the first year (32 hours) leads to the Computer Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- BOT 1493 - Social Media Management 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- IST 1153 - Web and Programming Concepts 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- BOT 1853 - Microsoft Excel II 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- BAD 1113 - Introduction to Business 3 Semester Hours
- IST 1433 - Web Development Using HTML & CSS 3 Semester Hours
- Elective IST - Elective (Information Systems Technology) 3 Semester Hours

Total Hours: 15

Second Semester

- BOT 2183 - Career Readiness 3 Semester Hours
- BOT 1243 - Microsoft Word II 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

This program of study requires a total of 60 semester hours.

** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

CIP: 520407; Program of study code: 8740

Construction Engineering Technology
Ray Gaillard
(Associate of Applied Science)

Construction Engineering Technology (CON) is an instructional technology program designed to prepare individuals to work within the construction industries and firms in mid-level management operations as estimators, material specialists, planners, project managers, layout specialists, or other construction operations. The program offers instruction and study in the areas of construction materials, surveying, cost estimating, on-site management and supervision, codes and safety, and basic operations of the residential-commercial and heavy construction industry.

Freshman Year

First Semester

- CON 1113 - Survey of Modern Construction 3 Semester Hours
- CON 1213 - Construction Materials 3 Semester Hours
- CON 1313 - Construction Drawing 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours

Total Hours: 15

Second Semester

- CON 1223 - Plans and Documents Interpretation 3 Semester Hours
- CON 1233 - Construction Systems I 3 Semester Hours
- BAD 2413 - Legal Environment of Business I 3 Semester Hours
- MAT 1323 - Trigonometry 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- DDT 1413 - Elementary Surveying 3 Semester Hours

Total Hours: 18

Summer

- CON 2614 - Internship 4 Semester Hours
- CON 2624 - Internship 4 Semester Hours

Total Hours: 8

Construction Engineering Technology is mathematic and communication oriented. College Algebra and English (Technical) Comp I should be completed before the third semester.

Sophomore Year

First Semester

- CON 2313 - Construction Layout 3 Semester Hours
- CON 2123 - Construction Cost Estimating 3 Semester Hours
- CON 2233 - Construction Systems II 3 Semester Hours
- PHY 2414 - General Physics I 4 Semester Hours

Total Hours: 13

Second Semester

- CON 2113 - Construction Job Site Management 3 Semester Hours
- CON 2413 - Construction Safety Standards 3 Semester Hours
- CON 2513 - Leadership, Management, and Organization 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 18

This program of study requires a total of 72 semester hours.

CIP: 151001; Program of study code: 151001

Culinary Arts Technology

Ginger Cramer

(Associate of Applied Science)

The Culinary Arts concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts program is hands-on lab instruction by a culinary instructor in a commercial kitchen. All students must wear appropriate uniforms for all lab classes. HRT 1213 and 1114 are prerequisites to culinary lab classes and co-requisites to CUT 1513.

Students successfully completing the program may receive certificates for these National Restaurant Association Management courses: Nutrition, Customer Service, and Hospitality and Restaurant Management. Students will graduate with the ServSafe Food Protection Manager Certification. HRT and CUT classes should be taken in the order listed below to complete the degree in two years.

*A Culinary Arts Concentration Career Certificate may be earned by completing these courses.

Freshman Year

First Semester

- HRT 1213 - Sanitation and Safety 3 Semester Hours *
- HRT 1114 - Culinary Principles I 4 Semester Hours *
- HRT 1123 - Introduction to the Hospitality and Tourism Industry 3 Semester Hours *
- HRT 1511 - Hospitality Seminar I 1 Semester Hours *
- CUT 1613 - Nutrition 3 Semester Hours *
- CUT 1513 - Garde Manger 3 Semester Hours

Total Hours: 17

Second Semester

- CUT 1134 - Principles of Baking 4 Semester Hours *
- CUT 1124 - Culinary Principles II 4 Semester Hours *
- HRT 1521 - Hospitality Seminar II 1 Semester Hours *
- CUT 2223 - Menu Planning 3 Semester Hours *
- CUT 2314 - American Regional Cuisine 4 Semester Hours *

Total Hours: 16

Sophomore Year

First Semester

- CUT 2424 - International Cuisine 4 Semester Hours
- HRT 1531 - Hospitality Seminar III 1 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 14

Second Semester

- HRT 1223 - Restaurant and Catering Operations 3 Semester Hours
- HRT 2613 - Hospitality Supervision 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- HRT 1541 - Hospitality Seminar IV 1 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 16

This program of study requires a total of 63 semester hours.

*Career Certificate Courses

CIP: 120500; Program of study code: 6090

Dental Hygiene Technology

Nick Alexander; Julie Davidson; Carrie Fowler; Tiffany Lindsey; Camille Shoffner

(Associate of Applied Science)

The Dental Hygiene program is accredited by the American Dental Association Commission on Dental Accreditation. It is designed to train a person for technical work in a dental office. Dental Hygiene services are provided under the supervision of a licensed dentist and are governed by the state dental practice acts. The services which constitute dental hygiene practice may include, but are not limited to: obtaining patient's dental and medical histories; counseling patients on dental care; supervising oral hygiene practices; removing stains and deposits from teeth; exposing, processing, mounting, and reading dental radiographs; applying certain topical agents; and performing other services relating to mouth care.

Completion of the Pre-Dental Hygiene curriculum does not guarantee acceptance into the Dental Hygiene Program. Enrollment is limited.

Students are required to first enroll in a year (36 hours) of pre-dental hygiene courses. A student must earn a minimum grade of "C" in each course in the Pre-Dental Hygiene curriculum to qualify for admission.

Pre-Dental Hygiene Core Curriculum

First Semester

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- PSY 1513 - General Psychology 3 Semester Hours
- CHE 1313 - Principles of Chemistry 3 Semester Hours *
- MAT 1233 or 1313 - Intermediate Algebra or College Algebra 3 Semester Hours

Total Hours: 16

Second Semester

- BIO 2524 - Anatomy and Physiology II 4 Semester Hours
- FCS 1253 - Nutrition 3 Semester Hours
- SOC 2113 - Introduction to Sociology 3 Semester Hours
- SPT 1113 - Public Speaking I 3 Semester Hours
- BIO 2924 - Microbiology 4 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 20

Notes:

* Or CHE 1213 General Chemistry I/ CHE 1211 General Chemistry I Lab

Chemistry Lab is not required, but highly recommended. If considering Bachelor's Degree, the corresponding lab will be required.

Dental Hygiene Technology

Nick Alexander; Julie Davidson; Carrie Fowler; Tiffany Lindsey; Camille Shoffner

(Associate of Applied Science)

The Dental Hygiene Program is a two year Associate Degree Program. The schedule is fixed and all classes meet in the Dental Hygiene Department. Students must achieve a minimum grade of "C" in each course to move into the next semester.

First Year Dental Hygiene Curriculum

First Semester

- DHT 1212 - Dental Anatomy 2 Semester Hours
- DHT 1115 - Fundamentals of Dental Hygiene 5 Semester Hours
- DHT 1314 - Radiology 4 Semester Hours
- DHT 1911 - Dental Hygiene Seminar I 1 Semester Hours

Total Hours: 12

Second Semester

- DHT 1222 - Head and Neck Anatomy 2 Semester Hours
- DHT 1513 - Periodontics 3 Semester Hours
- DHT 1415 - Clinical Dental Hygiene I 5 Semester Hours
- DHT 1921 - Dental Hygiene Seminar II 1 Semester Hours
- DHT 1232 - Oral Histology and Embryology 2 Semester Hours

Total Hours: 13

Second Year Dental Hygiene Curriculum

First Semester

- DHT 2425 - Clinical Dental Hygiene II 5 Semester Hours
- DHT 2613 - Dental Materials 3 Semester Hours
- DHT 2713 - Pharmacology 3 Semester Hours
- DHT 2931 - Dental Hygiene Seminar III 1 Semester Hours
- DHT 2233 - General and Oral Pathology 3 Semester Hours

Total Hours: 15

Second Semester

- DHT 2436 - Clinical Dental Hygiene III 6 Semester Hours
- DHT 2814 - Community Dental Health 4 Semester Hours
- DHT 2922 - Ethics and Jurisprudence 2 Semester Hours
- DHT 2941 - Dental Hygiene Seminar IV 1 Semester Hours

Total Hours: 13

Completion Award: Associate of Applied Science 89 hours

CIP: 510602; Program of study code: 8710

Diesel Power Technology
Jonathan Alexander
(Associate of Applied Science)

The Diesel Power Technology program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in computer operations, electrical systems, electronic diagnostics, troubleshooting techniques of engines, power trains, hydraulic systems, and other components. Diesel mechanics use a variety of tools and testing and diagnostic equipment in their work. Ethics and leadership skills in the workplace are taught as integral components throughout the curriculum.

The Diesel Power Technology program prepares the graduate for employment in the field of diesel power technology through experience and laboratory based applications in repairing engines, fuel injection systems, transmissions, clutches, rear ends; pneumatic and hydraulic systems, electrical systems, power trains and auxiliary systems relative to diesel mechanics.

Freshman Year

First Semester

- DET 1114 - Fundamental of Equipment Mechanics 4 Semester Hours
- DET 1213 - Hydraulic Brake Systems 3 Semester Hours
- DET 1223 - Electrical/Electronic Systems I 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 16

Second Semester

- DET 1364 - Diesel Systems I 4 Semester Hours
- DET 1614 - Preventive Maintenance and Service 4 Semester Hours
- DET 1713 - Power Trains 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 14

Summer

- DET 2916 - Supervised Work Experience in Diesel Equipment Technology 6 Semester Hours

Total Hours: 6

Sophomore Year

First Semester

- DET 2253 - Steering and Suspension Systems 3 Semester Hours
- DET 1263 - Electrical/Electronic Systems II 3 Semester Hours
- DET 1374 - Diesel Systems II 4 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 16

Second Semester

- DET 2273 - Electrical/Electronic Systems III 3 Semester Hours
- DET 2623 - Advanced Brake Systems (Air) 3 Semester Hours
- DET 1813 - Air Conditioning & Heating Systems 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 15

This program of study requires a total of 67 semester hours.

ALL students are required to score 100% on a program safety exam prior to the deadline of a course drop/delete period to remain in class.

CIP: 470605; Program of study code: 8706

Drafting, Design & 3D Modeling Technology

Jeff Melson

(Associate of Applied Science)

The Drafting, Design and 3D Modeling Technology Program is a broad study that prepares the graduate as a drafter in the fields of architectural, civil, mechanical, and structural drafting. Drafters prepare technical drawings used by workers who build homes, space crafts, industrial machinery, manufactured products, buildings, roads, bridges, subdivisions, and much more. Their drawings show the technical details of the products and structures with exact dimensions, specify materials to be used, procedures to be followed, and other information needed to carry out the job using computer aided drafting (CAD) systems. Instructions will include training in AutoCAD, Revit Architecture (3D), and SolidWorks (3D). Graduates will have the knowledge and technical skills necessary for employment with architectural or engineering firms, planners, manufacturing companies, furniture designers, governmental agencies, wood and metal manufacturers, and other agencies which utilize drafters and technicians. Students successfully completing the program will receive an Associate of Applied Science degree.

Freshman Year

First Semester

- DDT 1163 - Engineering Graphics 3 Semester Hours
- DDT 1313 - Computer Aided Design I 3 Semester Hours
- DDT 1213 - Construction Standards and Materials 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- DDT 1413 - Elementary Surveying 3 Semester Hours

Total Hours: 15

Second Semester

- DDT 2373 - 3D Modeling 3 Semester Hours
- DDT 1323 - Computer Aided Design II 3 Semester Hours
- DDT 2823 - Revit Architecture 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- Elective ADVAPP - Elective (Advisor Approved) 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- DDT 1173 - Mechanical Design I 3 Semester Hours
- DDT 2263 - Quality Assurance 3 Semester Hours
- DDT 1613 - Architectural Design I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours

Total Hours: 15

Second Semester

- DDT 2913 - Special Project 3 Semester Hours
- DDT 2213 - Structural Detailing I 3 Semester Hours
- DDT 2153 - Civil Planning and Design 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- Elective ADVAPP - Elective (Advisor Approved) 3 Semester Hours

Total Hours: 15

This program of study requires a total of 60 semester hours.

CIP: 151301; Program of study code: 8530

Early Childhood Education Technology

Jennifer Newell

(Associate of Applied Science)

Upon successful completion of this program the student is qualified for employment in day care centers, nursery schools, and many federally funded programs involved with young children.

Graduates also may be considered for positions as teacher aids.

During the freshman year, the student is taught basic information about growth, development, discipline, and guidance of young children. During the sophomore year, the student will gain on-the-job experience by planning and carrying out daily activities with young children in the child care center located on campus.

Students must comply with the criminal background check procedure mandated by the law of the State of Mississippi and must submit a Completed Immunization Record Form 121 obtainable from the State of Mississippi Public Health Department. The campus child care center is licensed by the Mississippi Department of Health as a Child Care Facility and for food service.

Freshman Year

First Semester

- CDT 1113 - Early Childhood Profession 3 Semester Hours
- CDT 1214 - Infant & Toddler Development 4 Semester Hours
- CDT 1343 - Child Health, Safety, and Nutrition 3 Semester Hours
- CDT 1313 - Creative Arts for Young Children 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 16

Second Semester

- CDT 1224 - Preschool & Primary Development 4 Semester Hours
- CDT 1713 - Language and Literacy Development for Young Children 3 Semester Hours
- CDT 2233 - Guiding Social and Emotional Behavior 3 Semester Hours
- CDT 2713 - Social Studies, Math, and Science for Young Children 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 16

Sophomore Year

First Semester

- CDT 2413 - Development of the Exceptional Child 3 Semester Hours
- CDT 2613 - Methods, Materials, and Measurements 3 Semester Hours
- CDT 2915 - Initial Practicum 5 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 17

Second Semester

- CDT 2813 - Administration of Programs for Young Children 3 Semester Hours
- CDT 2513 - Family Dynamics and Community Involvement 3 Semester Hours
- CDT 2945 - Advanced Practicum 5 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 14

This program of study requires a total of 63 semester hours.

CIP: 190709; Program of study code: 8820

Electrical Technology

Derek DeVaughn; Matt Sandlin; Mason Smith

(Associate of Applied Science)

The Post-Secondary Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

The Electrical Technology instructional emphasis is on theory, circuits, testing, schematic/blueprint drawing and reading, digital principles design basics, motor and control devices, and wire installation with construction and industrial equipment.

Prerequisite: Applicants are required to earn the Career Readiness Certificate (CRC) prior to program entry. A National Career Readiness Certificate is earned by completing three WorkKeys Assessments: Applied Math, Workplace Documents, and Graphic Literacy. The WorkKeys assessments are available through the Adult Education Departments: <http://www.nemcc.edu/workforce/ae> Applicants are required to earn the Career Readiness Certificate (CRC) at the Silver level. Scores are based on median level occupational profiles as listed by the ACT Job Profiler. http://profiles.keytrain.com/profile_search Applicants with a score less than silver level on the CRC may appeal for entry into the program. The applicant must submit an appeal in writing to the office of the Associate Vice President of Career and Technical Education. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision by the Program Committee. A majority vote by the Program Committee will constitute a final decision. Appeals must be received by July 31st for entrance to the program in the Fall semester.

Freshman Year

First Semester

- CTE 1143 - Fundamentals of Electrical Construction Manufacturing 3 Semester Hours
- ELT 1143 - AC/DC Circuits for Electrical Technology 3 Semester Hours
- ELT 1113 - Residential/Light Commercial Wiring 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours

Total Hours: 15

Second Semester

- ELT 1263 - Electrical Drawing and Schematics 3 Semester Hours
- ELT 1213 - Electrical Power 3 Semester Hours
- ELT 1123 - Commercial and Industrial Wiring 3 Semester Hours
- ELT 1253 - Branch Circuit and Service Entrance Calculations 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- ELT 2613 - Programmable Logic Controllers 3 Semester Hours
- IMM 1243 - Mechanical Industrial Maintenance I 3 Semester Hours
- IMM 1313 - Principles of Hydraulics and Pneumatics 3 Semester Hours
- ELT 1413 - Motor Control Systems 3 Semester Hours
- SPT 1113 - Public Speaking I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 18

Second Semester

- ELT 2623 - Advanced Programmable Logic Controllers 3 Semester Hours
- ELT 2113 - Equipment Maintenance, Troubleshooting and Repair 3 Semester Hours
- ELT 2423 - Solid State Motor Control 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours

Total Hours: 15

This program of study requires a total of 63 semester hours.

* MAT 1233 Intermediate Algebra and PHY 2244 Physical Science Survey I can be used in place of MAT 1313 College Algebra.

CIP: 460302; Program of study code: 7603

Heating & Air Conditioning Technology

Russ Bullard

(Associate of Applied Science)

Heating and Air Conditioning Technology is a post secondary Associate in Applied Science Degree instructional program with a certificate option that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning.

Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. Students enrolling in the certificate option program must have a high school diploma or equivalency.

Freshman Year

First Semester

- ACT 1124 - Basic Compression Refrigeration 4 Semester Hours
- ACT 1133 - Brazing and Piping 3 Semester Hours
- EET 1192 - Fundamentals of Electronics (HVAC students) 2 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 15

Second Semester

- ACT 1213 - Controls 3 Semester Hours
- ACT 1313 - Refrigeration System Components 3 Semester Hours
- ACT 1713 - Electricity for Heating, Ventilation, Air Conditioning and Refrigeration 3 Semester Hours
- ACT 2913 - Special Project in Heating and Air Conditioning Technology 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- ACT 2414 - Heating, Ventilation, Air Conditioning, and Refrigeration I 4 Semester Hours
- ACT 2513 - Heating Systems 3 Semester Hours
- ACT 2623 - Heat Load and Air Properties 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours

Total Hours: 16

Second Semester

- ACT 2424 - Heating, Ventilation, Air Conditioning, and Refrigeration II 4 Semester Hours
- ACT 2324 - Commercial Refrigeration 4 Semester Hours
- ACT 2433 - Refrigerant, Retrofit, and Regulations 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 17

This program of study requires a total of 63 semester hours.

CIP: 470201; Program of study code: 8716

Hospitality Management Technology

Christy Grissom

(Associate of Applied Science)

The Hospitality Management Technology program is designed to provide specialized occupational instruction in all phases of hospitality management and to prepare students for careers as managers/supervisors in the hospitality and tourism industry. All students must wear appropriate uniforms for all lab classes. Completion of the two-year program leads to an Associate in Applied Science Degree. HRT 1213 and 1114 are prerequisites to culinary lab classes and co-requisites to CUT 1513.

Students successfully completing the program may receive certificates for these National Restaurant Association ManageFirst courses: Controlling Food Service Costs, Hospitality and Restaurant Marketing, Hospitality Human Resources Management and Supervision, Customer Service, and Hospitality and Restaurant Management. Students will graduate with the ServSafe Food Protection Manager Certification.

HRT and CUT classes should be taken in the order listed below to complete the degree in two years.

Freshman Year

First Year

- HRT 1123 - Introduction to the Hospitality and Tourism Industry 3 Semester Hours
- HRT 1213 - Sanitation and Safety 3 Semester Hours
- HRT 1114 - Culinary Principles I 4 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- HRT 1511 - Hospitality Seminar I 1 Semester Hours
- Elective ADVAPP - Elective (Advisor Approved) 3 Semester Hours

Total Hours: 17

Second Semester

- HRT 1521 - Hospitality Seminar II 1 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- BAD 2413 - Legal Environment of Business I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective ADVAPP - Elective (Advisor Approved) 3 Semester Hours

Total Hours: 16

Sophomore Year

First Semester

- HRT 1531 - Hospitality Seminar III 1 Semester Hours
- HRT 2233 - Hospitality Cost Control 3 Semester Hours
- HRT 2623 - Hospitality Human Resource Management 3 Semester Hours
- HRT 2913 - Supervised Work Experience 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 13

Second Semester

- HRT 2613 - Hospitality Supervision 3 Semester Hours
- HRT 1541 - Hospitality Seminar IV 1 Semester Hours
- HRT 1413 - Rooms Division Management 3 Semester Hours
- HRT 2713 - Marketing Hospitality Services 3 Semester Hours
- HRT 1223 - Restaurant and Catering Operations 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 16

This program of study requires a total of 62 semester hours.

CIP: 520901; Program of study code: 6607

Industrial Maintenance Technology
Derek DeVaughn; Matt Sandlin; Mason Smith

Associate of Applied Science

The mission of the Industrial Maintenance Technician Program is to provide a solid foundation to help students acquire the competencies necessary for success in the maintenance occupation. An Industrial Maintenance Technician is a specialist who possesses detailed knowledge of several technical subjects and applies this knowledge in an industrial environment to preserve and maintain industrial systems. The Industrial Maintenance Program integrates electrical and mechanical elements. The program offers an Associate Degree.

Prerequisite Applicants are required to earn the Career Readiness Certificate (CRC) prior to program entry. A National Career Readiness Certificate is earned by completing three WorkKeys Assessments: Applied Math, Workplace Documents, and Graphic Literacy. The WorkKeys assessments are available through the Adult Education Departments in Holliday Hall: <http://www.nemcc.edu/workforce/ae>

Applicants are required to earn the Career Readiness Certificate (CRC) at the Silver level. Scores are based on median level occupational profiles as listed by the ACT Job Profiler. http://profiles.keytrain.com/profile_search

Applicants with a score less than silver level on the CRC may appeal for entry into the program. The applicant must submit an appeal in writing to the office of the Associate Vice President of Career and Technical Education. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision by the Program Committee. A majority vote by the Program Committee will constitute a final decision. Appeals must be received by July 31st for entrance to the program in the Fall semester.

Freshman Year

First Semester

- CTE 1143 - Fundamentals of Electrical Construction Manufacturing 3 Semester Hours
- ELT 1143 - AC/DC Circuits for Electrical Technology 3 Semester Hours
- IMM 1273 - Industrial Maintenance Electrical and Instrumentation Level I, Part I 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours *

Total Hours: 15

Second Semester

- IMM 1283 - Industrial Maintenance Electrical and Instrumentation Level I, Part II 3 Semester Hours
- ELT 1213 - Electrical Power 3 Semester Hours
- IMM 1253 - Mechanical Industrial Maintenance II 3 Semester Hours
- ELT 1123 - Commercial and Industrial Wiring 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- ELT 2613 - Programmable Logic Controllers 3 Semester Hours
- IMM 1243 - Mechanical Industrial Maintenance I 3 Semester Hours
- IMM 1313 - Principles of Hydraulics and Pneumatics 3 Semester Hours
- ELT 1413 - Motor Control Systems 3 Semester Hours
- SPT 1113 - Public Speaking I 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 18

Second Semester

- ELT 2623 - Advanced Programmable Logic Controllers 3 Semester Hours
- ELT 2113 - Equipment Maintenance, Troubleshooting and Repair 3 Semester Hours
- ELT 2423 - Solid State Motor Control 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours

Total Hours: 15

The Associate of Applied Science program requires 63 hours.

* MAT 1233 Intermediate Alg. & PHY 2244 Physical Science Survey I can be used in place of MAT 1313 College Algebra.

CIP: 470303; Program of study code: 7610

Information Systems Technology - Cyber Defense

Nick Jackson; Natasha Lewis

(Associate of Applied Science)

There are three emphasis areas within the Information Systems Technology program: Cyber Defense, iOS App Development, and System Administration. The Cyber Defense concentration focuses on network security and digital forensics. The iOS App Development concentration emphasizes the development of knowledge and skills necessary to work with mobile networks and devices. Course specific to the concentration address communications, networks, security, and Swift programming language. The System Administration option is a two-year program which offers training in computer repair, network, server maintenance/administration, and testing of websites, Internet programming, and database interaction. Students will be prepared to design, test, implement, and monitor computer systems and networks in the following entities: state and federal government, telecommunications industries, internet based companies and computer consulting environments upon completion of this program. An Associates in Applied Science degree is earned upon completion of the Information Systems Technology curriculum. The Information Systems curriculum also presents students with the opportunity to obtain multiple certifications. CompTIA certifications are known throughout the IT community as one of the best ways to break into the field and build a solid career. CompTIA A+, Network+, and Security+ certification objectives are built into the curriculum. Opportunities for employment for students with this expertise in Information System Technology include state and federal government, telecommunications industries, internet based companies and computer consulting.

A composite ACT score of 17 is required for entrance into this program.

Freshman Year

First Semester

- IST 1183 - Essentials of Information Systems Technology 3 Semester Hours
- IST 1133 - Fundamentals of Data Communications 3 Semester Hours
- IST 1433 - Web Development Using HTML & CSS 3 Semester Hours
- IST 2373 - C# Programming 3 Semester Hours
- IST 1483 - Fundamentals of Virtualization 3 Semester Hours

Total Hours: 15

Second Semester

- IST 1163 - Concepts of Database Design 3 Semester Hours
- IST 1193 - Practical Applications in Information Systems Technology 3 Semester Hours
- IST 1453 - Principles of Mobile App Development 3 Semester Hours
- IST 1143 - Security Principles and Policies 3 Semester Hours
- IST 1613 - Computer Forensics 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 18

Sophomore Year

First Semester

- IST 2623 - Linux/Unix Security 3 Semester Hours
- IST 2253 - Advanced Network Administration Using Microsoft Windows Server 3 Semester Hours
- IST 1643 - Network Defense & Countermeasures 3 Semester Hours
- IST 2493 - Cloud Computing 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 18

Second Semester

- SPT 1113 - Public Speaking I 3 Semester Hours
- IST 2323 - Script Programming 3 Semester Hours
- IST 2453 - Mobile Application Development 3 Semester Hours
- IST 2633 - Security Testing & Implementation 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

This program of study requires a total of 66 semester hours.

CIP: 110201; Program of study code: 6004

Information Systems Technology - iOS App Development

Nick Jackson; Natasha Lewis

(Associate of Applied Science)

There are three emphasis areas within the Information Systems Technology program: Cyber Defense, iOS App Development, and System Administration. The iOS App Development concentration emphasizes the development of knowledge and skills necessary to work with mobile networks and devices. Course specific to the concentration address communications, networks, security, and Swift programming language. Students will be prepared to design, test, implement, and monitor computer systems and networks in the following entities: state and federal government, telecommunications industries, internet based companies and computer consulting environments upon completion of this program. An Associates in Applied Science degree is earned upon completion of the Information Systems Technology curriculum.

The Information Systems curriculum also presents students with the opportunity to obtain multiple certifications. CompTIA certifications are known throughout the IT community as one of the best ways to break into the field and build a solid career. CompTIA A+, Network+, and Security+ certification objectives are built into the curriculum. Opportunities for employment for students with this expertise in Information System Technology include state and federal government, telecommunications industries, internet based companies and computer consulting.

A composite ACT score of 17 is required for entrance into this program.

Freshman Year

First Semester

- IST 1183 - Essentials of Information Systems Technology 3 Semester Hours
- IST 1133 - Fundamentals of Data Communications 3 Semester Hours
- IST 1433 - Web Development Using HTML & CSS 3 Semester Hours
- IST 2373 - C# Programming 3 Semester Hours
- IST 1483 - Fundamentals of Virtualization 3 Semester Hours

Total Hours: 15

Second Semester

- IST 1143 - Security Principles and Policies 3 Semester Hours
- IST 1163 - Concepts of Database Design 3 Semester Hours
- IST 1413 - Client-Side Programming 3 Semester Hours
- IST 1453 - Principles of Mobile App Development 3 Semester Hours
- IST 1193 - Practical Applications in Information Systems Technology 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 18

Sophomore Year

First Semester

- IST 2923 - Special Problem in IST 3 Semester Hours
- IST 2253 - Advanced Network Administration Using Microsoft Windows Server 3 Semester Hours
- IST 2533 - IT Project Management 3 Semester Hours
- IST 2493 - Cloud Computing 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 18

Second Semester

- SPT 1113 - Public Speaking I 3 Semester Hours
- IST 2323 - Script Programming 3 Semester Hours
- IST 2453 - Mobile Application Development 3 Semester Hours
- IST 2633 - Security Testing & Implementation 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

This program of study requires a total of 66 semester hours.

CIP: 110201; Program of study code: 6004

Information Systems Technology - System Administration

[Nick Jackson; Natasha Lewis]

(Associate of Applied Science)

There are three emphasis areas within the Information Systems Technology program: Cyber Defense, iOS App Development, and System Administration. The System Administration option is a two-year program which offers training in computer repair, network, server maintenance/administration, and testing of websites, Internet programming, and database interaction. Students will be prepared to design, test, implement, and monitor computer systems and networks in the following entities: state and federal government, telecommunications industries, internet based companies and computer consulting environments upon completion of this program. An Associates in Applied Science degree is earned upon completion of the Information Systems Technology curriculum. The Information Systems curriculum also presents students with the opportunity to obtain multiple certifications. CompTIA certifications are known throughout the IT community as one of the best ways to break into the field and build a solid career. CompTIA A+, Network+, and Security+ certification objectives are built into the curriculum. Opportunities for employment for students with this expertise in Information System Technology include state and federal government, telecommunications industries, internet based companies and computer consulting.

A composite ACT score of 17 is required for entrance into this program.

Freshman Year

First Semester

- IST 1183 - Essentials of Information Systems Technology 3 Semester Hours
- IST 1133 - Fundamentals of Data Communications 3 Semester Hours
- IST 1433 - Web Development Using HTML & CSS 3 Semester Hours
- IST 2373 - C# Programming 3 Semester Hours
- IST 1483 - Fundamentals of Virtualization 3 Semester Hours

Total Hours: 15

Second Semester

- IST 1143 - Security Principles and Policies 3 Semester Hours
- IST 1163 - Concepts of Database Design 3 Semester Hours
- IST 1413 - Client-Side Programming 3 Semester Hours
- IST 1193 - Practical Applications in Information Systems Technology 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours

Total Hours: 18

Sophomore Year

First Semester

- IST 2253 - Advanced Network Administration Using Microsoft Windows Server 3 Semester Hours
- IST 2593 - Advanced C# Programming Language 3 Semester Hours
- IST 2493 - Cloud Computing 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 15

Second Semester

- SPT 1113 - Public Speaking I 3 Semester Hours
- IST 2323 - Script Programming 3 Semester Hours
- IST 2923 - Special Problem in IST 3 Semester Hours
- IST 2633 - Security Testing & Implementation 3 Semester Hours
- IST 1213 - Client Installation & Configuration 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 18

This program of study requires a total of 66 semester hours.

CIP: 110201; Program of study code: 6004

Medical Assisting Technology

Vickie Hopkins

(Certificate)

Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform many administrative and clinical procedures. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties vary according to state law and may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electro-cardiograms, preparing and administering medications and immunizations, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management. Both Administrative and Clinical Duties involve using computer applications.

This is an 11 month certificate program consisting of classroom work and clinical experience. Students are required to complete all course work with a grade of "C" or higher. Successful completion of the certificate program (45 hours) entitles graduates to sit for the American Association of Medical Assistants Certification Examination (CMA AAMA). The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation by the Medical Assisting Education Review Board (MAERB's), address is: 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727) 210-2350.

Prerequisite Courses for Medical Assisting are:

- BIO 1534 - Survey of Anatomy and Physiology 4 Semester Hours OR BIO 2514 - Anatomy and Physiology I 4 Semester Hours ("C" grade or above)
- American Heart Association CPR at the Health Care Provider level

Total Hours: 4

First Year (Certificate)

First Semester

- MET 1113 - Medical Terminology 3 Semester Hours
- MET 1214 - Medical Business Practices 4 Semester Hours
- MET 1314 - Clinical Procedures I 4 Semester Hours
- MET 1413 - Medical Law and Ethics 3 Semester Hours
- MET 2334 - Medical Laboratory for Medical Assistants 4 Semester Hours

Total Hours: 18

Second Semester

- MET 1323 - Clinical Procedures II 3 Semester Hours
- MET 2224 - Computer Concepts for Medical Assistants 4 Semester Hours
- MET 2234 - Medical Insurance 4 Semester Hours
- MET 2613 - Clinical Review 3 Semester Hours
- MET 1513 - Pharmacology for Medical Assistants 3 Semester Hours

Total Hours: 17

Summer

- MET 2716 - Practicum 6 Semester Hours

Total Hours: 6

Completion Award: Certificate 45 hours

Medical Assisting Technology
Vickie Hopkins
(Associate of Applied Sciences)

Second Year

In addition to the courses listed above, students may satisfy the Associate of Applied Science degree requirements by completing the following courses. This program of study requires a total of 70 semester hours.

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- SPT 1113 - Public Speaking I 3 Semester Hours
- MAT 1233 - Intermediate Algebra 3 Semester Hours
- BIO 2514 - Anatomy and Physiology I 4 Semester Hours

Total Hours: 16

Second Semester

- PSY 1513 - General Psychology 3 Semester Hours
- BOT 2813 - Business Communication 3 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 13

Completion Award: Associate of Applied Science Degree 70 hours

CIP: 510801; Program of study code: 8750

Medical Laboratory Technology
Shannon Goolsby; Rosalyn Singleton
(Associate in Applied Science)

This program is designed to prepare a qualified person to work in a medical laboratory under the supervision of a medical technologist or pathologist and/or other physicians. The student performs routine laboratory procedures and tasks in the areas of hematology, bacteriology, blood banking, chemistry, parasitology, serology and urinalysis. A student must make a grade of "C" or better in each academic course and each MLT course; in addition, he must make a grade of "C" or better in each course which is prerequisite to other courses in the program. (These are requirements for progression in the program and for graduation.) A graduate of this program is eligible to apply for admission to take national examinations for certification as a Medical Laboratory Technician. The program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL, 60018-5119. Phone: (773) 714-8880. www.nacls.org

First Year

First Semester

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- MLT 1111 - Fundamentals of Medical Laboratory Technology 1 Semester Hours
- MLT 1313 - Clinical Hematology I 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- MLT 2612 - Parasitology 2 Semester Hours
- Elective MAT - Elective (Math) 3 Semester Hours

Total Hours: 19

Second Semester

- BIO 2524 - Anatomy and Physiology II 4 Semester Hours
- CHE 1211 - General Chemistry I, Laboratory 1 Semester Hours *
- CHE 1213 - General Chemistry I 3 Semester Hours *
- MLT 1324 - Clinical Hematology II 4 Semester Hours
- MLT 1413 - Clinical Immunology/Serology 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 18

*OR CHE 1311-1313 OR CHE 1411-1413

Summer

First Semester

- MLT 2916 - Clinical Practice I 6 Semester Hours

Total Hours: 6

Second Semester

- BIO 2924 - Microbiology 4 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 7

Second Year

First Semester

- MLT 2424 - Immunohematology 4 Semester Hours
- MLT 2614 - Pathogenic Microbiology 4 Semester Hours
- MLT 2936 - Clinical Practice III 6 Semester Hours

Total Hours: 14

Second Semester

- MLT 1212 - Urinalysis/Body Fluids 2 Semester Hours
- MLT 1515 - Clinical Chemistry 5 Semester Hours
- MLT 2926 - Clinical Practice II 6 Semester Hours
- MLT 2723 - Certification Fundamentals 3 Semester Hours

Total Hours: 16

Completion Award: Associate of Applied Science Degree 80 hours

CIP: 511004; Program of study code: 8730

Nursing - ADN Traditional Plan of Study

Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.

The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

Purpose - The purpose of the NEMCC A.D.N. Program is "to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce."

Admission Requirements for the A.D.N. Program are listed in this catalog in the Admission to Health Science Programs section.

Length of Program - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

Progression - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of "F" will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

Readmission - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

STUDENTS MUST:

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

Students may be readmitted one time to the program. Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time

frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

Eligibility does not assure readmission. Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

Graduation - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination (www.ncsbn.org).

Advanced Placement for Licensed Practical Nurses -A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118 may be earned by achieving a score of 75% on the challenge examination. Success on the NUR 1118 challenge exam allows the L.P.N. to take the two-part NUR 1229 examination. The average of the two scores must be 70% to earn exemption from NUR 1229. The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes NUR 1101. For those who do not successfully complete the challenge exam, it may be repeated after 1 year. Challenge credit is good for 5 years. Interested applicants should access the "L.P.N.-A.D.N. Advance Placement Program" packet from www.nemcc.edu. Information regarding this process and associated fees is found in the Academic Regulations section.

Alternate Placement Option - Alternate placement into the Practical Nursing Education Program is an option available to students who have passed at least one clinical A.D.N. course. Depending on which course was satisfactorily completed in the A.D.N. program, students may exempt one or two semesters of the Practical Nursing Education curriculum. Application should be made to the Practical Nursing Program. A fee of \$15.00 per credit hour is charged for recording "Z" credit on the transcript.

Transfer Credit - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

Costs and Fees - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

Associate Degree Nursing

Prerequisite Courses

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours

First Year

First Semester

- ENG 1113 - English Composition I 3 Semester Hours
- NUR 1118 - Nursing Fundamentals 8 Semester Hours
- PSY 1513 - General Psychology 3 Semester Hours
- NUR 1111 - Strategies for Success in Nursing 1 Semester Hours

Total Hours: 15

Second Semester

- BIO 2924 - Microbiology 4 Semester Hours **
**BIO 2924 must be completed with a passing grade before entry to NUR 2339.
- NUR 1229 - Nursing Care of the Family 9 Semester Hours
- PSY 2533 - Human Growth & Development 3 Semester Hours
***PSY 2533 is a prerequisite or co-requisite to NUR 1229.
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 19

Second Year

First Semester

- Elective MAT - Elective (Math) 3 Semester Hours
- NUR 2333 - Nursing Trends and Issues 3 Semester Hours
- NUR 2339 - Nursing Care of the Adult I 9 Semester Hours

Total Hours: 15

Second Semester

- NUR 2443 - Nursing Readiness Evaluation and Computer Application 3 Semester Hours
- NUR 2449 - Nursing Care of the Adult II 9 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours OR
- SPT 1113 - Public Speaking I 3 Semester Hours

Total Hours: 15

All Nursing courses must be completed within five years of initial admission to the program.

Elective Nursing Courses Available to Enrolled A.D.N. Students

- NUR 1001 - Nursing Cardiopulmonary Resuscitation Skills 1 Semester Hours
- NUR 1011 - Nursing Membership Organization 1 Semester Hours
- NUR 1021 - Nursing Membership Organization 1 Semester Hours
- NUR 2011 - Nursing Membership Organization 1 Semester Hours
- NUR 2021 - Nursing Membership Organization 1 Semester Hours
- NUR 1121 - Nursing Mathematics 1 Semester Hours
- NUR 1131 - Nursing Heritage 1 Semester Hours
- NUR 1141 - Nursing Case Studies 1 Semester Hours
- NUR 1142 - Nursing Case Studies 2 Semester Hours
- NUR 1151 - Nursing Clinical Reasoning 1 Semester Hours
- NUR 1161 - Nursing Pharmacology I 1 Semester Hours
- NUR 1261 - Nursing Pharmacology II 1 Semester Hours
- NUR 2361 - Nursing Pharmacology III 1 Semester Hours
- NUR 2461 - Nursing Pharmacology IV 1 Semester Hours
- NUR 1171 - Evidence-Based Practice in Nursing 1 Semester Hours
- NUR 1233 - Nursing Preceptorship 3 Semester Hours
- NUR 1333 - Nursing Externship 3 Semester Hours

Recommended Nursing Course for L.P.N. Advanced Placement Students and Transfer Students

- NUR 1101 - Nursing Process Transition 1 Semester Hours
Skills review required should student elect not to formally enroll in course.

Completion Award: Associate of Applied Science Degree 72 hours

CIP: 513801; Program of study code: 8780

**Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN
ADVANCED PLACEMENT OPTION PROGRAM OF STUDY FOR LICENSED PRACTICAL NURSES
(LPNs) WHO SUCCESSFULLY CHALLENGE THE NLN's NACE/FOUNDATIONS OF NURSING EXAM**

Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.

The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.

Students in the program are prepared as entry level professional nurse caregivers. Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program. Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

Purpose - The purpose of the NEMCC A.D.N. Program is "to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce." Admission Requirements for the A.D.N. Program are listed in this catalog in the Admission to Health Science Programs section.

Length of Program - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

Progression - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of "F" will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

Readmission - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

STUDENTS MUST:

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

Students may be readmitted one time to the program. Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years.

After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

Eligibility does not assure readmission. Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

Graduation - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination (www.ncsbn.org).

Advanced Placement for Licensed Practical Nurses -A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118 may be earned by achieving a score of 75% on the challenge examination. Success on the NUR 1118 challenge exam allows the L.P.N. to take the two-part NUR 1229 examination. The average of the two scores must be 70% to earn exemption from NUR 1229. The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes NUR 1101 or skills review if student does not formally enroll in NUR 1101. For those who do not successfully complete the challenge exam, it may be repeated after 1 year. Challenge credit is good for 5 years. Interested applicants should access the "L.P.N.-A.D.N. Advance Placement Program" packet from www.nemcc.edu.

Information regarding this process and associated fees is found in the Academic Regulations section.

Transfer Credit - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

Costs and Fees - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

Associate Degree Nursing

Prerequisite Courses

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours

First Year

First Semester

- ENG 1113 - English Composition I 3 Semester Hours
- NLN's NACEI Foundations of Nursing Exam 8 Semester Hours
- PSY 1513 - General Psychology 3 Semester Hours
- NUR 1111 - Strategies for Success in Nursing 1 Semester Hours

Total Hours: 15

Second Semester

- BIO 2924 - Microbiology 4 Semester Hours
**BIO 2924 must be completed with a passing grade before entry to NUR 2339.
- NUR 1229 - Nursing Care of the Family 9 Semester Hours
- PSY 2533 - Human Growth & Development 3 Semester Hours
***PSY 2533 is a prerequisite or co-requisite to NUR 1229.
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 19

Second Year

First Semester

- Elective MAT - Elective (Math) 3 Semester Hours
- NUR 2333 - Nursing Trends and Issues 3 Semester Hours
- NUR 2339 - Nursing Care of the Adult I 9 Semester Hours

Total Hours: 15

Second Semester

- NUR 2443 - Nursing Readiness Evaluation and Computer Application 3 Semester Hours
- NUR 2449 - Nursing Care of the Adult II 9 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours OR
- SPT 1113 - Public Speaking I 3 Semester Hours

Total Hours: 15

All Nursing courses must be completed within five years of initial admission to the program.

Elective Nursing Courses Available to Enrolled A.D.N. Students

- NUR 1001 - Nursing Cardiopulmonary Resuscitation Skills 1 Semester Hours
- NUR 1011 - Nursing Membership Organization 1 Semester Hours
- NUR 1021 - Nursing Membership Organization 1 Semester Hours
- NUR 2011 - Nursing Membership Organization 1 Semester Hours
- NUR 2021 - Nursing Membership Organization 1 Semester Hours
- NUR 1121 - Nursing Mathematics 1 Semester Hours
- NUR 1131 - Nursing Heritage 1 Semester Hours
- NUR 1141 - Nursing Case Studies 1 Semester Hours
- NUR 1142 - Nursing Case Studies 2 Semester Hours
- NUR 1151 - Nursing Clinical Reasoning 1 Semester Hours
- NUR 1161 - Nursing Pharmacology I 1 Semester Hours
- NUR 1261 - Nursing Pharmacology II 1 Semester Hours
- NUR 2361 - Nursing Pharmacology III 1 Semester Hours
- NUR 2461 - Nursing Pharmacology IV 1 Semester Hours
- NUR 1171 - Evidence-Based Practice in Nursing 1 Semester Hours
- NUR 1233 - Nursing Preceptorship 3 Semester Hours
- NUR 1333 - Nursing Externship 3 Semester Hours

Recommended Nursing Course for L.P.N. Advanced Placement Students and Transfer Students

- NUR 1101 - Nursing Process Transition 1 Semester Hours
Attendance required should student elect not to formally enroll in course.

Completion Award: Associate of Applied Science Degree 72 hours

CIP: 513801; Program of study code: 8780

**Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN
ADVANCED PLACEMENT OPTION PROGRAM OF STUDY FOR LICENSED PRACTICAL NURSES
(LPNs) WHO SUCCESSFULLY CHALLENGE THE NLN's NACE/FOUNDATIONS OF NURSING EXAM
& THE NLN's NACE/CHILDBEARING & CARE OF THE CHILD EXAMINATIONS**

Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.

[Camille Beals]

The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

Purpose - The purpose of the NEMCC A.D.N. Program is "to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce."

Admission Requirements for the A.D.N. Program are listed in this catalog in the Admission to Health Science Programs section.

Length of Program - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

Progression - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of "F" will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

Readmission - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

STUDENTS MUST:

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

Students may be readmitted one time to the program. Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in

the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

Eligibility does not assure readmission. Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

Graduation - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination (www.ncsbn.org).

Advanced Placement for Licensed Practical Nurses -A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118 may be earned by achieving a score of 75% on the challenge examination. Success on the NUR 1118 challenge exam allows the L.P.N. to take the two-part NUR 1229 examination. The average of the two scores must be 70% to earn exemption from NUR 1229. The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes NUR 1101 or skills review if student does not formally enroll in NUR 1101. For those who do not successfully complete the challenge exam, it may be repeated after 1 year. Challenge credit is good for 5 years. Interested applicants should access the "L.P.N.-A.D.N. Advance Placement Program" packet from www.nemcc.edu. Information regarding this process and associated fees is found in the Academic Regulations section.

Transfer Credit - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

Costs and Fees - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

Associate Degree Nursing

Prerequisite Courses

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours

First Year

First Semester

- ENG 1113 - English Composition I 3 Semester Hours
- NLN's NACEI Foundations of Nursing Exam 8 Semester Hours
- PSY 1513 - General Psychology 3 Semester Hours
- NUR 1111 - Strategies for Success in Nursing 1 Semester Hours

Total Hours: 15

Second Semester

- BIO 2924 - Microbiology 4 Semester Hours
**BIO 2924 must be completed with a passing grade before entry to NUR 2339.
NLN's NACEE Childbearing & Care of the Child Exams 9 Semester Hours
- PSY 2533 - Human Growth & Development 3 Semester Hours
***PSY 2533 is a prerequisite or co-requisite to NUR 1229.
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 19

Second Year

First Semester

- Elective MAT - Elective (Math) 3 Semester Hours
- NUR 2333 - Nursing Trends and Issues 3 Semester Hours
- NUR 2339 - Nursing Care of the Adult I 9 Semester Hours

Total Hours: 15

Second Semester

- NUR 2443 - Nursing Readiness Evaluation and Computer Application 3 Semester Hours
- NUR 2449 - Nursing Care of the Adult II 9 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
OR
- SPT 1113 - Public Speaking I 3 Semester Hours

Total Hours: 15

All Nursing courses must be completed within five years of initial admission to the program.

Elective Nursing Courses Available to Enrolled A.D.N. Students

- NUR 1001 - Nursing Cardiopulmonary Resuscitation Skills 1 Semester Hours
- NUR 1011 - Nursing Membership Organization 1 Semester Hours
- NUR 1021 - Nursing Membership Organization 1 Semester Hours
- NUR 2011 - Nursing Membership Organization 1 Semester Hours
- NUR 2021 - Nursing Membership Organization 1 Semester Hours
- NUR 1121 - Nursing Mathematics 1 Semester Hours
- NUR 1131 - Nursing Heritage 1 Semester Hours
- NUR 1141 - Nursing Case Studies 1 Semester Hours
- NUR 1142 - Nursing Case Studies 2 Semester Hours
- NUR 1151 - Nursing Clinical Reasoning 1 Semester Hours
- NUR 1161 - Nursing Pharmacology I 1 Semester Hours
- NUR 1261 - Nursing Pharmacology II 1 Semester Hours
- NUR 2361 - Nursing Pharmacology III 1 Semester Hours
- NUR 2461 - Nursing Pharmacology IV 1 Semester Hours
- NUR 1171 - Evidence-Based Practice in Nursing 1 Semester Hours
- NUR 1233 - Nursing Preceptorship 3 Semester Hours
- NUR 1333 - Nursing Externship 3 Semester Hours
-

Recommended Nursing Course for L.P.N. Advanced Placement Students and Transfer Students

- NUR 1101 - Nursing Process Transition 1 Semester Hours
Skills review required should student elect not to formally enroll in course.

Completion Award: Associate of Applied Science Degree 72 hours

CIP: 513801; Program of study code: 8780

Paralegal Technology
Janelle Lowrey
(Associate of Applied Science)

This program is planned to prepare a person for employment as a legal assistant, a position found in legal firms and law-related occupations such as banking and finance, real estate, and government agencies. The curriculum offers fundamental skills of legal research, laws, procedures, and documents involved in family law, criminal law, tort law, wills, and the law of real property.

Freshman Year

First Semester

- LET 1123 - Introduction to Law 3 Semester Hours
- LET 1513 - Family Law 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- LET 2453 - Real Property I 3 Semester Hours

Total Hours: 15

Second Semester

- LET 1523 - Wills and Estates 3 Semester Hours
- LET 1213 - Legal Research 3 Semester Hours
- LET 2313 - Civil Litigation I 3 Semester Hours
- LET 2323 - Torts 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- LET 2333 - Civil Litigation II 3 Semester Hours
- LET 1713 - Legal Writing 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- Elective CRJ - Elective (Criminal Justice) 3 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- BAD 2413 - Legal Environment of Business I 3 Semester Hours

Total Hours: 18

Second Semester

- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours
- LET 2463 - Real Property II 3 Semester Hours
- LET 2923 - Internship for Paralegal 3 Semester Hours
- OR
- Elective LET/BOT - Elective (Paralegal/Business Technology) 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours

Total Hours: 15

This program of study requires a total of 63 semester hours.

LET/BOT Electives with advisor approval: LET 2523, LET 2633, BOT 1613 and BOT 1243.

CIP: 220302; Program of study code: 6760

Precision Manufacturing & Machining Technology
Mike Snowden
(Associate of Applied Science)

Applied Machine Tool and Die Technology is a progressive Associate Degree program designed with the flexibility to equip skill and technological employment needs of Machine Tool and Die firms. Instruction in this program includes competencies and essentials of mathematics and technology linked with the application of conventional computers and machines and computer numerical control operations. Machine tool and die makers use design processes with CNC and wire EDM equipment. Machine tool and die makers are highly skilled workers who utilize industrial management techniques, metrology process control, and technical problem solving techniques in producing tools, dies and special designed devices that are used in machines that produce a variety of products from clothing and furniture to heavy equipment.

Freshman Year

First Semester

- MST 1114 - Power Machinery I 4 Semester Hours
- MST 1413 - Blueprint Reading 3 Semester Hours
- TDT 1124 - Die Repair 4 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- MST 1613 - Precision Layout 3 Semester Hours

Total Hours: 17

Second Semester

- MST 1124 - Power Machinery II 4 Semester Hours
- MST 2714 - Computer Numerical Control Operations I 4 Semester Hours
- MST 1423 - Advanced Blueprint Reading 3 Semester Hours
- Elective MAT/SCI - Elective (MAT 1313 or a Lab Science) 3/4 Semester Hours Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 17

Sophomore Year

First Semester

- MST 2134 - Power Machinery III 4 Semester Hours
- MST 2724 - Computer Numerical Control Operations II 4 Semester Hours
- TDT 1133 - Die Design I 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- MST 2813 - Metallurgy 3 Semester Hours

Total Hours: 17

Second Semester

- MST 2144 - Power Machinery IV 4 Semester Hours
- TDT 2183 - Jigs, Fixtures, and Tools 3 Semester Hours
- MST 2734 - Fundamentals of CAD/CAM 4 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- MST 2913 - Special Problem 3 Semester Hours **OR** MST 2923 - Supervised Work Experience in Precision Manufacturing & Machining 3 Semester Hours

Total Hours: 17

This program of study requires a total of 68 semester hours.

CIP: 480501; Program of study code: 8950

Radiologic (Medical) Technology
Jennifer Davis, Hope Harrelson
(Associate of Applied Science)

This program is designed to train qualified students to perform diagnostic radiographs (x-rays) in hospitals or other clinical settings. The student will learn the principles of radiography through a series of classes and labs. These principles will then be applied as the student performs routine and trauma radiography in clinical rotations under the supervision of registered technologists and physicians. A student must maintain a minimum of "C" in each of the academic core and Radiography courses to meet graduation requirements. Graduates are eligible to take the national exam offered by the American Registry of Radiologic Technologists and receive their credentials as registered Radiologic Technologists (RT). This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850; Chicago, IL 60606-3182; www.jrcert.org, mail@jrcert.org. JRCERT is the only organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit education programs in Radiography.

Prerequisites:

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours
- ENG 1113 - English Composition I 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- MAT 1313 - College Algebra 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 23

First Year

First Semester

- RGT 1114 - Clinical Education I 4 Semester Hours
- RGT 1312 - Principles of Radiation Protection 2 Semester Hours
- RGT 1413 - Imaging Principles 3 Semester Hours
- RGT 1513 - Radiographic Procedures I 3 Semester Hours
- RGT 1223 - Patient Care and Radiography 3 Semester Hours

Total Hours: 15

Second Semester

- RGT 1523 - Radiographic Procedures II 3 Semester Hours
- RGT 1124 - Clinical Education II 4 Semester Hours
- RGT 1613 - Physics of Imaging Equipment 3 Semester Hours
- RGT 1423 - Digital Imaging 3 Semester Hours

Total Hours: 13

Summer Term (10-Week)

- RGT 1139 - Clinical Education III 9 Semester Hours
- RGT 1213 - Fundamentals of Radiography 3 Semester Hours

Total Hours: 12

Second Year

First Semester

- RGT 2911 - Radiation Biology 1 Semester Hours
- RGT 2147 - Clinical Education IV 7 Semester Hours
- RGT 2132 - Ethical and Legal Responsibilities 2 Semester Hours
- RGT 2533 - Radiographic Procedures III 3 Semester Hours

Total Hours: 13

Second Semester

- RGT 2157 - Clinical Education V 7 Semester Hours
- RGT 2921 - Radiographic Pathology 1 Semester Hours
- RGT 2542 - Radiographic Procedures IV 2 Semester Hours
- RGT 2933 - Certification Fundamentals 3 Semester Hours

Total Hours: 13

Completion Award: Associate of Applied Science 89 hours

CIP: 510911; Program of study code: 8850

Respiratory Care Technology
Beverly Prince; John Shelburne
(Associate of Applied Science)

The Respiratory Care Technology Program offers a basic two year associate degree program of study. Students are trained to perform clinical tasks included in the Respiratory Therapist's job description and in many instances fill staff and supervisory positions in the hospital environment. Students are also trained to perform clinical tasks included in the advanced practitioner job description.

These skills include advanced cardiac life support, advanced patient assessment, neonatal/pediatric management, home care/pulmonary rehabilitation and advanced mechanical ventilation and PFT's.

Students follow a two year course study designed to integrate the study of basic sciences, respiratory care and applied clinical technique as well as advanced respiratory care courses which include specialized clinical rotations. Students are required to complete all course work with a grade of "C" or higher, in order to progress to the next semester. Upon completion of the program, graduates receive an Associate of Applied Science degree. After graduation the student will be eligible to take the the Therapist Multiple Choice (TMC) administered by the National Board of Respiratory Care (NBRC). After passing this exam, students are then eligible to take the clinical simulation examinations also administered by the NBRC. Once the exam is passed the RRT credential is awarded. The Respiratory Care Technology program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

CoARC may be contacted at 1248 Harwood Rd., Bedford, TX 76021-4244; (817) 283-2835 or at www.coarc.com.

Prerequisites:

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours
- Elective MAT - Elective (Math) 3 Semester Hours

Total Hours: 11

Freshman Year

First Semester

- RCT 1223 - Patient Assessment and Planning 3 Semester Hours
- RCT 1313 - Cardiopulmonary Anatomy and Physiology 3 Semester Hours
- RCT 1416 - Respiratory Care Technology I 6 Semester Hours
- RCT 1213 - Respiratory Care Science 3 Semester Hours
- Elective FINEART - Elective (Fine Arts) 3 Semester Hours

Total Hours: 18

Second Semester

- RCT 1515 - Clinical Practice I 5 Semester Hours
- RCT 1424 - Respiratory Care Technology II 4 Semester Hours
- RCT 1613 - Respiratory Care Pharmacology 3 Semester Hours
- RCT 2613 - Neonatal/Pediatrics Management 3 Semester Hours

Total Hours: 15

Summer Term

- ENG 1113 - English Composition I 3 Semester Hours
- RCT 1523 - Clinical Practice II 3 Semester Hours

Total Hours: 6

Sophomore Year

First Semester

- RCT 2334 - Cardiopulmonary Pathology 4 Semester Hours
- RCT 2434 - Respiratory Care Technology III 4 Semester Hours
- RCT 2534 - Clinical Practice III 4 Semester Hours
- SPT 1113 - Public Speaking I 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours

Total Hours: 18

Second Semester

- RCT 2546 - Clinical Practice IV 6 Semester Hours
- RCT 1322 - Pulmonary Function Testing (PFT) 2 Semester Hours
- RCT 2714 - Respiratory Care Seminar 4 Semester Hours
- Elective SOC - Elective (Social or Behavioral Science) 3 Semester Hours

Total Hours: 15

Completion Award: Associate of Applied Science 83 hours

CIP: 510908; Program of study code: 8900

Accounting Technology
Rebecca Elliott, Crystal White
(Certificate)

The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory management while also developing the skills necessary for future advancement. This curriculum integrates accounting and computer operation with training in payroll accounting, income tax accounting, computerized accounting, and Microsoft® Office applications. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms. Successful completion of the first year (30 hours) leads to the Accounting Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- Elective BOT - Elective (Business & Office Technology Elective) 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- BOT 2463 - Payroll Accounting 3 Semester Hours

Total Hours: 15

This program of study requires a total of 30 semester hours.

CIP: 520302; Program of study code: 9302

Administrative Office Technology

Rebecca Elliott, Crystal White

(Certificate)

The Administrative Office Technology program is an instructional program designed to provide training in administrative office procedures, integrated computer applications, and business communication. This curriculum prepares students for entry level positions as records clerks, word processing specialists, and other positions requiring computer skills in an office environment while also developing the skills necessary for future advancement. Successful completion of the first year (30 hours) leads to the Administrative Office Technology Certificate.

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- BOT 2233 - Human Resource Management 3 Semester Hours

OR

- BOT 1493 - Social Media Management 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- BOT 2823 - Communication Technology 3 Semester Hours

Total Hours: 15

This program of study requires a total of 30 semester hours.

CIP: 520401; Program of study code: 9401

Automotive Mechanics & Automotive Services Technology - Certificate

Greg Hardin; Jerry Palmer

(Certificate)

Postsecondary Automotive Mechanics and Service Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

The ability to diagnose the source of the problem quickly and accurately requires good reasoning ability and thorough knowledge of automobiles.

The Automotive Mechanics and Service Technology program provides the graduate with the basic and technical knowledge needed to repair and service automobiles. The graduate learns troubleshooting, computer diagnosis, parts machining, and repair of automobile concepts. The laboratory is designed and operated in a manner similar to that of an actual automotive mechanics business. Students successfully completing program will receive certificates.

Freshman Year

First Semester

- ATT 1811 - Introduction, Safety, and Employability Skills 1 Semester Hours
- ATT 2614 - Heating and Air Conditioning 4 Semester Hours
- ATT 1715 - Engine Repair 5 Semester Hours
- ATT 2335 - Steering and Suspension Systems 5 Semester Hours

Total Hours: 15

Second Semester

- ATT 1213 - Brakes 3 Semester Hours
- ATT 2325 - Automatic Transmissions/Transaxles 5 Semester Hours
- ATT 1315 - Manual Drive Trains/Transaxles 5 Semester Hours
- AUT 1713 - Brake Rotor & Drum Machining 3 Semester Hours

Total Hours: 16

Sophomore Year

First Semester

- ATT 1123 - Basic Electrical Systems 3 Semester Hours
- ATT 1133 - Advanced Electrical/Electronic Systems 3 Semester Hours
- ATT 1424 - Engine Performance I 4 Semester Hours
- AUT 1315 - Cylinder Block Service 5 Semester Hours

Total Hours: 15

Second Semester

- ATT 2444 - Engine Performance III 4 Semester Hours
- ATT 2435 - Engine Performance II 5 Semester Hours
- AUT 1216 - Cylinder Head Service 6 Semester Hours

Total Hours: 15

This program of study requires a total of 61 semester hours.

All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

CIP: 470604; Program of study code: 9470

Business Management Technology

Rebecca Elliott, Crystal White

(Certificate)

The Business Management Technology program is an instructional program designed to provide students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships. Successful completion of the first year (30 hours) leads to the Business Management Technology Certificate. Students successfully completing the full 60 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BAD 1113 - Introduction to Business 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 1243 - Microsoft Word II 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours

Total Hours: 15

This program of study requires a total of 30 semester hours.

CIP: 520201; Program of study code: 9604

Collision Repair Technology

Randy Mitchell

(Certificate)

Collision repair work has variety and challenges - each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job, using their broad knowledge of automotive construction and repair techniques.

Collision body repairers straighten damaged bodies, remove dents and replace crumpled parts that are beyond repair.

The Collision Repair Program is a four semester certificate program offering training in the latest methods and skills involved in the estimating, repairing, refinishing, and realignment of motor vehicles. Program graduates will receive certificates.

Freshman Year

First Semester

- ABT 1146 - Structural Analysis and Damage Repair I 6 Semester Hours
- ABT 1223 - Non-Structural Analysis and Damage Repair I 3 Semester Hours
- ABT 1313 - Refinishing I 3 Semester Hours
- ABT 1443 - Mechanical and Electrical Components I 3 Semester Hours

Total Hours: 15

Second Semester

- ABT 1153 - Structural Analysis and Damage Repair II 3 Semester Hours
- ABT 1236 - Non-Structural Analysis and Damage Repair II 6 Semester Hours
- ABT 1323 - Refinishing II 3 Semester Hours
- ABT 1453 - Mechanical and Electrical Components II 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- ABT 2163 - Structural Analysis and Damage Repair III 3 Semester Hours
- ABT 2243 - Non-Structural Analysis and Damage Repair III 3 Semester Hours
- ABT 2336 - Refinishing III 6 Semester Hours

Total Hours: 12

Second Semester

- ABT 2923 - Supervised Work Experience in Collision Repair Technology 3 Semester Hours
- ABT 2713 - Collision Analysis and Estimation 3 Semester Hours
- ABT 2813 - Shop Operations and Procedures 3 Semester Hours
- ABT 2913 - Special Problem in Collision Repair Technology 3 Semester Hours

Total Hours: 12

This program of study requires a total of 54 semester hours.

All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

CIP: 470603; Program of study code: 9460

Computer Technology
Rebecca Elliott, Crystal White
(Certificate)

The Computer Technology program is an instructional program that is designed to prepare individuals for entry level positions managing computer operations in an office environment while also developing the skills necessary for future advancement. This curriculum offers training in software configuration, troubleshooting, social media management, and basic web design and administration. Successful completion of the first year (32 hours) leads to the Computer Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

Freshman Year

First Semester

- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1233 - Microsoft Word I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours
- BOT 1493 - Social Media Management 3 Semester Hours

Total Hours: 15

Second Semester

- BOA 2613 - Business Communication 3 Semester Hours
- BOT 2433 - QuickBooks 3 Semester Hours
- BOT 1823 - Microsoft Excel I 3 Semester Hours
- ACC 2213 - Principles of Accounting I 3 Semester Hours
- IST 1153 - Web and Programming Concepts 3 Semester Hours

Total Hours: 15

This program of study requires a total of 30 semester hours.

CIP: 520407; Program of study code: 9740

Culinary Arts Technology

Ginger Cramer

(Certificate)

The Culinary Arts concentration provides a solid foundation in the methods and science of cooking through exposure to classical and American cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts program is hands-on lab instruction by a culinary instructor in a commercial kitchen. All students must wear appropriate uniforms for all lab classes. HRT 1213 and 1114 are prerequisites to culinary lab classes.

Students successfully completing the program may receive a certificate for the National Restaurant Association Management Nutrition course. Students will graduate with the ServSafe Food Protection Manager Certification.

Freshman Year

First Semester

- HRT 1213 - Sanitation and Safety 3 Semester Hours
- HRT 1114 - Culinary Principles I 4 Semester Hours
- HRT 1123 - Introduction to the Hospitality and Tourism Industry 3 Semester Hours
- HRT 1511 - Hospitality Seminar I 1 Semester Hours
- CUT 1613 - Nutrition 3 Semester Hours

Total Hours: 14

Second Semester

- CUT 1134 - Principles of Baking 4 Semester Hours
- CUT 1124 - Culinary Principles II 4 Semester Hours
- HRT 1521 - Hospitality Seminar II 1 Semester Hours
- CUT 2223 - Menu Planning 3 Semester Hours
- CUT 2314 - American Regional Cuisine 4 Semester Hours

Total Hours: 16

This program of study requires a total of 30 semester hours.

CIP: 120500; Program of study code: 9090

Diesel Power Technology

Jonathan Alexander

(Certificate)

The Diesel Power Technology program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in computer operations, electrical systems, electronic diagnostics, troubleshooting techniques of engines, power trains, hydraulic systems, and other components. Diesel mechanics use a variety of tools and testing and diagnostic equipment in their work. Ethics and leadership skills in the workplace are taught as integral components throughout the curriculum.

The Diesel Power Technology program prepares the graduate for employment in the field of diesel power technology through experience and laboratory based applications in repairing engines, fuel injection systems, transmissions, clutches, rear ends; pneumatic and hydraulic systems, electrical systems, power trains and auxiliary systems relative to diesel mechanics. Students enrolling in the certificate option program must have a high school diploma or equivalency.

Freshman Year

First Semester

- DET 1114 - Fundamental of Equipment Mechanics 4 Semester Hours
- DET 1213 - Hydraulic Brake Systems 3 Semester Hours
- DET 1223 - Electrical/Electronic Systems I 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 13

Second Semester

- DET 1364 - Diesel Systems I 4 Semester Hours
- DET 1713 - Power Trains 3 Semester Hours
- DET 1614 - Preventive Maintenance and Service 4 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 14

Summer

- DET 2916 - Supervised Work Experience in Diesel Equipment Technology 6 Semester Hours

Total Hours: 6

Sophomore Year

First Semester

- DET 1263 - Electrical/Electronic Systems II 3 Semester Hours
- DET 1374 - Diesel Systems II 4 Semester Hours
- DET 2253 - Steering and Suspension Systems 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 13

Second Semester

- DET 2273 - Electrical/Electronic Systems III 3 Semester Hours
- DET 2623 - Advanced Brake Systems (Air) 3 Semester Hours
- DET 1813 - Air Conditioning & Heating Systems 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 12

This program of study requires a total of 58 semester hours.

All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

CIP: 470605; Program of study code: 9706

Heating & Air Conditioning Technology

Russ Bullard

(Certificate)

Heating and Air Conditioning Technology is a post secondary Associate in Applied Science Degree instructional program with a certificate option that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning.

Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Students enrolling in the certificate option program must have a high school diploma or GED.

Freshman Year

First Semester

- ACT 1124 - Basic Compression Refrigeration 4 Semester Hours
- ACT 1133 - Brazing and Piping 3 Semester Hours
- EET 1192 - Fundamentals of Electronics (HVAC students) 2 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 12

Second semester

- ACT 1213 - Controls 3 Semester Hours
- ACT 1313 - Refrigeration System Components 3 Semester Hours
- ACT 1713 - Electricity for Heating, Ventilation, Air Conditioning and Refrigeration 3 Semester Hours
- ACT 2913 - Special Project in Heating and Air Conditioning Technology 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- ACT 2414 - Heating, Ventilation, Air Conditioning, and Refrigeration I 4 Semester Hours
- ACT 2513 - Heating Systems 3 Semester Hours
- ACT 2623 - Heat Load and Air Properties 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 13

Second Semester

- ACT 2424 - Heating, Ventilation, Air Conditioning, and Refrigeration II 4 Semester Hours
- ACT 2324 - Commercial Refrigeration 4 Semester Hours
- ACT 2433 - Refrigerant, Retrofit, and Regulations 3 Semester Hours
- Elective TECH - Elective (Technical) 3 Semester Hours

Total Hours: 14

This program of study requires a total of 54 semester hours.

CIP: 470201; Program of study code: 9650

Medical Assisting Technology

Vickie Hopkins

(Certificate)

Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform many administrative and clinical procedures. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties vary according to state law and may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electro-cardiograms, preparing and administering medications and immunizations, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management. Both Administrative and Clinical Duties involve using computer applications.

This is an 11 month certificate program consisting of classroom work and clinical experience. Students are required to complete all course work with a grade of "C" or higher. Successful completion of the certificate program (45 hours) entitles graduates to sit for the American Association of Medical Assistants Certification Examination (CMA AAMA). The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation by the Medical Assisting Education Review Board (MAERB's), address is: 25000 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727) 210-2350.

Prerequisite Courses for Medical Assisting are:

- BIO 1534 - Survey of Anatomy and Physiology 4 Semester Hours **OR**
- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- American Heart Association CPR at the Health Care Provider level

Total Hours: 4

First Year

First Semester

- MET 1113 - Medical Terminology 3 Semester Hours
- MET 1214 - Medical Business Practices 4 Semester Hours
- MET 1314 - Clinical Procedures I 4 Semester Hours
- MET 1413 - Medical Law and Ethics 3 Semester Hours
- MET 2334 - Medical Laboratory for Medical Assistants 4 Semester Hours

Total Hours: 18

Second Semester

- MET 1323 - Clinical Procedures II 3 Semester Hours
- MET 2224 - Computer Concepts for Medical Assistants 4 Semester Hours
- MET 2234 - Medical Insurance 4 Semester Hours
- MET 2613 - Clinical Review 3 Semester Hours
- MET 1513 - Pharmacology for Medical Assistants 3 Semester Hours

Total Hours: 17

Summer

- MET 2716 - Practicum 6 Semester Hours

Total Hours: 6

This program of study requires a total of 45 semester hours.

CIP: 510801; Program of study code: 9750

Paralegal Technology

Janelle Lowrey

(Certificate)

This program is planned to prepare a person for employment as a legal assistant, a position found in legal firms and law-related occupations such as banking and finance, real estate, and government agencies. The curriculum offers fundamental skills of legal research, laws, procedures, and documents involved in family law, civil law, tort law, wills, and the law of real property.

Freshman Year

First Semester

- LET 1123 - Introduction to Law 3 Semester Hours
- LET 1513 - Family Law 3 Semester Hours
- CSC 1123 - Computer Applications I 3 Semester Hours
- BOT 1763 - Communication Essentials 3 Semester Hours
- LET 2453 - Real Property I 3 Semester Hours

Total Hours: 15

Second Semester

- LET 1523 - Wills and Estates 3 Semester Hours
- LET 1213 - Legal Research 3 Semester Hours
- LET 2313 - Civil Litigation I 3 Semester Hours
- LET 2323 - Torts 3 Semester Hours
- BOT 1313 - Applied Business Math 3 Semester Hours

Total Hours: 15

This program of study requires a total of 30 semester hours.

CIP:220302; Program of study code: 9760

Practical Nursing Education

Tracey Barron; Felicia Crump; Kristi Dempsey; Brad Sloan

(Certificate)

This is a 12-month program consisting of classroom work and clinical experience in practical nursing education. Students must complete this course of study within three years. The Board of Nursing may refuse the application for licensure of any applicant who has been convicted of a felony or misdemeanor or has charges pending on such issues.

Graduates of this program meet the educational requirements to sit for the Licensed Practical Nurse Licensure examination.

Students are admitted in August. The following is a schedule of course placement. A grade of 80 or above must be maintained in each course before advancement to the following semester.

Prerequisites for Admission*

- BIO 2514 - Anatomy and Physiology I 4 Semester Hours
- BIO 2524 - Anatomy and Physiology II 4 Semester Hours

Total Hours: 8

August Admission

First Semester

- PNV 1444 - Nursing Fundamentals and Clinical 14 Semester Hours

Total Hours: 14

Second Semester

- PNV 1524 - IV Therapy and Pharmacology 4 Semester Hours
- PNV 1682 - Adult Health Nursing Concepts and Clinical 12 Semester Hours

Total Hours: 16

Third Semester

- PNV 1728 - Specialty Areas in Nursing 8 Semester Hours
- PNV 1914 - Nursing Transition 4 Semester Hours

Total Hours: 12

Completion Award: Certificate 50 hours

CIP: 513901; Program of study code: 9260

Precision Manufacturing & Machining Technology

Stevie Lovelace

(Certificate)

Applied Machine Tool and Die Technology is a progressive Certificate Program designed with the flexibility to equip skill and technological employment needs of Machine Tool and Die firms.

Instruction in this program includes competencies and essentials of mathematics and technology linked with the application of conventional computers and machines and computer numerical control operations. Machine tool and die makers use design processes with CNC and wire EDM equipment. Machine tool and die makers are highly skilled workers who utilize industrial management techniques, metrology process control, and technical problem solving techniques in producing tools, dies and special designed devices that are used in machines that produce a variety of products from clothing and furniture to heavy equipment.

Students must have an ACT composite of 15 or above to be accepted into the program.

Freshman Year

First Semester

- MST 1114 - Power Machinery I 4 Semester Hours
- MST 1413 - Blueprint Reading 3 Semester Hours
- MST 1313 - Machine Tool Mathematics 3 Semester Hours
- MST 1613 - Precision Layout 3 Semester Hours

Total Hours: 13

Second Semester

- MST 1124 - Power Machinery II 4 Semester Hours
- MST 2714 - Computer Numerical Control Operations I 4 Semester Hours
- MST 1423 - Advanced Blueprint Reading 3 Semester Hours
- TDT 1124 - Die Repair 4 Semester Hours

Total Hours: 15

Sophomore Year

First Semester

- MST 2134 - Power Machinery III 4 Semester Hours
- MST 2724 - Computer Numerical Control Operations II 4 Semester Hours
- TDT 1133 - Die Design I 3 Semester Hours
- Elective ADVAPP - Elective (Advisor Approved) 3 Semester Hours
- MST 2813 - Metallurgy 3 Semester Hours

Total Hours: 17

Second Semester

- MST 2144 - Power Machinery IV 4 Semester Hours
 - TDT 2183 - Jigs, Fixtures, and Tools 3 Semester Hours
 - MST 2734 - Fundamentals of CAD/CAM 4 Semester Hours
 - MST 2913 - Special Problem 3 Semester Hours
- OR**
- MST 2923 - Supervised Work Experience in Precision Manufacturing & Machining 3 Semester Hours

Total Hours: 17

This program of study requires a total of 59 semester hours.

CIP: 480501; Program of study code: 9550

Course Descriptions

Accounting

ACC 2213 - Principles of Accounting I

3 Semester Hours Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.

ACC 2223 - Principles of Accounting II

3 Semester Hours (Prerequisite: ACC 2213) A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making

Agriculture

AGR 1214 - Animal Science

4 Semester Hours Fundamental principles and practical application of livestock, dairy, and poultry science. Three hours lecture and two hours laboratory

AGR 1313 - Plant Science

3 Semester Hours Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops Two hours lecture and two hours laboratory

AGR 2224 - Feeds and Feeding

4 Semester Hours The general basic principles of feeding farm animals; feeding standards; composition and nutritive value of feeds, compilation and preparation of rations. Three hours lecture and two hours laboratory

AGR 2254 - Livestock Judging and Evaluation

4 Semester Hours Scoring of individuals and judging of representative groups of livestock from the standpoint of the breeder and the market. Three hours lecture and two hours laboratory

AGR 2314 - Basic Soils

4 Semester Hours A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture and two hours laboratory.

AGR 2713 - Principles of Agricultural Economics

3 Semester Hours Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture.

Army Reserve Officer Training Corps

AMR 1113 - Foundations of Officership

3 Semester Hours (Prerequisite: Approval of Military Science Faculty) Introduction to leadership and the Armed Forces. Course topics include small group leadership, decision making, team building, first aid, problem solving, and adventure training such as rappelling and paintball. Includes a leadership lab and physical training.

AMR 1123 - Basic Leadership

3 Semester Hours (Prerequisite: Approval of Military Science Faculty) Fundamental leadership and training techniques. Exposure to military skills and traditions and practical application of leadership and problem solving. Study areas include adventure training, map reading, military customs, and leadership concepts. Includes a leadership lab and physical training.

AMR 2113 - Individual Leadership Studies

3 Semester Hours (Prerequisite: AMR 1112, 1122 or approval of the Professor of Military Science Faculty) Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training.

AMR 2123 - Leadership and Teamwork

3 Semester Hours (Prerequisites: AMR 1112, 1122, AMR 2113, or approval of Military Science Faculty) Develop individual leadership skills. Apply problem solving, communication, and conflict resolution skills. Teach basic leadership skills and squad tactics. Includes a leadership lab and physical training.

Art**ART 1113 - Art Appreciation**

3 Semester Hours A course designed to provide an understanding and appreciation of the visual arts.

ART 1313 - Drawing I

3 Semester Hours Includes the study of the basic elements and principles of organization in two dimensions and in the selection, manipulation and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. Six hours laboratory.

ART 1323 - Drawing II

3 Semester Hours (Prerequisite: ART 1313) or special permission of the instructor Continuation of skills from Drawing I with an introduction to color and further study of composition. Six hours laboratory.

ART 1383 - Photography I

3 Semester Hours An introduction to the theory, practice, and history of photography, with emphasis on basic camera and darkroom processes. Six hours laboratory

ART 1433 - Design I

3 Semester Hours Introduction to the fundamentals of two-dimensional design with emphasis in black and white media.

ART 1443 - Design II

3 Semester Hours (Prerequisite: ART 1433 or special permission of the instructor) Continuation of Design I with emphasis in color theory.

ART 1453 - Three-Dimensional Design

3 Semester Hours (Prerequisite: ART 1433 or permission from the instructor) This course will provide students with an understanding of spatial form in the three dimensions through the use of applied design elements and principles of studio problems in mixed media. (6 hours lab)

ART 1513 - Computer Art

3 Semester Hours An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications.

ART 1811 - Exhibition Class I

1 Semester Hours Attendance of 75% of all college art exhibitions during the semester that the student is enrolled. Submission of individual art work to at least one local, regional, or national exhibition is required. In addition, the student must be available to assist in the hanging and presentation of Northeast art gallery exhibits. Required of all art majors.

ART 1821 - Exhibition Class II

1 Semester Hours Attendance of 75% of all college art exhibitions during the semester that the student is enrolled. Submission of individual art work to at least one local, regional, or national exhibition is required. In addition, the student must be available to assist in the hanging and presentation of Northeast art gallery exhibits. Required of all art majors.

ART 2113 - The Arts and Culture

A course designed to provide students with onsite field experience (domestic or international).

ART 2353 - Figure Drawing I

3 Semester Hours ART 1313 or special permission of the instructor A study of proportion in the human figure through the use of gesture, contour, and value.

ART 2413 - An Introduction to Interior Design

3 Semester Hours An introduction to the field of interior design with emphasis on processes, materials, and design solutions

ART 2513 - Painting I

3 Semester Hours (Prerequisites: ART 1313, ART 1433, and sophomore standing) An introduction to painting compositions and techniques.

ART 2523 - Painting II

3 Semester Hours (Prerequisite: ART 2513) A further study in the compositions, techniques, and concepts in Painting I. Six hours laboratory.

ART 2613 - Ceramics I

3 Semester Hours This course is directed toward an introduction to different aspects and materials of ceramic design. Instructions covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms.

ART 2623 - Ceramics II

3 Semester Hours (Prerequisite: ART 2613) Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Six hours laboratory.

ART 2713 - Art History I

3 Semester Hours Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history.

ART 2723 - Art History II

3 Semester Hours Survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expression.

ART 2811 - Exhibition Class III

1 Semester Hours A continuation of ART 1821

ART 2821 - Exhibition Class IV

1 Semester Hours A continuation of ART 2811

ART 2913 - Special Studio

3 Semester Hours Independent study in an area of special interest. Course designed for the exceptional student. Instructor approval dependent on discipline. Can only take twice.

Automotive Mechanics and Automotive Service Technician**ATT 1123 - Basic Electrical Systems**

3 Semester Hours This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components.

ATT 1124 - Basic Electrical Systems

4 Semester Hours This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture, four hours laboratory.

ATT 1133 - Advanced Electrical/Electronic Systems

3 Semester Hours This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories.

ATT 1134 - Advanced Electrical/Electronic Systems

4 Semester Hours This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. (4 sch: 2 hrs lecture, 4 hrs lab)

ATT 1213 - Brakes

3 Semester Hours This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture and two hours laboratory

ATT 1315 - Manual Drive Trains/Transaxles

5 Semester Hours This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. Two hours lecture and six hours laboratory

ATT 1424 - Engine Performance I

4 Semester Hours This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance.

ATT 1425 - Basic Engine Performance I

5 Semester Hours This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture and six hours laboratory

ATT 1715 - Engine Repair

5 Semester Hours This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture and six hours laboratory

ATT 1811 - Introduction, Safety, and Employability Skills

1 Semester Hours This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. (1 sch: 1 hr lecture)

ATT 2325 - Automatic Transmissions/Transaxles

5 Semester Hours This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly Three hours lecture and four hours laboratory.

ATT 2335 - Steering and Suspension Systems

5 Semester Hours This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two hours lecture and six hours laboratory.

ATT 2435 - Engine Performance II

5 Semester Hours This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. (5 sch: 2 hrs lecture, 6 hrs lab)

ATT 2444 - Engine Performance III

4 Semester Hours This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hrs lecture, 4 hrs lab)

ATT 2614 - Heating and Air Conditioning

4 Semester Hours This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture and four hours laboratory.

AUT 1216 - Cylinder Head Service

6 Semester Hours This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course.

AUT 1315 - Cylinder Block Service

5 Semester Hours This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.

AUT 1713 - Brake Rotor & Drum Machining

3 Semester Hours Course includes machining of the brake drum and rotor.

AUV 1216 - Cylinder Head Service

6 Semester Hours This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course. (6 sch: 2 hrs lecture, 8 hrs lab)

AUV 1316 - Cylinder Block Service

6 Semester Hours This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. (6 sch: 2 hrs lecture, 8 hrs lab)

AUV 1713 - Brake Rotor and Drum Machining

3 Semester Hours Course includes machining of the brake drum and rotor. (3 sch: 1 hr lecture, 4 hrs lab)

Biology**BIO 1114 - Principles of Biology I**

4 Semester Hours A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory

BIO 1124 - Principles of Biology II

4 Semester Hours A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes 3 hours lecture and two hours laboratory

BIO 1134 - General Biology I

4 Semester Hours (Prerequisite: ACT math subscore 19 or above or concurrent enrollment in MAT 1313 or credit in college level biology course with a "C" or above) A combined lecture and laboratory course for science majors that included study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes Three hours lecture and two hours laboratory.

BIO 1144 - General Biology II

4 Semester Hours (Prerequisite: BIO 1134 with "C" or above) A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134 - General Biology I, while emphasizing the diversity of life. Topics covered include evolution of, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

BIO 1214 - Environmental Science

4 Semester Hours A combined lecture and laboratory course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality. Labs associated contain experiments and exercises that reinforce the principles introduced in lecture class.

BIO 1314 - Botany I

4 Semester Hours A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

BIO 1534 - Survey of Anatomy and Physiology

4 Semester Hours A combined lecture and laboratory course covering essential principles of human anatomy and physiology are represented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Lecture and laboratory

BIO 2514 - Anatomy and Physiology I

4 Semester Hours (Prerequisite: ACT composite of 19 or BIO 1534 with "C" or above) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in the lecture. Three hours lecture and two hours laboratory.

BIO 2524 - Anatomy and Physiology II

4 Semester Hours (Prerequisite: BIO 2514 with "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lectures classes. Three hours lecture and two hour laboratory.

BIO 2924 - Microbiology

4 Semester Hours (Prerequisite: Credit in college level Biology course with a "C" or above) A combined lecture and laboratory course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Labs associated with this course are devoted to lab safety and gaining hands-on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Three hours lecture and three hours laboratory.

Business Administration**BAD 1113 - Introduction to Business**

3 Semester Hours This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers.

BAD 2323 - Business Statistics

3 Semester Hours (Prerequisite: MAT 1313) An introduction to the statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include: central tendency and dispersion; probability; discrete and continuous distributions; estimation and hypothesis testing.

BAD 2413 - Legal Environment of Business I

3 Semester Hours An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment.

BAD 2713 - Principles of Real Estate

3 Semester Hours The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferal of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising.

BAD 2723 - Real Estate Law

3 Semester Hours Designed to give the student a general background in the law of real property and the law of real estate brokerage.

Business and Marketing Management Technology**MMT 1113 - Principles of Marketing**

3 Semester Hours Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three hours lecture.

MMT 1123 - Marketing Applications

3 Semester Hours (Prerequisite: MMT 1113) A continuation of MMT 1113. Three hours lecture.

MMT 1313 - Selling

3 Semester Hours Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Three hours lecture.

MMT 1323 - Advertising

3 Semester Hours The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. Three hours lecture.

MMT 1413 - Merchandising Math

3 Semester Hours Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture.

MMT 1711 - Marketing Seminar I

1 Semester Hours Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. One hour lecture.

MMT 1721 - Marketing Seminar II

1 Semester Hours Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. One hour lecture.

MMT 1731 - Marketing Seminar III

1 Semester Hours Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. One hour lecture.

MMT 1741 - Marketing Seminar IV

1 Semester Hours Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. One hour lecture.

MMT 2213 - Principles of Management

3 Semester Hours Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. Three hours lecture.

MMT 2233 - Human Resource Management

3 Semester Hours Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three hours lecture.

MMT 2313 - E-commerce

3 Semester Hours This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include: designing the user interface, web security, electronic payment systems, promotion, and legal issues included in creating a functioning on-line business. Three hours lecture.

MMT 2423 - Retail Management

3 Semester Hours Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three hours lecture

MMT 2513 - Entrepreneurship

3 Semester Hours (Prerequisite: ACC 1213 and MMT 1323) Overview of activities that are involved in planning, establishing and managing a small business enterprise. Topics to be covered will include planning, location, advertising, analysis, financing and the development of a complete business plan. Three hours lecture

MMT 2913 - Internship in Business and Marketing Management Technology

3 Semester Hours (Prerequisite: Permission of the instructor) Direct application of concepts and theory of marketing management technology. Students will work in a marketing related environment. Nine hours externship

Business and Office Cluster**BOA 2533 - Word Processing**

3 Semester Hours (Prerequisites: BOT 1133 - Microcomputer Applications , CSC 1123 - Computer Applications I, or by consent of the instructor.) The course focuses on the production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building.

BOA 2613 - Business Communication

3 Semester Hours This course develops communication skills with emphasis on principles of writing business correspondence and reports and analyzing and summarizing information in a logically written presentation. Three hours lecture

BOT 1013 - Introduction to Keyboarding

3 Semester Hours This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Upon completion of this class, the student must key 35 GWAM on a 5 minute timed writing, with a maximum of one error per minute which is a state requirement in order to advance to BOT 1113 - Document Formatting and Production

BOT 1111 - Business Technology Seminar I

1 Semester Hour Semester Hours This course is designed for students to participate in activities of various professional organizations such as PBL and other student activities. Leadership skills, an understanding of group dynamics, education enrichment, stimulation of enthusiasm and interest, community service are outcomes of this course.

BOT 1123 - Keyboarding Skillbuilding

3 Semester Hours (Prerequisite: BOT 1113 - Document Formatting and Production) This course further develops keyboard techniques emphasizing speed and accuracy Lecture/lab

BOT 1213 - Professional Development

3 Semester Hours This course emphasizes an awareness of interpersonal skills essential for job success Three hours lecture

BOT 1221 - Business Technology Seminar II

1 Semester Hour Semester Hours This course is designed to assist students in achieving industry-recognized credentials such as Microsoft Office Certification and required OPAC certifications. The objective of this course is to increase student employability.

BOT 1233 - Microsoft Word I

3 Semester Hours This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture

BOT 1243 - Microsoft Word II

3 Semester Hours This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture

BOT 1313 - Applied Business Math

3 Semester Hours This course is designed to develop competency in mathematics for business use, with emphasis on the touch method Three hours lecture

BOT 1363 - Information Management and Design

3 Semester Hours This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students use the Microsoft Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: Styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certified Application Specialist Exam for Word or the OPAC Microsoft Word Basic and OPAC Microsoft Word Intermediate. Three hours lecture

BOT 1413 - Records Management

3 Semester Hours This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall, and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture

BOT 1453 - Introduction to Business Management

3 Semester Hours Semester Hours

Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers

3 lecture hours

BOT 1473 - Introduction to Marketing

3 Semester Hours Semester Hours

This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases

3 lecture hours

BOT 1493 - Social Media Management

3 Semester Hours This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet based projects with special emphasis on blogs, wikis, social networking sites, photo sharing sites, instant messaging, video sharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture

BOT 1513 - Machine Transcription

3 Semester Hours (Prerequisite: BOT 1143 - Word Processing) This course is designed to teach transcription of a wide variety of business communications from machine dictation. Lecture/lab

BOT 1613 - Medical Office Terminology I

3 Semester Hours This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Lecture/lab

BOT 1623 - Medical Office Terminology II

3 Semester Hours This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. Lecture/ lab

BOT 1713 - Mechanics of Communication

3 Semester Hours This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture.

BOT 1763 - Communication Essentials

3 Semester Hours This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture

BOT 1823 - Microsoft Excel I

3 Semester Hours This course focuses on application Microsoft Excel as an aid to management decision making Three hours lecture

BOT 1853 - Microsoft Excel II

3 Semester Hours

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software

. 3 hours lecture

BOT 2133 - Desktop Publishing

3 Semester Hours (Prerequisite: Word Processing BOT 1143 or consent of instructor) This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of processing software. Lecture /lab

BOT 2183 - Career Readiness

3 Semester Hours This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture

BOT 2233 - Human Resource Management

3 Semester Hours This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture

BOT 2333 - Microsoft Access

3 Semester Hours This course applied database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three hours lecture.

BOT 2423 - Income Tax Accounting

3 Semester Hours (Prerequisite: Accounting Principles I ACC 1213) This course introduces tax accounting including federal income tax laws and report preparation Lecture/lab

BOT 2433 - QuickBooks

3 Semester Hours This course applies basic accounting principles using Quickbooks. Three hours lecture.

BOT 2463 - Payroll Accounting

3 Semester Hours (Prerequisite: Accounting Principles I ACC 1213) This course provides an in-depth study of payroll accounting Lecture/lab

BOT 2523 - Medical Machine Transcription I

3 Semester Hours (Prerequisites: Document Formatting and Production BOT 1113 , Medical Office Terminology I BOT 1613, and Medical Office Terminology II BOT 1623) This course is designed to teach transcription of various medical documents Lecture/lab

BOT 2533 - Medical Machine Transcription II

3 Semester Hours (Prerequisite: Medical Machine Transcription I BOT 2523) This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties Lecture/lab

BOT 2613 - Entrepreneurial Problem Solving

3 Semester Hours This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. 3

BOT 2623 - Principles of Business Finance

3 Semester Hours This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. Three hours lecture.

BOT 2643 - CPT Coding

3 Semester Hours (Prerequisite: Medical Office Terminology I BOT 1613, Medical Office Terminology II BOT 1623, or consent of instructor.) This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Lecture/lab

BOT 2653 - ICD Coding

3 Semester Hours (Prerequisites: Medical Office Terminology I BOT 1613, Medical Office Terminology II BOT 1623, or consent of instructor) This course is an introduction to the field of diagnostic coding. Lecture/lab

BOT 2663 - Advanced Coding

3 Semester Hours (Prerequisites: CPT Coding BOT 2643 and ICD Coding BOT 2653) This course includes advanced analysis of diagnostic and procedural coding systems. Lecture/lab

BOT 2673 - Medical Insurance Billing

3 Semester Hours Prerequisites: CPT Coding BOT 2643/ BC T 2123 and ICD Coding BOT 2653/BOT 2133) This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Lecture/lab

BOT 2743 - Medical Office Concepts

3 Semester Hours (Prerequisites: Document Formatting and Production BOT 1113 and Records Management BOT 1413) This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Lecture/lab

BOT 2753 - Medical Information Management

3 Semester Hours (Prerequisite: Medical Office Concepts BOT 2743) This course will continue coverage of medical office issues with emphasis on health insurance filing. Lecture/lab

BOT 2763 - Electronic Health Records

3 Semester Hours This course covers electronic health records in the health care environment as they pertain to various health care settings. Three hours lecture

BOT 2813 - Business Communication

3 Semester Hours (Prerequisites: Mechanics of Communications BOT 1713 and Document Formatting and Production BOT 1113 OR consent of instructor) This course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media. Three hours lecture

BOT 2823 - Communication Technology

3 Semester Hours (Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology Lecture/lab

BOT 2833 - Integrated Computer Applications

3 Semester Hours (Prerequisite: Word Processing BOT 1143 , Business Communication BOT 2813, Database Management BOT 2823, and Electronic Spreadsheet BOT 1823, or by consent of instructor) This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. Lecture/lab

BOT 2913 - Supervised Work Experience

3 Semester Hours (Prerequisite: Successful completion of at least 30 semester hours in the program and consent of the instructor) This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours. Nine hours externship.

Career Technical Education**CTE 1143 - Fundamentals of Electrical Construction Manufacturing**

3 Semester Hours This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. (3 sch: 2 hrs lecture, 2 hrs lab)

Chemistry**CHE 1211 - General Chemistry I, Laboratory**

1 Semester Hours (Concurrent enrollment in CHE 1213 required) A laboratory course containing experiments and exercises which reinforce the principles introduced in General Chemistry I CHE 1213. Three hours lab

CHE 1213 - General Chemistry I

3 Semester Hours (Concurrent enrollment in CHE 1211 required Must be eligible for MAT 1313 OR "C" or higher in Principles of Chemistry (CHE 1313). A lecture course that covers atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, mole concept and stoichiometry, bonding and gases.

CHE 1221 - General Chemistry II, Laboratory

1 Semester Hours (Concurrent enrollment in CHE 1223 required) A laboratory course containing experiments and exercises which reinforce the principles introduced in General Chemistry II CHE 1223, Lecture. Three hours laboratory

CHE 1223 - General Chemistry II

3 Semester Hours (Concurrent enrollment in CHE 1221 required) (Prerequisites: CHE 1211 and CHE 1213) A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry.

CHE 1311 - Principles of Chemistry I, Laboratory

1 Semester Hours (Concurrent enrollment in CHE 1313 required) A laboratory course containing experiments and exercises which reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture Two hours laboratory.

CHE 1313 - Principles of Chemistry

3 Semester Hours (Concurrent enrollment in CHE 1311 required) A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

CHE 1411 - Organic and Biochemistry Survey, Laboratory

1 Semester Hours (Concurrent enrollment in CHE 1413 required) A laboratory course containing experiments and exercises which reinforce the principles introduced in CHE 1413 Organic and Biochemistry Survey, Lecture. Two hours laboratory

CHE 1413 - Organic and Biochemistry Survey

3 Semester Hours (Concurrent enrollment in CHE 1411 required) A lecture course that covers the fundamentals of organic chemistry. The last portion of the course emphasizes organic compounds and reactions involved in biological processes.

CHE 2421 - Organic Chemistry I, Laboratory

1 Semester Hours (Concurrent enrollment in CHE 2423 required) A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Three hours laboratory.

CHE 2423 - Organic Chemistry I, Lecture

3 Semester Hours (Concurrent enrollment in CHE 2421 required. (Prerequisites: CHE 1221 and CHE 1223) A lecture course that cover carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, and reaction mechanisms.

CHE 2431 - Organic Chemistry II, Laboratory

1 Semester Hours (Concurrent enrollment in CHE 2423 (Prerequisites: CHE 2421 and CHE 2423) A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Three hours laboratory.

CHE 2433 - Organic Chemistry II

3 Semester Hours (Concurrent enrollment in CHE 2431 required. (Prerequisites: CHE 2421 and CHE 2423) A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions, reaction mechanisms, and nomenclature.

Civil Engineering Technology**CIT 1113 - Route Surveying**

3 Semester Hours (Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting. Two hours lecture and three hours lab

CIT 1213 - Civil Construction Methods

3 Semester Hours A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures.

CIT 1223 - Road Construction Plans and Specifications

3 Semester Hours A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs.

CIT 1413 - Elementary Surveying

3 Semester Hours Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors. 3 Semester Hours

CIT 2113 - Legal Principles of Surveying

3 Semester Hours A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434.

CIT 2434 - Land Surveying

4 Semester Hours (Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. Two hours lecture and four hours lab.

CIT 2444 - GPS Surveying

4 Semester Hours (Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database. Two hours lecture and four hours lab

CIT 2453 - Geographical Information Systems

3 Semester Hours This course includes the use of computer mapping and databases in multiple applications. Included is information of imagery and data into a graphical-oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. (3 sch: 2 hrs lecture, 4 hrs lab)

CIT 2913 - Special Project

3 Semester Hours (Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One hour lecture and four hours laboratory.

Collision Repair Technology**ABT 1146 - Structural Analysis and Damage Repair I**

6 Semester Hours A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3 sch: 3 hrs lecture, 6 hrs lab)

ABT 1153 - Structural Analysis and Damage Repair II

3 Semester Hours This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. (3 sch: 2 hrs lecture, 2 hrs lab)

ABT 1213 - Automotive Body Welding and Cutting

3 Semester Hours A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction.

ABT 1223 - Non-Structural Analysis and Damage Repair I

3 Semester Hours A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials. (3 sch: 1 hrs lecture, 4 hrs lab)

ABT 1236 - Non-Structural Analysis and Damage Repair II

6 Semester Hours This course provides instruction for preparation principles and practices. (6 sch: 3 hr lecture, 6 hrs lab)

ABT 1313 - Refinishing I

3 Semester Hours A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs.

ABT 1323 - Refinishing II

3 Semester Hours A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and base coat/clear coat applications.

ABT 1443 - Mechanical and Electrical Components I

3 Semester Hours A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. A n introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. (3 sch: 3 hrs lecture)

ABT 1453 - Mechanical and Electrical Components II

3 Semester Hours A course designed to provide theory and practice in the areas of brakes and electrical. (3 sch: 3 hrs lecture)

ABT 2163 - Structural Analysis and Damage Repair III

3 Semester Hours This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. (3 sch: 2 hrs lecture, 2 hrs lab)

ABT 2243 - Non-Structural Analysis and Damage Repair III

3 Semester Hours This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices. (3 sch: 2 hrs lecture, 2 hrs lab)

ABT 2336 - Refinishing III

6 Semester Hours A continuation of Refinishing II with emphasis on advanced techniques; including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. (6 sch: 2 hours lecture, 8 hours lab)

ABT 2513 - Frame and Underbody Structural Repair I

3 Semester Hours An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, steering damage, and setting up alignment equipment.

ABT 2713 - Collision Analysis and Estimation

3 Semester Hours This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and the correct use of reference manuals.

ABT 2813 - Shop Operations and Procedures

3 Semester Hours An introduction to small business management techniques as applied to the collision repair shop including computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations.

ABT 2913 - Special Problem in Collision Repair Technology

3 Semester Hours A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hrs lab)

ABT 2923 - Supervised Work Experience in Collision Repair Technology

3 Semester Hours A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience.

Communications**COM 2483 - Introduction to Mass Communication**

3 Semester Hours A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the role of mass media in society.

Computer Science**CSC 1123 - Computer Applications I**

3 Semester Hours This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications with integration of these applications. (3 credit hours lecture/lab)

CSC 2134 - Programming I with C++

4 Semester Hours An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including: I/O statements, arithmetic, logical, conditional, looping, methods/functions, and array processing. (3 hrs lecture and a required lab component)

CSC 2144 - Programming II with C++

4 Semester Hours (Prerequisite: CSC 2134) Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C++ language. (3 hrs lecture and a required lab component)

CSC 2833 - Discrete Structures

3 Semester Hours (Prerequisite: Calculus I or permission of instructor and a structured computer programming course.) Topics from logic and mathematical reasoning, set theory, recursion, combinatorics, number theory, Boolean algebra, digital logic, and graph theory, which are fundamental to the study of Computer Science. Three hours lecture.

CSC 2844 - Data Structures

4 Semester Hours (Prerequisite: CSC 2144) Advanced data structures and their representation; advanced data abstraction and corresponding algorithms; memory management; trees and graphs; search and sort techniques; symbol tables and indexes; classes of algorithms. (3 hrs lecture and required lab)

Construction Engineering Technology

CON 1113 - Survey of Modern Construction

3 Semester Hours Fundamentals of the construction environment and construction methods, materials, processes, working, drawing, and specifications. Field Two hours lecture and two hours laboratory.

CON 1213 - Construction Materials

3 Semester Hours Study and testing of the various materials used in the construction industry including reinforced concrete, prestressed concrete, wood, steel, and soil Two hours lecture and two hours laboratory

CON 1223 - Plans and Documents Interpretation

3 Semester Hours Graphic techniques used in the construction industry. Includes computation, of areas and volumes, interpretation of building plans and specifications, symbols, and terms used in the residential, commercial, and heavy construction industry. Two hours lecture and two hours lab.

CON 1233 - Construction Systems I

3 Semester Hours Common practices of Engineering and business practices in the construction industry. Equipment purchasing and budgeting along with basic engineering principles used in the construction industry. Two hours lecture and two hours laboratory.

CON 1313 - Construction Drawing

3 Semester Hours Introduce the basics of drawing, sketching, CAD, and 3D methods. (3 sch: 2 hrs lecture, 2 hrs lab)

CON 2113 - Construction Job Site Management

3 Semester Hours (Prerequisite: CON 1113) Basic techniques of the modern methods of managing construction projects including critical path scheduling, resource allocation, and funds flow. Practical applications are made through simulated projects. Two hours lecture and two hours laboratory

CON 2123 - Construction Cost Estimating

3 Semester Hours (Prerequisite: CON 1113) Theory of estimating; quantity survey; unit cost synthesis and analysis; bid organization and planning; competitive simulations and exercises. Computer software programs are utilized to develop simulated construction bid. Two hours lecture and Two hours laboratory

CON 2233 - Construction Systems II

3 Semester Hours (Prerequisite: CON 2123) Common practices of engineering in construction. Basic engineering is used through practices in formwork design and crane applications. Two hours lecture and two hours laboratory

CON 2313 - Construction Layout

3 Semester Hours Principles of site preparation and layout of structures. Use of levels, tapes and surveying instruments. Triangulation calculations, coordinate calculations, differential leveling, and GPS technology are included. One hour lecture and 4 hours lab.

CON 2413 - Construction Safety Standards

3 Semester Hours (Prerequisite: CON CON 1113) Management of safety and health in the construction environment. Basic elements of a safety and health program for the construction general contractor are examined to include regulator agencies. Concentrates on obtaining OSHA 30 certification. Two hours lecture and two hours laboratory

CON 2513 - Leadership, Management, and Organization

3 Semester Hours CON 1113 and CON 2113 Study of the effective leadership and management styles in the construction industry. Also, how the construction industry is organized at the local, state, and national levels. Two hours lecture and two hours laboratory.

CON 2614 - Internship

4 Semester Hours (Prerequisite: Successful completion of first year study) A cooperative program between the construction industry and education which is designed to integrate the student's technical studies with on-site construction experiences. Variable credit is awarded on the basis of one semester hour per 45 hours of on-site experience. 45 work hours 180 contact hours

CON 2624 - Internship

4 Semester Hours (Prerequisite: CON 2613 -6) Continuation of CON 2616 with advance placement in the on-site construction. 180 contact hours

Cooperative Education**COE 1012 - Cooperative Education Work Experience IB**

2 Semester Hours Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1013 - Cooperative Education Work Experience IC

3 Semester Hours Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1021 - Cooperative Education Work Experience IIA

1 Semester Hours (Prerequisite: COE 1012 or 1013) Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1022 - Cooperative Education Work Experience IIB

2 Semester Hours (Prerequisite: COE 1012 or 1013) Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1023 - Cooperative Education Work Experience IIC

3 Semester Hours (Prerequisite: COE 1012 or 1013) Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1031 - Cooperative Education Work Experience IIIA

1 Semester Hours (Prerequisite: COE 1021, 1022, or 1023) Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1032 - Cooperative Education Work Experience IIIB

2 Semester Hours (Prerequisite: COE 1021, 1022, or 1023) Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

COE 1033 - Cooperative Education Work Experience IIIC

3 Semester Hours (Prerequisite: COE 1021, 1022, or 1023) Nine hours is the maximum number of hours one can earn from cooperative work experience. The amount of credit (1, 2, or 3 hours) will be awarded on the basis of the number of hours worked per week:

15 -20 hours... 1 hour credit

21-24 hours... 2 hours credit

25 or more hours... 3 hours credit

Criminal Justice**CRJ 1313 - Introduction to Criminal Justice**

3 Semester Hours History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation.

CRJ 1323 - Police Administration and Organization

3 Semester Hours Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organization behavior. Three hours lecture

CRJ 1363 - Introduction to Corrections

3 Semester Hours An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours lecture.

CRJ 1373 - Introduction to Homeland Security

3 Semester Hours The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international.

CRJ 2323 - Criminal Law

3 Semester Hours A study of the basic elements of substantive criminal law including defenses to criminal liability. Three hours lecture

CRJ 2333 - Criminal Investigation

3 Semester Hours A study of principles of investigation; proper collection, documentation, and preservation of evidence.

CRJ 2413 - Administration of Criminal Justice

3 Semester Hours A study of the legal concepts and procedures, including laws of arrest and search warrant procedures, beginning with the issuance of legal process to ultimate disposition, including information, indictments, arraignments, preliminary hearings, bail, juries and trial and penal conditions.

CRJ 2513 - Juvenile Justice

3 Semester Hours Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles.

Culinary Arts**CUT 1124 - Culinary Principles II**

4 Semester Hours (Prerequisites: HRT 1114 & HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.

CUT 1134 - Principles of Baking

4 Semester Hours (Prerequisites: HRT 1114 & HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Two hours lecture and four hours laboratory.

CUT 1513 - Garde Manger

3 Semester Hours (Prerequisites: HRT 1114 & HRT 1213) This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation and explores the various duties of the modern garde manger. One hour lecture and four hours laboratory.

CUT 1613 - Nutrition

3 Semester Hours This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special customer needs, and merchandizing techniques associated with nutritious meals 1 hours lecture and 4 hours lab

CUT 2223 - Menu Planning

3 Semester Hours This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Three hours lecture

CUT 2314 - American Regional Cuisine

4 Semester Hours (Prerequisites: HRT 1114 & HRT 1213) This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and four hours laboratory.

CUT 2424 - International Cuisine

4 Semester Hours (Prerequisites: HRT 1114 & HRT 1213) A study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. Two hours lecture and four hours laboratory.

Dental Hygiene Technology**DHT 1115 - Fundamentals of Dental Hygiene**

5 Semester Hours Introduction to basic theories and techniques of instrumentation and oral prophylaxis; to clinical procedures and practices including prevention of disease transmission. Medical and dental histories; oral inspection and charting; application of fluoride; instrument sharpening. Two hours lecture and six hours laboratory

DHT 1212 - Dental Anatomy

2 Semester Hours A study of the morphological characteristics of the teeth and supporting structures.

DHT 1222 - Head and Neck Anatomy

2 Semester Hours Detailed study of skeletal, muscular, vascular, and neural features of the face, oral apparatus, and neck.

DHT 1232 - Oral Histology and Embryology

2 Semester Hours The microscopic structure and development of types of cells, tissues, and organs of the human body. Also given is a survey of the elements of embryology emphasizing the area of the head and neck, as related to the development of the dental arches, salivary glands, buccal mucosa, pharynx, and tongue.

DHT 1314 - Radiology

4 Semester Hours Designed to familiarize the student with the principles of radiation, protective measures, and the principles and techniques of intraoral and extraoral radiography. Three hours lecture and two hours laboratory.

DHT 1415 - Clinical Dental Hygiene I

5 Semester Hours The first course designed to increase the student 's knowledge of dental hygiene procedures; use of caries preventive agents; detection of dental decay; periodontal pockets and soft tissue lesions. One hour lecture and twelve hours clinical.

DHT 1513 - Periodontics

3 Semester Hours An in-depth study of the supporting structures of the teeth with a full clinical and theoretical understanding of their conditions in good health as well as in pathological conditions.

DHT 1911 - Dental Hygiene Seminar I

1 Semester Hours This course provides the student with the opportunity to discuss managing dental office emergencies and professional development.

DHT 1921 - Dental Hygiene Seminar II

1 Semester Hours This course provides the student with the opportunity to discuss patient care and treatment plans and professional development along with the presentation of behavioral science methods of securing information from patients, education, and motivating patients in attitudes and performance related to dental health, effective communication skills.

DHT 2233 - General and Oral Pathology

3 Semester Hours Principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity.

DHT 2425 - Clinical Dental Hygiene II

5 Semester Hours Emphasis on use of currettes, models, and the ultrasonic scaler. One hour lecture and twelve hours clinical.

DHT 2436 - Clinical Dental Hygiene III

6 Semester Hours Emphasis on mastery of dental hygiene clinical tasks. Two hours lecture and twelve hours clinical

DHT 2613 - Dental Materials

3 Semester Hours Study of the properties of materials used in dentistry and techniques of manipulation of these materials. Two hours lecture and two hours laboratory.

DHT 2713 - Pharmacology

3 Semester Hours A basic introduction to drug actions and their mechanism when introduced to the body under specific conditions, and the reaction of the body to drugs. *(For Dental Hygiene students.)*

DHT 2814 - Community Dental Health

4 Semester Hours A survey of methods and indices used to determine dental health status of the community and of preventive measures used to improve the dental health status of the community and of preventive measures used to improve the dental health of the population along with field experience utilizing educational principles and techniques.

DHT 2922 - Ethics and Jurisprudence

2 Semester Hours Study of laws governing the practice of dentistry and dental hygiene and the ethics involved. Two hours lecture

DHT 2931 - Dental Hygiene Seminar III

1 Semester Hours This course provides the student the opportunity to discuss the different disciplines of dentistry along with utilizing group dynamics as a means of enhancing professional growth, and discuss clinical exam format.

DHT 2941 - Dental Hygiene Seminar IV

1 Semester Hours This course allows the student the opportunity to discuss the written registry exam formats, the clinical simulation format, and professional development.

Diesel Mechanics**DET 1114 - Fundamental of Equipment Mechanics**

4 Semester Hours Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. (4 sch: 4 hrs lecture)

DET 1213 - Hydraulic Brake Systems

3 Semester Hours Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems (3 sch: 2 hrs lecture, 2 hrs lab)

DET 1223 - Electrical/Electronic Systems I

3 Semester Hours Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging systems. (3 sch: 2 hrs lecture, 2 hrs lab)

DET 1263 - Electrical/Electronic Systems II

3 Semester Hours Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. (3 sch: 1 hr lecture, 4 hrs lab)

DET 1364 - Diesel Systems I

4 Semester Hours Diagnosis, service and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. (4 sch: 2 hrs lecture, 4 hrs lab)

DET 1374 - Diesel Systems II

4 Semester Hours Courses designed to provide skills and knowledge related to the diagnosis, service, and lubrication systems, cooling system, and air induction and exhaust systems. (4 sch; 2 hrs lecture, 4 hrs lab)

DET 1614 - Preventive Maintenance and Service

4 Semester Hours Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (4 sch: 2 hrs lecture, 4 hrs lab)

DET 1713 - Power Trains

3 Semester Hours Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. (3 sch: 2 hrs lecture, 2 hrs lab)

DET 1813 - Air Conditioning & Heating Systems

3 Semester Hours Course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair.

DET 2253 - Steering and Suspension Systems

3 Semester Hours Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. (3 sch: 2 hrs lecture, 2 hrs lab)

DET 2273 - Electrical/Electronic Systems III

3 Semester Hours Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. (3 sch: 1 hr lecture, 4 hrs lab)

DET 2374 - Diesel Systems II

4 Semester Hours Diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems. (4 sch: 2 hrs lecture, 4 hrs lab)

DET 2623 - Advanced Brake Systems (Air)

3 Semester Hours Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. (3 sch: 2 hrs lecture, 2 hrs lab)

DET 2916 - Supervised Work Experience in Diesel Equipment Technology

6 Semester Hours A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

Drafting, Design and 3D Modeling**DDT 1113 - Fundamentals of Drafting**

3 Semester Hours Fundamentals and principles of drafting to provide the background needed for all other drafting courses.

DDT 1133 - Machine Drafting I

3 Semester Hours (Prerequisites: DDT 1113 and 1313) Emphasizes methods, techniques, and procedures in presenting screws, bolts, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. One hour lecture and four hours lab.

DDT 1153 - Descriptive Geometry

3 Semester Hours (Prerequisite: DDT 1113) Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One hour lecture and four hours lab.

DDT 1163 - Engineering Graphics

3 Semester Hours This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses Two hours lecture and 2 hours lab.

DDT 1173 - Mechanical Design I

3 Semester Hours - Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures) used in mechanical design. Two hours lecture and two hours lab Two hours lecture and 2 hours lab.

DDT 1213 - Construction Standards and Materials

3 Semester Hours Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hrs lecture, 2 hrs lab).

DDT 1313 - Computer Aided Design I

3 Semester Hours This course will introduce the student to the operating system and how to perform basic drafting on CAD software. Two hours lecture and two hours lab.

DDT 1323 - Computer Aided Design II

3 Semester Hours (Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. Two hours lecture and two hours lab.

DDT 1413 - Elementary Surveying

3 Semester Hours Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors. Two hours lecture and two hours lab.

DDT 1613 - Architectural Design I

3 Semester Hours (Prerequisites: DDT 1313 and DDT 1113) This course is a study and development of architectural design principles for a residential structure. (3 sch: 1 hr lecture, 4 hrs lab)

DDT 2153 - Civil Planning and Design

3 Semester Hours This course deals with the development of civil planning and design processes. Two hours lecture and 2 hours lab.

DDT 2213 - Structural Detailing I

3 Semester Hours Structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture and four hours lab

DDT 2233 - Structural Drafting

3 Semester Hours (Prerequisites: DDT 1313 and DDT 1114) Structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture and four hours lab

DDT 2243 - Cost Estimating

3 Semester Hours Preparation of material and labor quantity surveys from actual working drawings and specifications. (3 sch: 2 hrs lecture, 2 hrs lab)

DDT 2253 - Statics and Strength of Materials

3 Semester Hours Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. Lecture/lab

DDT 2263 - Quality Assurance

3 Semester Hours The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two hours lecture and two hours laboratory.

DDT 2343 - Advanced CAD

3 Semester Hours (Prerequisite: DDT 1323 or consent of instructor) A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One hour lecture and four hours lab

DDT 2373 - 3D Modeling

3 Semester Hours This course will emphasize the user coordinate system and 3-D modeling. Two hours lecture and 2 hours lab.

DDT 2423 - Mapping and Topography

3 Semester Hours (Prerequisites: DDT 1413 and DDT 1323 or by consent of the instructor) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs and related references and materials including symbols, notations, and other applicable standardized materials. Two hours lecture and two hours lab

DDT 2433 - Legal Principles of Surveying I

3 Semester Hours The study of location, conveyance, ownership and transfer of real property under the laws of the State of Mississippi. Three hours lecture

DDT 2623 - Architectural Design II

3 Semester Hours (Prerequisites: DDT 1613 and DDT 1323 or by consent of the instructor) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. (3 sch: 1 hr lecture, 4 hrs lab)

DDT 2813 - Inventor 3D Model and Animation

3 Semester Hours This course will provide instruction on the 3D applications of Inventor. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the utilization of assembly drawings and animation of working parts. Two hours lecture and 2 hours lab.

DDT 2823 - Revit Architecture

3 Semester Hours This course provides instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building Two hours lecture and 2 hours lab.

DDT 2911 - Special Project

1 Semester Hours (Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. 2 hours lab

DDT 2912 - Special Project

2 Semester Hours (Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. 4 hours lab

DDT 2913 - Special Project

3 Semester Hours (Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. 6 hours lab

DDT 2923 - Supervised Work Experience

3 Semester Hours This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours.

Early Childhood Education Technology**CDT 1111 - Early Childhood Education Seminar I**

1 Semester Hours This course focuses on objectives that would best prepare students for the national exam, collaborate club and on-campus activities, and network with state, regional, and national early childhood education activities.

CDT 1113 - Early Childhood Profession

3 Semester Hours This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. Two hours lecture and two hours laboratory.

CDT 1121 - Early Childhood Education Seminar II

1 Semester Hours This course focuses on objectives that would best prepare students for the national exam, collaborate club and on-campus activities, and network with state, regional, and national early childhood education activities.

CDT 1214 - Infant & Toddler Development

4 Semester Hours This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers. Three hours lecture and two hours laboratory.

CDT 1224 - Preschool & Primary Development

4 Semester Hours This course provides knowledge concerning the care, development, and education of the preschool child in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (Ages 3 -8). Three hours lecture and two hours laboratory.

CDT 1313 - Creative Arts for Young Children

3 Semester Hours This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II. Four hours lecture.

CDT 1343 - Child Health, Safety, and Nutrition

3 Semester Hours This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R).

CDT 1513 - Nutrition for Young Children

3 Semester Hours This course focuses on fundamental principles of child nutrition that include healthy food selections, healthy lifestyle choices, and the practical applications of these principles in the early childhood setting. Three hours lecture

CDT 1713 - Language and Literacy Development for Young Children

3 Semester Hours This course includes a study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R) are utilized. Three hours lecture

CDT 2111 - Early Childhood Education Seminar III

1 Semester Hours This course focuses on objectives that would best prepare students for the national exam, collaborate club and on-campus activities, and network with state, regional, and national early childhood education activities.

CDT 2121 - Early Childhood Education Seminar IV

1 Semester Hours This course focuses on objectives that would best prepare students for the national exam, collaborate club and on-campus activities, and network with state, regional, and national early childhood education activities.

CDT 2233 - Guiding Social and Emotional Behavior

3 Semester Hours This course focuses on identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R). Lab activities will be implemented during Student Teaching I and II Three hours lecture

CDT 2413 - Development of the Exceptional Child

3 Semester Hours (Prerequisite: Permission by the Instructor.) This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scaled Revised (ECERS-R). Two hours lecture and two hours laboratory

CDT 2513 - Family Dynamics and Community Involvement

3 Semester Hours This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning.

CDT 2613 - Methods, Materials, and Measurements

3 Semester Hours This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experience will be implemented during Practicum. Three hours lecture

CDT 2713 - Social Studies, Math, and Science for Young Children

3 Semester Hours This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Three semester hours

CDT 2813 - Administration of Programs for Young Children

3 Semester Hours (Prerequisite: First three semesters of core courses or by permission of ECE T Program Coordinator) This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS).

CDT 2915 - Initial Practicum

5 Semester Hours (Prerequisites: Creative Arts for Young Children CDT 1313, Language and Literacy Development for Young Children CDT 1313, Child Health and Safety CDT 1343, Child Development I CDT 1313, and Child Development II CDT 1224 or by permission of ECET Program Coordinator. Co-requisite: Nutrition for Young Children CDT 1513) This course is supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children.

CDT 2945 - Advanced Practicum

5 Semester Hours (Prerequisites: Creative Arts CDT 1313, Guiding Social and Emotional Behavior CDT 2233, Methods and Materials CDT 2613, Social Studies, Math, Science for Young Children CDT 2713, Child Development I CDT 1214, and Child Development II CDT 1224, Student Teaching I CDT CDT 2915, or by permission of the ECET program coordinator. Co-requisite: Administration of Programs for Young Children CDT 2813) This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Ten semester lab hours.

Economics**ECO 2113 - Principles of Macroeconomics**

3 Semester Hours The study of the nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, and circular flow of market economics.

ECO 2123 - Principles of Microeconomics

3 Semester Hours The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures.

Education**EDU 0111 - PRAXIS Core Academic Skills for Educators**

1 Semester Hours Review of basic skills in reading, writing, and mathematics required on the PRAXIS Core Academic Skills for Educators examination. Completion of practice examinations.

EDU 1613 - Foundations of Education

3 Semester Hours Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours of field experience.

EDU 2513 - Introduction to Elementary Education

3 Semester Hours An introduction to elementary schools and the role of teachers. Study of and formulation of philosophical thought in relation to educational assumptions, questions, problems, and alternatives. Includes a minimum of 30 hours of field experience in the elementary schools and/or middle schools.

EDU 2613 - Introduction to Secondary Education

3 Semester Hours An introduction to secondary schools and the role of teachers. Study of a formulation of philosophical thought in relation to educational assumptions, questions, problems, and alternatives. Includes a minimum of 30 hours field experience in junior and/or senior high schools.

Educational Psychology**EPY 2513 - Child Psychology**

3 Semester Hours (Prerequisite: PSY 1513) A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence.

EPY 2533 - Human Growth & Development

3 Semester Hours A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.

Electrical Technology**ELT 1113 - Residential/Light Commercial Wiring**

3 Semester Hours This course provides advanced skills related to the wiring of multifamily and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. Two hours lecture and two hours laboratory

ELT 1123 - Commercial and Industrial Wiring

3 Semester Hours This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two hours lecture and two hours laboratory.

ELT 1143 - AC/DC Circuits for Electrical Technology

3 Semester Hours Principles and theories associated with AC and DC circuits in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits.

ELT 1193 - Fundamentals of Electricity

3 Semester Hours This is a basic course designed to provide fundamental skills associated with all electrical courses It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits Lecture with laboratory demonstrations.

ELT 1213 - Electrical Power

3 Semester Hours This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory

ELT 1223 - Motor Maintenance and Troubleshooting

3 Semester Hours This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture and two hours laboratory.

ELT 1253 - Branch Circuit and Service Entrance Calculations

3 Semester Hours The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code will be required. (3 sch: 2 hours lecture, 2 hours lab)

ELT 1263 - Electrical Drawing and Schematics

3 Semester Hours This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematics diagrams. Prints and drawings associated with electrical wiring will be studied. (3 sch: 2 hrs lecture, 2 hrs lab)

ELT 1333 - Flexible Manufacturing Systems for Electrical Technology

3 Semester Hours This course is a production project which requires the student to apply technical skills acquired in previous courses. Project management is provided by the instructor with the students working as teams in each particular area of the manufacturing system. The students are required to plan the project and prepare the integrated system to manufacture a product. This includes all software, hardware, fixtures, clamping mechanisms, material handling requirements, sensors and interfacing, and external control devices. (3 sch: 2 hrs lecture, 2 hrs lab)

ELT 1413 - Motor Control Systems

3 Semester Hours This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture and two hours laboratory.

ELT 2113 - Equipment Maintenance, Troubleshooting and Repair

3 Semester Hours Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (3 sch: 1 hr lecture, 4 hrs lab)

ELT 2423 - Solid State Motor Control

3 Semester Hours This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control Two hours lecture and two hours laboratory.

ELT 2613 - Programmable Logic Controllers

3 Semester Hours This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's Two hours lecture and four hours laboratory.

ELT 2623 - Advanced Programmable Logic Controllers

3 Semester Hours (Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture and two hours laboratory.

ELT 2913 - Special Projects

3 Semester Hours This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of the project will enhance the student's learning experience. (3 sch: 6 hrs lab)

Electronics Technology

EET 1114 - DC Circuits

4 Semester Hours This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture and four hours laboratory.

EET 1123 - AC Circuits

3 Semester Hours (Prerequisite: EET 1114) This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture and two hours laboratory.

EET 1192 - Fundamentals of Electronics (HVAC students)

2 Semester Hours Courses to explain, demonstrate, and practice general safety procedures in the shop, lab, and industrial environments. This course will also allow the student to demonstrate and utilize the proper bread boarding techniques, proficiency in the use of a calculator, the proper use and operation of test equipment, and proper soldering and desoldering techniques.

EET 1214 - Digital Electronics

4 Semester Hours This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture and two hours laboratory.

EET 1334 - Solid State Devices and Circuits

4 Semester Hours (Prerequisites: EET 1114, EET 1123) This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture and four hours laboratory.

EET 1613 - Computer Fundamentals of Electronics/Electricity

3 Semester Hours This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers.) Two hours lecture and two hours laboratory.

EET 2334 - Linear Integrated Circuits

4 Semester Hours (Prerequisite: EET 1314) This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. Three hours lecture and two hours laboratory.

EET 2414 - Electronic Communications

4 Semester Hours (Prerequisite: EET 1314) This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS232 interface, and modulation-demodulation of digital communications. Two hour lecture and four hours laboratory

EET 2514 - Interfacing Techniques

4 Semester Hours (Prerequisite: EET 1314) This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two hours lecture and four hours laboratory

ROT 1213 - Industrial Hydraulics

3 Semester Hours This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Two hours lecture and two hours lab.

ROT 1223 - Industrial Pneumatics

3 Semester Hours (Prerequisite: ROT 1213) This course introduces the students to basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Emphasis is placed on development of pneumatic control circuits, electromechanical control of fluid power, and troubleshooting techniques. Two hours lecture and two hours lab.

Engineering**EGR 2413 - Engineering Mechanics I: Statics**

3 Semester Hours (Pre-/Co-requisite: MAT 1623) A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions.

English**ENG 0113 - Beginning English and Reading**

3 Semester Hours This course integrates reading, critical thinking, and writing assignments to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified essays. 3 hour lecture

ENG 0143 - Composition Companion

3 Semester Hours A companion course to ENG 1113 designed to provide direct support and scaffolding exercises for specific projects in the credit-bearing course. Peer collaboration and one-on-one instructional support through the writing process are emphasized. For institutional credit only.

ENG 1113 - English Composition I

3 Semester Hours (Prerequisite: A score of 17 or above on the ACT English usage section; or an Accuplacer score of 5 or above; or a grade of C or higher in ENG 0113 or English 0114) A study of the principles of effective written and spoken communication. Word and style awareness, effective sentence structure, organizational skills, and clear thought encouraged. Library orientation provided.

ENG 1123 - English Composition II

3 Semester Hours (Prerequisite: ENG 1113) This course is a continuation of the English Composition I with emphasis upon argumentative writing, research, and composition. Readings, essays, and a research paper are required. Higher level thinking skills are encouraged through the writing processes.

ENG 2133 - Creative Writing

3 Semester Hours (Prerequisite: ENG 1113 and Consent of the instructor required.) Students will read and critique creative writing such as poems, short stories, essays and plays; use basic tools of literary research; produce original works in various genres which demonstrate the principles of effective scholarly creative writing.

ENG 2153 - Traditional Grammar

3 Semester Hours Primarily for elementary education majors, this course focuses on English fundamentals. Beginning with parts of speech, it covers basic sentence patterns, pronouns, troublesome verbs, subject-verb agreement, spelling, diction, punctuation, and mechanics-all the aspects of traditional grammar that the elementary teacher may encounter in teaching language skills for children. This course is also useful for anyone who wants to refresh his or her knowledge and usage of traditional grammar.

ENG 2223 - American Literature I

3 Semester Hours (Prerequisites: ENG 1113 and ENG 1123) Representative prose and poetry of the United States from Colonial beginnings to Walt Whitman.

ENG 2233 - American Literature II

3 Semester Hours (Prerequisites: ENG 1113 and ENG 1123) Representative prose and poetry of the United States from Walt Whitman to the present.

ENG 2323 - British Literature I

3 Semester Hours (Prerequisites: ENG 1113 and ENG 1123) A survey of English Literature from Beowulf through the ages of Neo-Classicism.

ENG 2333 - British Literature II

3 Semester Hours (Prerequisites: ENG 1113 and ENG 1123) A survey of English Literature from the Age of Revolution and Romance to the present time.

ENG 2423 - World Literature I

3 Semester Hours (Prerequisites: ENG 1113 and ENG 1123) Representative prose, poetry, and drama of Asia and Europe from Ancient, Medieval, and Renaissance periods.

ENG 2433 - World Literature II

3 Semester Hours (Prerequisites: ENG 1113 and ENG 1123) Representative prose, poetry, and drama of Europe, North America, and South America from the early 18th century to contemporary times.

ENG 2513 - Survey of African American Literature

3 Semester Hours (Prerequisite: ENG 1113 & 1123) This course surveys selected prose and poetry of major African-American writers from the Vernacular Tradition to the present and emphasizes major themes and periods or movements.

ENG 2613 - Film as Literature

3 Semester Hours (Prerequisite: ENG 1113 & 1123) Involves the study of current and classic motion pictures as a form of literacy, historic, and cinematic expression.

ENG 2923 - Writing for Publication

3 Semester Hours (Prerequisite: ENG 1113) Designed for the student who is interested in writing as a marketable skill. Special emphasis is given to form and structure. Individualized direction in such forms as feature story, fiction, poems, and script is emphasized.

Family and Consumer Science**FCS 1233 - Principles of Nutrition**

3 Semester Hours A lecture course covering the practical application of nutrients required for growth and optimal health emphasizing nutrient intake and food selection.

FCS 1253 - Nutrition

3 Semester Hours A lecture course covering the nutrients for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and the applications for healthcare providers.

FCS 2813 - Family Relationships

3 Semester Hours Relationships and adjustments involved in modern family that contributes to success and happiness in courtship and marriage and family life.

Geography**GEO 1113 - World Regional Geography**

3 Semester Hours A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture.

Graphics**GRA 1143 - Graphic Communications I**

3 Semester Hours Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD)

Health, Physical Education, and Recreation**Elective HPR - Theory Elective**

3 Semester Hours HPR Theory Elective: Baseball Theory, Football Theory, Softball Theory, Basketball Theory

HPR 1131 - Varsity Sports I

1 Semester Hours Freshman year.

HPR 1141 - Varsity Sports II

1 Semester Hours Freshman year.

HPR 1213 - Personal and Community Health

3 Semester Hours Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies.

HPR 1313 - Introduction to Kinesiology/Health, Physical Education, and Recreation

3 Semester Hours Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field.

HPR 1551 - Fitness and Conditioning Training I

1 Semester Hours Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

HPR 1561 - Fitness and Conditioning Training II

1 Semester Hours Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours per week.

HPR 1592 - Health Concepts of Physical Activity & Wellness

2 Semester Hours This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and reduce risk of disease. The student will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. (2)

HPR 1593 - Health Concepts of Physical Activity, Wellness, and Nutrition

3 Semester Hours This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and reduce risk of disease. The student will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. 3 hour lecture

HPR 1613 - Physical Education and Elementary School I

3 Semester Hours This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem solving situations. Theory and laboratory.

HPR 2131 - Varsity Sports III

1 Semester Hours Sophomore year

HPR 2141 - Varsity Sports IV

1 Semester Hours Sophomore year

HPR 2213 - First Aid & CPR

3 Semester Hours Instruction and practice in methods prescribed by the American Heart Association standard and advanced courses.

HPR 2423 - Football Theory

3 Semester Hours Explores the theories, practices, tactics, and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics as well as on individual skills, team tactics, organization, and management practices.

HPR 2433 - Basketball Theory

3 Semester Hours Explores the theories, practices, tactics, and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics as well as on individual skills, team tactics, organization, and management practices.

HPR 2453 - Baseball Theory

3 Semester Hours Explores the theories, practices, tactics, and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics as well as on individual skills, team tactics, organization, and management practices.

HPR 2493 - Softball Theory

3 Semester Hours Explores the theories, practices, tactics, and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics as well as on individual skills, team tactics, organization, and management practices.

HPR 2551 - Fitness and Conditioning Training III

1 Semester Hours Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

HPR 2561 - Fitness and Conditioning Training IV

1 Semester Hours Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

HPR 2711 - Athletic Training Terminology

1 Semester Hours Course to develop student's knowledge of musculoskeletal and orthopedic terminology related to athletic training and other related health professions.

HPR 2723 - Care and Prevention of Athletic Injuries

3 Semester Hours Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries.

HPR 2733 - Introduction to Athletic Training

3 Semester Hours Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation, and competencies with 100 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors.

Heating and Air Conditioning Technology**ACT 1003 - Intro Heating and Air Conditioning**

3 Semester Hours This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. (3 sch: 2 hrs lecture, 2 hrs lab)

ACT 1124 - Basic Compression Refrigeration

4 Semester Hours An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.

ACT 1133 - Brazing and Piping

3 Semester Hours Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture and two hours laboratory.

ACT 1213 - Controls

3 Semester Hours Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.

ACT 1313 - Refrigeration System Components

3 Semester Hours An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory.

ACT 1713 - Electricity for Heating, Ventilation, Air Conditioning and Refrigeration

3 Semester Hours Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory.

ACT 2324 - Commercial Refrigeration

4 Semester Hours A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two hours lecture and four hours laboratory.

ACT 2414 - Heating, Ventilation, Air Conditioning, and Refrigeration I

4 Semester Hours Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. Three hours lecture and two hours laboratory.

ACT 2424 - Heating, Ventilation, Air Conditioning, and Refrigeration II

4 Semester Hours An in-depth course in the installation, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours laboratory.

ACT 2433 - Refrigerant, Retrofit, and Regulations

3 Semester Hours Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture and two hours laboratory.

ACT 2513 - Heating Systems

3 Semester Hours Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture and two hours laboratory.

ACT 2623 - Heat Load and Air Properties

3 Semester Hours Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture and two hours laboratory.

ACT 2913 - Special Project in Heating and Air Conditioning Technology

3 Semester Hours A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Six hours laboratory.

ACT 2923 - Supervised Work Experience in Heating and Air Conditioning

3 Semester Hours A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. Externship.

History**HIS 1113 - Western Civilizations I**

3 Semester Hours This is a general survey of Western Civilization from ancient times to the mid-seventeenth century

HIS 1123 - Western Civilizations II

3 Semester Hours This is a general survey of Western Civilization since the seventeenth century

HIS 1163 - World Civilizations I

3 Semester Hours This is a general survey of world history from ancient times to the 1500s.

HIS 1173 - World Civilizations II

3 Semester Hours This is a general survey of world history from the 1500s to modern times.

HIS 1613 - Survey of African-American History

3 Semester Hours This is a survey of African American history from Africa origins to modern times.

HIS 2213 - American (US) History I

3 Semester Hours This is a survey of American (U.S.) history to 1877

HIS 2223 - American (US) History II

3 Semester Hours This is a survey of American (U.S.) history since 1877.

Honors**HON 1131 - Academic Team I**

1 Semester Hours Participation in Scholar's Bowl.

HON 1141 - Academic Team II

1 Semester Hours Participation in Scholar's Bowl.

HON 1911 - Honors Forum I

1 Semester Hours Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

HON 1913 - Leadership Honors Forum

3 Semester Hours Admission is by invitation only. This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership and awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experimental learning exercises with readings and situations of traditional theories.

HON 1921 - Honors Forums II

1 Semester Hours Continued study of HON 1911

HON 2131 - Academic Team III

1 Semester Hours Participation in Scholar's Bowl.

HON 2141 - Academic Team IV

1 Semester Hours Participation in Scholar's Bowl.

HON 2911 - Honors Forums III

1 Semester Hours A continuation of HON 1921.

HON 2921 - Honors Forums IV

1 Semester Hours A continuation of HON 2911.

Hospitality Management Technology**HRT 1114 - Culinary Principles I**

4 Semester Hours Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.

HRT 1123 - Introduction to the Hospitality and Tourism Industry

3 Semester Hours This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture

HRT 1213 - Sanitation and Safety

3 Semester Hours Basic principles of microbiology, sanitation, and safety for a food service operation, implement at ion of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafes sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours laboratory. (ManageFirst Course)

HRT 1223 - Restaurant and Catering Operations

3 Semester Hours Principles of organizing and managing a food and beverage facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)

HRT 1413 - Rooms Division Management

3 Semester Hours An operational approach to rooms division management in the hospitality industry, including front office management and housekeeping operations. Three hours lecture.

HRT 1511 - Hospitality Seminar I

1 Semester Hours In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities One hour lecture

HRT 1521 - Hospitality Seminar II

1 Semester Hours In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities One hour lecture

HRT 1531 - Hospitality Seminar III

1 Semester Hours In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities One hour lecture

HRT 1541 - Hospitality Seminar IV

1 Semester Hours In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities One hour lecture

HRT 2233 - Hospitality Cost Control

3 Semester Hours This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost controls, menu pricing, labor cost control, and computer applications. Two hours lecture and two hours laboratory (ManageFirst Course)

HRT 2613 - Hospitality Supervision

3 Semester Hours This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory

HRT 2623 - Hospitality Human Resource Management

3 Semester Hours This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Three hours lecture

HRT 2713 - Marketing Hospitality Services

3 Semester Hours This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets and developing marketing plans for hospitality and tourism operations. Three hours lecture (ManageFirst Course)

HRT 2913 - Supervised Work Experience

3 Semester Hours (Prerequisite: Sophomore Classification) Supervised work experience in hotel, restaurant or tourism management. A course which is a cooperative program between industry and education and is designed to integrate the student's technical skills with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours Externship (ManageFirst Course) *135 hours of industrial contact required*

Industrial Maintenance**IMM 1111 - Industrial Maintenance Safety**

1 Semester Hours General safety practices, personal safety, electrical safety practices, and power equipment safety (1 sch: 1 hr lecture)

IMM 1121 - Industrial Maintenance Math and Measurement

1 Semester Hours Mathematical and measurement procedures and instruments related to industrial maintenance. (1 sch: 1 hr lecture)

IMM 1131 - Industrial Maintenance Blueprint

1 Semester Hours Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations (1 sch: 1 hr lecture)

IMM 1133 - Industrial Maintenance Blueprint Reading

3 Semester Hours Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. Lecture with laboratory demonstration.

IMM 1213 - Intro to Industrial Maintenance

3 Semester Hours This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. (3 sch: 2 hrs lecture, 2 hrs lab)

IMM 1243 - Mechanical Industrial Maintenance I

3 Semester Hours This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. (3 sch: 1 hr lecture, 4 hrs lab)

IMM 1253 - Mechanical Industrial Maintenance II

3 Semester Hours This course includes advanced settings baseplates and prealignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. (3 sch: 2 hrs lecture, 2 hrs lab)

IMM 1273 - Industrial Maintenance Electrical and Instrumentation Level I, Part I

3 Semester Hours This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, and craft-related mathematics. (3 sch: 2 hours lecture, 2 hours lab)

IMM 1283 - Industrial Maintenance Electrical and Instrumentation Level I, Part II

3 Semester Hours This course includes construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. (3 sch: 2 hours lecture, 2 hours lab)

IMM 1313 - Principles of Hydraulics and Pneumatics

3 Semester Hours Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (3 sch: 2 hr lecture, 2 hrs lab)

IMM 1524 - Preventive Maintenance and Service of Equipment

4 Semester Hours Instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture, four hours lab

IMM 1734 - Maintenance Welding and Metals

4 Semester Hours This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. Components of this course are adopted from the NCCER Welding Level 1 Certification. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch: 1 hour lecture, 6 hours lab)

IMM 1813 - Industrial Electricity for Industrial Maintenance Mechanics

3 Semester Hours Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (3 sch: 1 hr lecture, 4 hrs lab)

IMM 1823 - Advanced Industrial Electricity for Industrial Maintenance Mechanics

3 Semester Hours Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. (3 sch: 6 hrs lab)

IMM 1913 - Special Projects in Industrial Maintenance

3 Semester Hours e that select ion of a special project enhances the student 's learning experiences. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (3 sch: 45 -135 contact hours)

IMM 1924 - Supervised Work Experience in Industrial Maintenance Mechanics

4 Semester Hours This course is a cooperative program between industry and education designed to integratethe student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial credit hours.

IMM 2113 - Equipment Maintenance, Troubleshooting and Repair

3 Semester Hours Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (3 sch: 1 hr lecture, 4 hrs lab)

IMM 2623 - Advanced Programmable Logic Controllers

3 Semester Hours ELT/IMM 2613 and ELT/IMM 1413 This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture and four hours laboratory.

Information Systems Technology**IST 1123 - IT Foundations**

3 Semester Hours This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior.

IST 1133 - Fundamentals of Data Communications

3 Semester Hours This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.

IST 1143 - Security Principles and Policies

3 Semester Hours This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

IST 1153 - Web and Programming Concepts

3 Semester Hours This course is an introduction to website development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a website and post it on the Internet.

IST 1163 - Concepts of Database Design

3 Semester Hours This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored

IST 1183 - Essentials of Information Systems Technology

3 Semester Hours This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. (3 sch: 2 hours lecture, 2 hours lab)

IST 1193 - Practical Applications in Information Systems Technology

3 Semester Hours This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. (3 sch: 2 hours lecture, 2 hours lab)

IST 1213 - Client Installation & Configuration

3 Semester Hours This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. 3

IST 1273 - Career Development

3 Semester Hours This course provides practical exercises in both the technical and social skills necessary for employment. Interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships are stressed. 3

IST 1413 - Client-Side Programming

3 Semester Hours (Prerequisite: Web & Programming Concepts (IST 1153)) This course offers a comprehensive understanding of programming using JavaScript and CSS (4 sch: 3 hrs lecture, 2 hrs lab)

IST 1423 - Web Design Applications

3 Semester Hours (Prerequisite: Web & Programming Concepts IST 1153) Application of various professional and personal web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors.

IST 1433 - Web Development Using HTML & CSS

3 Semester Hours This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. (3 sch: 2 hours lecture, 2 hours lab)

IST 1453 - Principles of Mobile App Development

3 Semester Hours

IST 1483 - Fundamentals of Virtualization

3 Semester Hours This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks.

IST 1613 - Computer Forensics

3 Semester Hours This course is an introduction to the various technical and administrative aspects of Computer Forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations.

IST 1633 - Wireless Security & Privacy

3 Semester Hours This course provides a fundamental understanding of wireless architecture, security principles, and the technologies of principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology. 3

IST 1643 - Network Defense & Countermeasures

3 Semester Hours This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network.

IST 2123 - Advanced IT Foundations

3 Semester Hours

IST 2253 - Advanced Network Administration Using Microsoft Windows Server

3 Semester Hours This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. (3 sch: 2 hours lecture, 2 hours lab)

IST 2323 - Script Programming

3 Semester Hours This course is an introduction to the use of integrating scripts to add functionality to Web pages.

IST 2373 - C# Programming

3 Semester Hours An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment.

IST 2423 - XML Programming

3 Semester Hours (Prerequisite: Web & Programming Concepts IST 1153) Provides a comprehensive understanding of the Extensible Markup Language (XML)

IST 2433 - Server-Side Programming I

3 Semester Hours (Prerequisite: Client-Side Programming IST 1413) An introduction to creating dynamic web applications using server-side technologies.

IST 2443 - Server-Side Programming II

3 Semester Hours (Prerequisite: Server-Side Programming I IST 2433) Continuation of Server-Side Programming I with increased emphasis on data-driven content.

IST 2453 - Mobile Application Development

3 Semester Hours (Prerequisite: IST 2373) The emergence of a new generation of highly-capable mobile devices and platforms has opened up new opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screen, slower network connections, as well as limited memory and processing power.

IST 2483 - Web Server

3 Semester Hours (Prerequisite: IT Foundations IST 1123) Introduces students to web, e-mail, and proxy servers and the platforms on which they reside. Students will be able to install and configure web, e-mail, and proxy servers.

IST 2493 - Cloud Computing

3 Semester Hours

IST 2533 - IT Project Management

3 Semester Hours In this course, students develop proficiency in using and customizing a project timeline for IT implementation. 3

IST 2593 - Advanced C# Programming Language

3 Semester Hours This course is a continuation of the C# Programming Language course. 3

IST 2623 - Linux/Unix Security

3 Semester Hours This course provides the knowledge and fundamental understating of Linux/Unix security, how to harden Linux/Unix, and how to defend against potential attacks against vulnerabilities and unused system services. Topics include how to protect password files, monitor log files, and use port scanners and network scanners, and additional Linux/Unix security topics. 3

IST 2633 - Security Testing & Implementation

3 Semester Hours This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. 3

IST 2923 - Special Problem in IST

3 Semester Hours This course provides students with an opportunity to utilize skills and knowledge gained in other closely together to select a topic and establish criteria for completion of this project.

Journalism**JOU 1121 - College Publications I**

1 Semester Hours

JOU 2121 - College Publications II

1 Semester Hours Open to students who have successfully completed JOU 1121 or with consent of instructor.

Leadership**LEA 1811 - Leadership and Organizational Skills I**

1 Semester Hours A study of leadership styles and skills, roles, and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers.

LEA 1821 - Leadership and Organizational Skills II

1 Semester Hours Continued study of LEA 1811

LEA 2811 - Leadership and Organizational Skills III

1 Semester Hours Continued study of LEA 1821

LEA 2821 - Leadership and Organizational Skills IV

1 Semester Hours Continued study of LEA 2811

Learning and Life Skills**LLS 1151 - College Life**

1 Semester Hours College Life offers group experiences in study skills and career wxploration. This course is designed to assist the first-time student in achieving academic success.

LLS 1211 - Self-Affirmation

1 Semester Hours Group process to teach people to like themselves better and to become aware of their strengths. One hour lecture and group activities.

LLS 1223 - Life Skills Development

3 Semester Hours This course is designed to aid students in stress and anger management, and promote self-awareness.

LLS 1310 - Orientation

0 Semester Hours Designed to help the freshman adjust to college life. Includes a study of personal and social adjustments; teaches effective study habits, reading methods, use of the library, note taking, report writing; gives the student guidance in collegiate life.

LLS 1321 - Career Exploration

1 Semester Hours A course designed to assist student in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help student determine career choices.

LLS 1333 - Introduction to Health Professions I

3 Semester Hours This course is for students who are interested in allied health professions. Students will gain knowledge about career options within Health Sciences, the educational and certification requirements for these careers, the demand in the workplace, and the average salaries. This course discusses all levels of healthcare professionals from those requiring a certificate or diploma to those requiring an associate, bachelor, or doctoral degree

LLS 1343 - Introduction to Health Professions II

3 Semester Hours This course is a continuation of the study of allied health professions. Students will gain knowledge and career options within Health Sciences, the educational and certification requirements for these careers, the demand in the workplace, and the average salaries

LLS 1353 - Introduction to STEM Professions

3 Semester Hours This course is for students who are interested in the science, technology, engineering, and math professions. Students will gain knowledge about career options within the STEM field, the educational and certification requirements for these careers, the demand in the workplace, and the average salaries. This course discusses all levels of STEM professionals from those requiring a certificate or diploma to those requiring an associate, bachelor, or doctorate degree

LLS 1411 - Improvement of Study

1 Semester Hours Effective study and reading techniques.

LLS 1711 - Job Search Skills

1 Semester Hours This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude

LLS 1723 - Employment Readiness

1 Semester Hours This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

Music Lecture and Theory Courses**MUS 1113 - Music Appreciation**

3 Semester Hours A course designed to give the student, thorough listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture.

MUS 1133 - Fundamentals of Music

3 Semester Hours Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions.

MUS 1211 - Music Theory I, Lab

1 Semester Hours (Co-requisite: MUS 1213) Lab instruction. Development of music sight-singing, ear training, and dictation skills.

MUS 1213 - Music Theory I

3 Semester Hours (Co-requisite: MUS 1211) Study of functional harmony through analysis and part-writing.

MUS 1221 - Music Theory II, Lab

1 Semester Hours (Pre-requisite: C or higher in MUS 1211 ; Co-requisite: MUS 1223) Lab instruction. Development of music sight-singing, ear training, and dictation skills.

MUS 1223 - Music Theory II

3 Semester Hours (Pre-requisite: C or higher in MUS 1213 Co-requisite: MUS 1221);Continued study and review of functional harmony through analysis, part-writing, sight-singing, and ear training.

MUS 1413 - Basic Computer Skills for Musicians

3 Semester Hours This course is designed to introduce students to digital media skills and the Apple Operating System.

MUS 1423 - Survey of Popular Music

3 Semester Hours Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present.

MUS 1811 - Music Theatre Workshop I

1 Semester Hours The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors.

MUS 1821 - Music Theatre Workshop II

1 Semester Hours The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors.

MUS 1911 - Recital I

1 Semester Hours Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

MUS 1921 - Recital II

1 Semester Hours Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

MUS 2123 - Music Survey (Majors)

3 Semester Hours Listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

MUS 2211 - Music Theory III, Lab

(Pre-requisite: C or higher in MUS 1221 ; Co-requisite: MUS 2213)Lab instruction. Development of music sight-singing, ear training, and dictation skills.

MUS 2213 - Music Theory III

3 Semester Hours (Pre-requisite: C or higher in MUS 1223; Co-requisite: MUS 2211) Continued study and review of functional harmony through analysis, part-writing, sight-singing, and ear training.

MUS 2221 - Music Theory IV, Lab

1 Semester Hours (Pre-requisite: C or higher in MUS 2211; Co-requisite: MUS 2223) Lab instruction. Development of music sight-singing, ear training, and dictation skills.

MUS 2223 - Music Theory IV

3 Semester Hours (Pre-requisite: C or higher in MUS 2213; Co-requisite: MUS 2221) Continued study and review of functional harmony through analysis, part-writing, sight-singing, and ear training.

MUS 2443 - Audio Engineering I

3 Semester Hours Introduction to basic principles of sound theory, audio electronics, microphone characteristics and applications, mixers, signal routing, and processing. An overall view of engineering fundamentals and the recording studio.

MUS 2811 - Music Theatre Workshop III

1 Semester Hours The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors.

MUS 2821 - Music Theatre Workshop IV

1 Semester Hours The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors.

MUS 2911 - Recital III

1 Semester Hours Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

MUS 2921 - Recital IV

1 Semester Hours Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

Manufacturing Technology**MFT 2813 - Programmable Logic Controller Maintenance and Troubleshooting**

3 Semester Hours This course provides hands on training in systematic troubleshooting techniques of PLC and RS Logix software systems. The student is taught how to follow an established troubleshooting procedure and is given real troubleshooting problems in the Automated Manufacturing lab. In addition, troubleshooting software is used to simulate real PLC problems. Two hours lecture and two hours laboratory.

ROT 1113 - Fundamentals of Robotics

3 Semester Hours This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming. Two hours lecture and two hours laboratory.

ROT 1313 - Industrial Robotics

3 Semester Hours This course teaches the operating systems and advanced programming methods of industrial robots. Actual industrial grade robots are used to train the student in the areas of operation, maintenance, troubleshooting, service procedures, and robotics applications. Two hours lecture and two hours laboratory

Mathematics**MAT 0111 - Algebra Lab I**

(1 Institutional credit only.) Semester Hours Opportunity to provide supplemental lab instruction/practice/support in a structured lab environment.

MAT 0121 - Algebra Lab II

(1 Institutional credit only.) Semester Hours Opportunity to provide supplemental lab instruction/practice/support in a structured lab environment.

MAT 0123 - Beginning Algebra

(3 Institutional credit only) Semester Hours A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring.

MAT 0131 - Algebra Lab III

(1Institutional credit only.) Semester Hours Opportunity to provide supplemental lab instruction/practice/support in a structured lab environment.

MAT 1233 - Intermediate Algebra

3 Semester Hours The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials.

MAT 1233 or 1313 - Intermediate Algebra or College Algebra

3 Semester Hours MAT 1233 or MAT 1313

MAT 1313 - College Algebra

3 Semester Hours (Prerequisites: ACT math subscore of 19 or above; or MAT 1233 with "C" or above) This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations.

MAT 1323 - Trigonometry

3 Semester Hours (Prerequisites: High School Algebra I and II and ACT math subscore of 19 or above; or MAT 1233 with "C" or above) This course includes trigonometric functions and their graphs; functions of trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications.

MAT 1343 - Elementary Functions (Pre-Calculus)

3 Semester Hours (Prerequisites: High school Algebra I, II, and Trigonometry and MAT ACT subscore of 19 or above) A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations; logarithmic and exponential functions; trigonometric functions; solving trigonometric equations.

MAT 1513 - Business Calculus I

3 Semester Hours (Prerequisites: MAT 1313 with "C" or above or high school equivalent and ACT math subscore of 22 or above) A study of functions, limits, continuity, derivatives, and their applications to business and economics.

MAT 1523 - Business Calculus II

3 Semester Hours (Prerequisite: MAT 1513 with "C" or above) A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics

MAT 1613 - Calculus I

3 Semester Hours (Prerequisite: MAT 1313 and MAT 1323 with "C" or above OR MAT 1343 with "C" or above; or high school equivalents and ACT math subs score of 22 or above) This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives; vectors.

MAT 1623 - Calculus II

3 Semester Hours (Prerequisite: MAT 1613 with C or above) This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications; vectors.

MAT 1723 - Real Number System

3 Semester Hours (Prerequisite: ACT math subscore of 17-18 or MAT 0123 with "C" or above) Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers.

MAT 1733 - Geometry, Measurement, and Probability

3 Semester Hours (Prerequisite: ACT math subscore of 17-18 or MAT 0123 with "C" or above) Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability.

MAT 2113 - Introduction to Linear Algebra

3 Semester Hours (Prerequisite: MAT 1613 with "C" or above) This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; eigenvalues and eigenvectors .

MAT 2323 - Statistics

3 Semester Hours (Prerequisites: High School Algebra I and II AND ACT math subscore of 19 or above; or MAT 1233 with "C" or above) Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing.

MAT 2613 - Calculus III

3 Semester Hours (Prerequisite: MAT 1623 with "C" or above) This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series; vectors and geometry of space.

MAT 2623 - Calculus IV

3 Semester Hours (Prerequisite: MAT 2613 with "C" or above) This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem.

MAT 2913 - Differential Equations

3 Semester Hours (Prerequisite: MAT 2613 with "C" or above) This course includes the following topics: solution of first and higher order differential equations; existence theorems; Laplace transforms; applications.

Medical Assisting Technology**MET 1113 - Medical Terminology**

3 Semester Hours Corequisites: MET 1214, MET 1314, MET 1413, MET 2334 This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedure, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software. Two hours lecture and two hours laboratory.

MET 1214 - Medical Business Practices

4 Semester Hours Corequisites: MET 1113, MET 1314, MET 1413, MET 2334 This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis is placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours lab.

MET 1314 - Clinical Procedures I

4 Semester Hours Co-requisites: MET 1113, MET 1214, MET 1413, MET 2334 The purpose of this course is to introduce the student to basic clinical skills, Occupational Safety and Health Administration (OSHA) Standards, handwashing, vital signs, patient preparation, and assisting with examinations, emphasizing the importance of being proficient. This course also provides students with opportunities to practice and demonstrate proficiency in simulated settings and check-offs. Two hours lecture and two hours lab.

MET 1323 - Clinical Procedures II

3 Semester Hours (Prerequisite: Clinical Procedures I MET 1313) Corequisites: MET 2224, MET 2234, MET 2613, MAT 1513 This course is a continuation of Clinical Procedures I and will expand the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance. Two hours lecture and two hours laboratory.

MET 1413 - Medical Law and Ethics

3 Semester Hours Corequisites: MET 1113, MET 1214, MET 1314, MET 2334 This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability. Three hours lecture

MET 1513 - Pharmacology for Medical Assistants

3 Semester Hours , corequisites: MET 1323, MET 2224, MET 2234, MET 2613 The course reflects basic theory and clinical information related to drugs, including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. Three hours lecture

MET 2224 - Computer Concepts for Medical Assistants

4 Semester Hours Corequisites: MET 1323, MET 2234, MET 2613, MET 1513 This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices. After completion of this course, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. Two hours lecture and four hours laboratory

MET 2234 - Medical Insurance

4 Semester Hours (Prerequisites: Medical Terminology MET 1113) Corequisites: MET 1323, MET 2224, MET 2613, MET 1513 The purpose of this course is to acquaint the student with different types of insurance, including disability, Worker's Compensation, Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD -9 - CM and CPT coding will be presented. Three hours lecture and two hours lab.

MET 2334 - Medical Laboratory for Medical Assistants

4 Semester Hours Corequisites: MET 1113, MET 1214, MET 1314, MET 1413 This course covers techniques of the clinical laboratory including competent use of the microscope, and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Develops proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and accurately reporting test results commonly performed in a physician's office. Three hours lecture and two hours laboratory

MET 2613 - Clinical Review

3 Semester Hours corequisites: MET 1323, MET 2224, MET 2234, MET 1513 This summary course is designed to review the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional development issues. Three hours lecture

MET 2716 - Practicum

6 Semester Hours Prerequisite: Successful completion of all first and second semester MET courses. This course includes supervised experience in medical offices to provide student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences; designed to strengthen learning situations brought up in a clinical externship. One hour lecture and fifteen hours laboratory.

Medical Laboratory Technology**MLT 1111 - Fundamentals of Medical Laboratory Technology**

1 Semester Hours Introduction to lab safety, microscope, lab glassware, venipuncture, quality assurance, and equipment. Laboratory organization, medical ethics, and employment opportunities will be presented. Two hours laboratory.

MLT 1212 - Urinalysis/Body Fluids

2 Semester Hours Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. One hour lecture and two hours laboratory

MLT 1313 - Clinical Hematology I

3 Semester Hours A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. Two hours lecture and two hours laboratory

MLT 1324 - Clinical Hematology II

4 Semester Hours Prerequisite: C or higher in MLT 1313 The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Three hours lecture and two hours laboratory

MLT 1413 - Clinical Immunology/Serology

3 Semester Hours Basic principles of serology/ immunology; theory and performance of routine serology tests. Two hours lecture and two hours laboratory.

MLT 1515 - Clinical Chemistry

5 Semester Hours (Prerequisites: CHE 1213 and CHE 1211, or CHE 1223 and CHE 1221, or CHE 1313 and CHE 1311, or CHE 1413 and CHE 1411) Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. Three hours lecture and four hours laboratory.

MLT 2424 - Immunohematology

4 Semester Hours Prerequisite: C or higher in MLT 1313 , MLT MLT 1324 , and MLT 1413 Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, and identification. Investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory

MLT 2612 - Parasitology

2 Semester Hours This course covers the morphology, physiology, life cycles, and epidemiology of parasites of animals with emphasis on human pathogenic parasites. Identification of the parasites from human material is also included. One hour lecture and two hours laboratory.

MLT 2614 - Pathogenic Microbiology

4 Semester Hours Prerequisite: C or higher in MLT 2612 Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. Two hours lecture and four hours laboratory.

MLT 2723 - Certification Fundamentals

3 Semester Hours An in- depth study and review of material covered in the MLT Curriculum. Designed to prepare the student for the National Registry/Certifying exams. (Completion of all didactic MLT courses) Three hour lecture

MLT 2916 - Clinical Practice I

6 Semester Hours (Prerequisites: MLT 1111, MLT 1313, MLT 1324, MLT 2612 and MLT 1413 with a grade of "C" or above) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology and immunology. Forty hours a week for 6 weeks.

MLT 2926 - Clinical Practice II

6 Semester Hours (Prerequisites: MLT 1515, MLT 2813, and MLT 1212 with a grade of "C" or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are clinical chemistry and urinalysis. Forty hours a week for 8 weeks.

MLT 2936 - Clinical Practice III

6 Semester Hours (Prerequisites: MLT 2612, MLT 2424, and MLT 2614 with a grade of "C" or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are immunohematology and microbiology. Forty hours a week for 8 weeks.

Modern Foreign Language**MFL 1113 - Elementary French I**

3 Semester Hours This course is designed to develop basic language skills; reading, speaking, and writing. Classroom and laboratory drills are employed. Extensive study guides are provided, and daily test and quizzes are given.*

MFL 1123 - Elementary French II

3 Semester Hours (Prerequisite: MFL 1113). Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Extensive study guides are provided, and tests and quizzes are given at every classroom and laboratory session.*

MFL 1213 - Elementary Spanish I

3 Semester Hours This course is designed to develop the basic language skills; listening, reading, speaking, and writing. Text-based and teacher-produced classroom activities are used to introduce and to practice grammar and pronunciation. Regularly assigned Internet-based laboratory activities are used to reinforce classroom learning. Spanish video materials are presented for enrichment and comprehension practice. Daily quizzes and chapter tests are given throughout the semester.

MFL 1223 - Elementary Spanish II

3 Semester Hours (Prerequisite: MFL 1213 with a final grade of "C" or above). This course is designed to continue to develop the basic language skills: listening, reading, speaking, and writing. Text-based and teacher-produced classroom activities are used to introduce and to practice grammar and pronunciation. Regularly assigned Internet-based laboratory activities are used to reinforce classroom learning. Spanish video materials are presented for enrichment and comprehension practice. Daily quizzes and chapter tests are given through the semester. Special emphasis is placed upon irregular verbs, reflexives, and the past tense.

MFL 2113 - Intermediate French I

3 Semester Hours (Prerequisites: MFL 1113 and MFL 1123, or two years of high school French and consent of instructor). A review of French grammar and continued development of basic language skills. Reading materials are used which have literary and cultural value. Extensive study guides are provided, and tests and quizzes are given during every class session.

MFL 2123 - Intermediate French II

3 Semester Hours (Prerequisite: MFL 2113). Literary and cultural appreciation of the language and the country is enhanced by further reading in class and by special reports. Extensive study guides are provided, and tests and quizzes are given during every class session.

MFL 2213 - Intermediate Spanish I

3 Semester Hours (Prerequisites: MFL 1213 and MFL 1223 with a final grade of "C" or above, or two documented years of high school Spanish on transcript and consent of instructor, OR completion of a Spanish placement test indicating readiness for this level and consent of instructor). This course is designed to continue to develop the basic language skills: listening, reading, speaking, and writing, as well as to encourage conversation in Spanish in the classroom. Text-based and teacher-produced classroom activities are used to introduce and to practice grammar and pronunciation. Regularly assigned Internet-based laboratory activities are used to reinforce classroom learning. Spanish video materials are presented for enrichment and comprehension practice. Daily quizzes and chapter tests are given through the semester. Special emphasis is placed upon irregular verbs in the preterit, introduction to the imperfect, and introduction to the subjunctive.

MFL 2223 - Intermediate Spanish II

3 Semester Hours (Prerequisite: MFL 1213, MFL 1223, and MFL 2213 with a final grade of "C" or above). This course is designed to continue to develop the basic language skills: listening, reading, speaking, and writing, as well as to encourage conversation in Spanish in the classroom through the use of a telenovela and other realia. Text-based and teacher-produced classroom activities are used to introduce and to practice grammar and pronunciation. Regularly assigned Internet-based laboratory activities are used to reinforce classroom learning. Spanish video materials are presented for enrichment and comprehension practice. Daily quizzes and chapter tests are given through the semester. Special emphasis is placed upon further work with the subjunctive, probability, and the perfect tenses.

Music Applied**MUA 1141 - Brass Non-Major I**

4 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1151 - Brass Non-Major II

4 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1172 - Brass Major Education I

2 Semester Hours Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA 1173 - Brass Performance I

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1182 - Brass Major Education II

2 Semester Hours Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA 1183 - Brass Performance II

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1211 - Class Guitar I

1 Semester Hours Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique.

MUA 1221 - Class Guitar II

1 Semester Hours Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique.

MUA 1241 - Elective Guitar I

1 Semester Hours Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature.

MUA 1251 - Elective Guitar II

1 Semester Hours Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature.

MUA 1272 - Guitar Major Education I

2 Semester Hours Guitar instruction for music majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature.

MUA 1282 - Guitar Major Education II

2 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1331 - Organ Non-Major I

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1341 - Organ Non-Major II

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1362 - Organ Major Education I

2 Semester Hours Private lessons include the fundamentals techniques, reading, interpretation, registration and performance, as well as hymns and service playing. Compositions are selected to suit the individual's background and ability.

MUA 1363 - Organ Performance I

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1372 - Organ Major Education II

2 Semester Hours Private lessons include the fundamentals techniques, reading, interpretation, registration and performance, as well as hymns and service playing. Compositions are selected to suit the individual's background and ability.

MUA 1373 - Organ Performance II

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1441 - Elective Percussion I

1 Semester Hours Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

MUA 1451 - Elective Percussion II

1 Semester Hours Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

MUA 1472 - Percussion Major Education I

2 Semester Hours Percussion introduction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing.

MUA 1473 - Percussion Performance I

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1482 - Percussion Major Education II

2 Semester Hours Percussion introduction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing.

MUA 1483 - Percussion Performance II

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1511 - Piano Class I

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1521 - Piano Class II

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1541 - Piano Non-Major I

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1551 - Piano Non-Major II

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1572 - Piano Major Education I

2 Semester Hours Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suit the individual's background and ability.

MUA 1573 - Piano Performance I

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1582 - Piano Major Education II

2 Semester Hours Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suit the individual's background and ability.

MUA 1583 - Piano Performance II

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1711 - Voice Class I

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1721 - Voice Class II

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1741 - Voice Non-Major I

1 Semester Hours Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability.

MUA 1751 - Voice Non-Major II

1 Semester Hours Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability.

MUA 1772 - Voice Major Education I

2 Semester Hours Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 1773 - Voice Performance I

3 Semester Hours Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 1782 - Voice Major Education II

2 Semester Hours Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 1783 - Voice Performance II

3 Semester Hours Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 1841 - Elective Woodwinds I

1 Semester Hours Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

MUA 1851 - Elective Woodwinds II

1 Semester Hours Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

MUA 1872 - Woodwinds Major Education I

2 Semester Hours Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's interest in playing, and strengthen the student's playing ability.

MUA 1873 - Woodwinds Performance I

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 1882 - Woodwinds Major Education II

2 Semester Hours Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's interest in playing, and strengthen the student's playing ability.

MUA 1883 - Woodwinds Performance II

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2141 - Brass Non-Major III

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2151 - Brass Non-Major IV

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2172 - Brass Major Education III

2 Semester Hours Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA 2173 - Brass Performance III

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2182 - Brass Major Education IV

2 Semester Hours Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA 2183 - Brass Performance IV

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2211 - Class Guitar III

1 Semester Hours Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique.

MUA 2221 - Class Guitar IV

1 Semester Hours Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique.

MUA 2241 - Elective Guitar III

1 Semester Hours Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature.

MUA 2251 - Elective Guitar IV

1 Semester Hours Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature.

MUA 2272 - Guitar Major Education III

2 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2282 - Guitar Major Education IV

2 Semester Hours Guitar instruction for music majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature.

MUA 2331 - Organ Non-Major III

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2341 - Organ Non-Major IV

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2362 - Organ Major Education III

2 Semester Hours Private lessons include the fundamentals techniques, reading, interpretation, registration and performance, as well as hymns and service playing. Compositions are selected to suit the individual's background and ability.

MUA 2363 - Organ Performance III

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2372 - Organ Major Education IV

2 Semester Hours Private lessons include the fundamentals techniques, reading, interpretation, registration and performance, as well as hymns and service playing. Compositions are selected to suit the individual's background and ability.

MUA 2373 - Organ Performance IV

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2441 - Elective Percussion III

1 Semester Hours Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

MUA 2451 - Elective Percussion IV

1 Semester Hours Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

MUA 2472 - Percussion Major Education III

2 Semester Hours Percussion introduction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing.

MUA 2473 - Percussion Performance III

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2482 - Percussion Major Education IV

2 Semester Hours Percussion introduction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing.

MUA 2483 - Percussion Performance IV

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2511 - Piano Class III

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2521 - Piano Class IV

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2541 - Piano Non-Major III

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2551 - Piano Non-Major IV

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2572 - Piano Major Education III

2 Semester Hours Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suit the individual's background and ability.

MUA 2573 - Piano Performance III

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2582 - Piano Major Education IV

2 Semester Hours Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suit the individual's background and ability.

MUA 2583 - Piano Performance IV

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2711 - Voice Class III

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2721 - Voice Class IV

1 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2741 - Voice Non-Major III

1 Semester Hours Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability.

MUA 2751 - Voice Non-Major IV

1 Semester Hours Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature, and develop and improve the student's vocal ability.

MUA 2772 - Voice Major Education III

2 Semester Hours Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 2773 - Voice Performance III

3 Semester Hours Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 2782 - Voice Major Education IV

2 Semester Hours Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 2783 - Voice Performance IV

3 Semester Hours Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 2841 - Elective Woodwinds III

1 Semester Hours Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

MUA 2851 - Elective Woodwinds IV

1 Semester Hours Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

MUA 2872 - Woodwinds Major Education III

2 Semester Hours Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's interest in playing, and strengthen the student's playing ability.

MUA 2873 - Woodwinds Performance III

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

MUA 2882 - Woodwinds Major Education IV

2 Semester Hours Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's interest in playing, and strengthen the student's playing ability.

MUA 2883 - Woodwinds Performance IV

3 Semester Hours A one hour applied music course will consist of two one hour class lessons or one half hour private lesson per week. A student desiring to study an instrument as an elective will register for a one hour course unless the instructor believes that the student's proficiency warrants his registering for a two or three hour course.

Music - Ensembles (Band)**MUO 1111 - Band I**

1 Semester Hours Regular practice periods each week plus additional sessions when needed. Practice includes full band rehearsal, marching drill, and ensemble work.

MUO 1121 - Band II

1 Semester Hours

MUO 2111 - Band III

1 Semester Hours

MUO 2121 - Band IV

1 Semester Hours

Music - Ensembles (Chorus)**MUO 1211 - Choir I**

1 Semester Hours A course designed for music majors and non-music majors focused on performing choral music from a variety of style periods and creating interest in choral development.

MUO 1221 - Choir II

1 Semester Hours

MUO 1241 - Small Singing Groups I

1 Semester Hours A course for select singers focused on performing from one or more years of music.

MUO 1251 - Small Singing Groups II

1 Semester Hours A course for select singers focused on performing from one or more years of music.

MUO 2211 - Choir III

1 Semester Hours

MUO 2221 - Choir IV

1 Semester Hours

MUO 2241 - Small Singing Groups III

1 Semester Hours A course for select singers focused on performing from one or more years of music.

MUO 2251 - Small Singing Groups IV

1 Semester Hours A course for select singers focused on performing from one or more years of music.

Music - Ensembles (Small Band Groups)**MUO 1141 - Small Band Groups I**

1 Semester Hours Brass, woodwind and percussion ensembles. Study and performance of music literature written for small brass, woodwind and percussion groups throughout the history of music. Also includes color guard, pom squad, and dance ensembles as well as band managers.

MUO 1151 - Small Band Groups II

1 Semester Hours

MUO 2141 - Small Band Groups III

1 Semester Hours

MUO 2151 - Small Band Groups IV

1 Semester Hours

Music - Ensembles (Stage Band)**MUO 1171 - Stage Band I**

1 Semester Hours A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

MUO 1181 - Stage Band II

1 Semester Hours A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

MUO 2171 - Stage Band III

1 Semester Hours A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

MUO 2181 - Stage Band IV

1 Semester Hours A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

Nursing

NUR 1001 - Nursing Cardiopulmonary Resuscitation Skills

1 Semester Hours (Elective) The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an A H A card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1011 - Nursing Membership Organization

1 Semester Hours (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the "member within the discipline of Nursing" role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1021 - Nursing Membership Organization

1 Semester Hours (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the "member within the discipline of Nursing" role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1101 - Nursing Process Transition

1 Semester Hours (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of nursing knowledge and skills included. Self-study activities, skills laboratory performance, counseling and self-evaluation included. Study program arranged with Assistant Academic Head. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1111 - Strategies for Success in Nursing

1 Semester Hours (Required) This course fosters the student's identification of personal strengths, challenges, and goals by review of topics including: career choice, study habits, note taking, learning styles, professional communication, time management, test taking techniques, clinical behaviors, documentation and informatics competency, preparation for clinical responsibilities, self-evaluation, evidenced based nursing practice, and learning resources. May be completed any semester of the curriculum. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1118 - Nursing Fundamentals

8 Semester Hours (Prerequisites: BIO 2514 and BIO 2524) The nursing process is introduced with emphasis on assessment of adults. Basic human needs and developmental tasks are viewed from the theoretical frame-works of Maslow and Erikson as they relate to the adult client experiencing stress due to normal variations and/or threats to human needs. Concepts of caring and interpersonal relationships are integrated throughout course content. The interpersonal component focuses on the geriatric client through the life review process. Nursing skills are taught, demonstrated, and evaluated. (Five hours lecture and nine hours laboratory/clinical per week.) *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1121 - Nursing Mathematics

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1131 - Nursing Heritage

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1141 - Nursing Case Studies

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course. CREDIT: 1 or 2 semester credit hours.) *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1142 - Nursing Case Studies

2 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course. CREDIT: 1 or 2 semester credit hours.) *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1151 - Nursing Clinical Reasoning

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1118, 1229, 2339, or 2449) This course provides opportunities for nursing students to enhance their clinical reasoning and clinical judgment skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self-paced, instructor guided course. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1161 - Nursing Pharmacology I

1 Semester Hours (Elective) (Prerequisite: Admission to ADN program; Co-requisite: NUR 1118)

This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side-effects, interactions and essential nursing knowledge. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1171 - Evidence-Based Practice in Nursing

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or 2449). This course will introduce the nursing student to basic research concepts. Emphasis will be placed on critique of published nursing research and discussion of the impact of the research findings to clinical nursing practice. Self-paced, instructor guided course. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1229 - Nursing Care of the Family

9 Semester Hours (Prerequisites: NUR 1118, Prerequisite or Co-requisite EPY 2533.) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal component focuses on the family. Planned assessment and teaching interventions are directed toward family members. Six hours lecture and nine hours of clinical/laboratory per week. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1233 - Nursing Preceptorship

3 Semester Hours (Elective) (Prerequisites: Successful completion of NUR 1118 and 1229). This elective course is designed to provide application of learned Nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities. One hour of lecture and 2 hours of clinical/laboratory. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1261 - Nursing Pharmacology II

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 1229). This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 1333 - Nursing Externship

3 Semester Hours (Elective) (Prerequisites: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nurse Intern Program by a participating clinical agency). This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2011 - Nursing Membership Organization

1 Semester Hours (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the "member within the discipline of Nursing" role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2021 - Nursing Membership Organization

1 Semester Hours (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the "member within the discipline of Nursing" role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2333 - Nursing Trends and Issues

3 Semester Hours (Prerequisites: All first year courses. Co- requisite NUR 2339). This course explores the development of self as a member of the nursing profession. Management aspects are addressed along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing. Three hours of lecture per week. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2339 - Nursing Care of the Adult I

9 Semester Hours (Prerequisites: NUR 1118, NUR 1229, and BIO 2924. Co-requisites: NUR 2333).

The nursing process continues with emphasis on the implementation of care for adult clients experiencing deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included. Five (5) hours of lecture, twelve (12) hours of clinical/lab per week. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2361 - Nursing Pharmacology III

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 2339). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2443 - Nursing Readiness Evaluation and Computer Application

3 Semester Hours (Prerequisites: NUR 1118, NUR 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2449 - Nursing Care of the Adult II

9 Semester Hours (Prerequisites: NUR 1118, NUR 1229, and NUR 2339. Prerequisite or Co-requisite: NUR 2333). The nursing process continues with emphasis on the evaluation of care for the adult client experiencing deprivations and/or threats to human needs. Emphasis is placed on decision-making skills and critical thinking. Care for clients with psychosocial deprivations is included. (Five hours lecture and twelve hours clinical/laboratory per week.) *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

NUR 2461 - Nursing Pharmacology IV

1 Semester Hours (Elective) (Co-requisite: Enrollment in NUR 2449). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues. *NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.*

Paralegal Technology**LET 1123 - Introduction to Law**

3 Semester Hours Course designed to provide a general perspective of the legal system with concentration being placed on the structure and operation of the court system. Three hours lecture.

LET 1213 - Legal Research

3 Semester Hours Introduction to the sources and methods of Legal Research. Three hours lecture.

LET 1513 - Family Law

3 Semester Hours Course designed to familiarize the student with the basic areas of family law; includes divorce, annulment, child custody, and child support. Three hours lecture.

LET 1523 - Wills and Estates

3 Semester Hours Introduction to the basic concepts of inheritance and estates, probate procedure and preparation of documents. Three hours lecture.

LET 1713 - Legal Writing

3 Semester Hours Introduction to the organization and writing of legal documents using the sources of legal research and other legal documents. Three hours lecture.

LET 2313 - Civil Litigation I

3 Semester Hours The study and drafting of forms and pleadings used in the civil litigation process, rules of court, and interviewing clients and witnesses. Three hours lecture.

LET 2323 - Torts

3 Semester Hours Study of civil wrongs as distinguished from breach of contract. Concentrates on types of torts, elements, and damages. Three hours lecture.

LET 2333 - Civil Litigation II

3 Semester Hours The continuing study of the litigation process from discovery through appeal. Three hours lecture.

LET 2453 - Real Property I

3 Semester Hours Study of real estate laws to include rights incidental to property ownership, trust deeds, and foreclosures. Three hours lecture.

LET 2463 - Real Property II

3 Semester Hours (Prerequisite: LET 2453) Emphasis on title checking, loan closings, and preparation of real estate documents such as deeds, trust deeds, etc. Course designed to provide practical experience in the checking of titles in court houses. Three hours lecture.

LET 2523 - Bankruptcy Law

3 Semester Hours This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters, and forms. Three hours lecture.

LET 2633 - Law Office Management

3 Semester Hours This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture.

LET 2923 - Internship for Paralegal

3 Semester Hours Practical experience in law office, bank, government office, or court house. Minimum of 135 clock hours.

Philosophy**PHI 1113 - Old Testament Survey**

3 Semester Hours The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

PHI 1133 - New Testament Survey

3 Semester Hours A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in Gospels, Acts, and other New Testament books.

PHI 2113 - Introduction to Philosophy

3 Semester Hours An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills.

Physics

PHY 1114 - Introduction to Astronomy

4 Semester Hours A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

PHY 1214 - Survey of Physics

4 Semester Hours A combined lecture and laboratory course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Lecture and laboratory.

PHY 2244 - Physical Science I

4 Semester Hours A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

PHY 2254 - Physical Science II

4 Semester Hours A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

PHY 2414 - General Physics I

4 Semester Hours (Prerequisites: MAT 1313 and MAT 1323 or MAT 1613) A combined lecture and laboratory course covering mechanics, heat, waves, and sound. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. (This is a non-calculus based course primarily for pre-professional majors.)

PHY 2424 - General Physics II

4 Semester Hours (Prerequisites: PHY 2414). A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

PHY 2514 - General Physics I-A

4 Semester Hours (Pre-/Co-requisites: MAT 1623) A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, and mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture, one hour drill, and two hours laboratory.

PHY 2524 - General Physics II-A

4 Semester Hours (Prerequisites: PHY 2514). A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture, one hour drill, and two hours laboratory.

Political Science

PSC 1113 - American National Government

3 Semester Hours Survey of the organizations, political aspects and basis of American government.

PSC 1123 - American State and Local Government

3 Semester Hours The relationship among states, national, and local governments. The organization, function, and operation of the three branches with emphasis on the state and local government.

PSC 2113 - Comparative Government

3 Semester Hours A survey of various governmental systems beyond the United States.

Practical Nursing Education

PNV 1444 - Nursing Fundamentals and Clinical

14 Semester Hours This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. Study includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, medical terms, preparation to assist the patient in meeting basic living needs, and provides demonstration of the supervised practice of the fundamental skills related to practical nursing. Successful completion of PNV 1444 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.

PNV 1524 - IV Therapy and Pharmacology

4 Semester Hours This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is certified in the expanded role of IV Therapy in accordance with the Mississippi Nursing Practice Law and Administrative Code. Additionally, this course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, drug calculations, regulatory requirements, and basic principles of drug administration. In addition, tuberculosis surveillance and testing certification will be provided in association with the American Lung Association of Mississippi and the Mississippi Department of Health. This course meets the requirements of the Mississippi Board of Nursing for IV certification.

PNV 1682 - Adult Health Nursing Concepts and Clinical

12 Semester Hours This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy for various disorders is included. In addition, this course includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life-threatening physical conditions in all body systems. Successful completion of PNV 1682 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.

PNV 1728 - Specialty Areas in Nursing

8 Semester Hours This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Successful completion of PNV 1728 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.

PNV 1914 - Nursing Transition

4 Semester Hours This course discusses the legal aspects of nursing, employment opportunities, responsibilities, and preparation of the student for role transition. In addition this course further develops decision making skills, promotes an interest in continued professional development, and aides in preparing the student to take the National Council Licensure Examination (NCLEX-PN). Students must demonstrate the role of an entry level LPN in the clinical setting in addition to classroom assignments.

Precision Manufacturing and Machining Technology**MST 1114 - Power Machinery I**

4 Semester Hours A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills. Two hours lecture and four hours laboratory

MST 1124 - Power Machinery II

4 Semester Hours A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and four hours laboratory.

MST 1313 - Machine Tool Mathematics

3 Semester Hours An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining.

MST 1413 - Blueprint Reading

3 Semester Hours Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. (3 sch: 2 hrs lecture, 2 hrs lab).

MST 1423 - Advanced Blueprint Reading

3 Semester Hours A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. (3 sch: 2 hrs lecture, 2 hrs lab).

MST 1613 - Precision Layout

3 Semester Hours An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory.

MST 2134 - Power Machinery III

4 Semester Hours A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine. Two hours lecture and four hours laboratory.

MST 2144 - Power Machinery IV

4 Semester Hours A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and four hours laboratory

MST 2714 - Computer Numerical Control Operations I

4 Semester Hours An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Two hours lecture and four hours laboratory

MST 2724 - Computer Numerical Control Operations II

4 Semester Hours A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture and two hours laboratory

MST 2734 - Fundamentals of CAD/CAM

4 Semester Hours This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. 3 hours of lecture and 2 hours of lab

MST 2813 - Metallurgy

3 Semester Hours An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Two hours lecture and two hours laboratory.

MST 2911 - Special Problem

1 Semester Hours A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience 2 hours laboratory

MST 2912 - Special Problem

2 Semester Hours A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience 4 hours laboratory

MST 2913 - Special Problem

3 Semester Hours A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience 6 hours laboratory

MST 2923 - Supervised Work Experience in Precision Manufacturing & Machining

3 Semester Hours A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

TDT 1124 - Die Repair

4 Semester Hours An introduction to the repair and maintenance of industrial dies, including practice using industrial dies. Two hours lecture and four hours laboratory.

TDT 1133 - Die Design I

3 Semester Hours An introduction to the design of industrial dies. Includes instruction and practice in calculations and processes of die design. Lecture with laboratory demonstration.

TDT 2183 - Jigs, Fixtures, and Tools

3 Semester Hours A course to provide students with specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures, and other tools. One hour lecture and four hours laboratory.

TDT 2233 - Computer Numerical Control Operations III

3 Semester Hours A continuation of Computerized Numerical Control Operations II with special emphasis on die making operations. Includes instruction and practice in the use of the traveling wire electrical discharge machine. One hour lecture and four hours laboratory.

Psychology

PSY 1513 - General Psychology

3 Semester Hours An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.

PSY 2113 - Laboratory in Psychology: Cognition & Behavior

3 Semester Hours (Prerequisite: General Psychology PSY 1513 and pre-/co-requisite: Statistics MAT 2323). Students will experience discussion and application of descriptive (survey, case study, archival, and observational), correlation and experimental research methods. Specifically, the purpose is to train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual, and cognitive functioning. The student will be introduced to research ethics and issues.

PSY 2223 - Perspectives on Child Maltreatment & Child Advocacy

3 Semester Hours This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies.

PSY 2323 - Statistics for the Behavioral Sciences

3 Semester Hours This course is an introduction to descriptive and inferential statistics, including measures of central tendency and variability, correlation, t-tests and analysis of variance.

PSY 2513 - Child Psychology

3 Semester Hours (Prerequisite: PSY 1513) A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence.

PSY 2533 - Human Growth & Development

3 Semester Hours A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial, and cognitive development.

PSY 2553 - Psychology of Personal Adjustment

3 Semester Hours (Prerequisite recommended: General Psychology PSY 1513) A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration.

Radiologic Technology

RGT 1114 - Clinical Education I

4 Semester Hours This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical.

RGT 1124 - Clinical Education II

4 Semester Hours This course is a continuation of Clinical Education I. This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical.

RGT 1139 - Clinical Education III

9 Semester Hours This course is a continuation of Clinical Education II. This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-seven hours clinical.

RGT 1213 - Fundamentals of Radiography

3 Semester Hours This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and fundamental legal responsibilities. Three hours lecture.

RGT 1223 - Patient Care and Radiography

3 Semester Hours This course will provide the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education will be identified. (2 hrs lecture, 2 hrs lab)

RGT 1312 - Principles of Radiation Protection

2 Semester Hours This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Two hours lecture.

RGT 1413 - Imaging Principles

3 Semester Hours This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions, and problem solving. This course presents an introduction to film processing including darkroom design and equipment. Included are chemistry of developing solutions, procedures of general maintenance, quality control, and silver recovery methods. (3 sch: 2 hrs lecture, 2 hrs lab)

RGT 1423 - Digital Imaging

3 Semester Hours This course is designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Included are factors that impact image acquisition, display, archiving, and retrieval. In addition, principles of digital system quality assurance and maintenance are introduced along with guidelines for selecting exposure factors and evaluating images within a digital system to assist students to bridge between film-based and digital imaging systems. (2 hrs lecture, 2 hrs lab)

RGT 1513 - Radiographic Procedures I

3 Semester Hours This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities and digestive system. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory.

RGT 1523 - Radiographic Procedures II

3 Semester Hours This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, urinary system, lower extremities, bony thorax, and the mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory.

RGT 1613 - Physics of Imaging Equipment

3 Semester Hours This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture.

RGT 2132 - Ethical and Legal Responsibilities

2 Semester Hours Legal terminology, concepts, and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's family, and professional peers through comparison of diverse populations based on their value systems, cultural and ethnic influences, communication styles, socioeconomic influences, health risks, and life stage. Two hours lecture.

RGT 2147 - Clinical Education IV

7 Semester Hours This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty one hours clinical.

RGT 2157 - Clinical Education V

7 Semester Hours This course is a continuation of Clinical Education IV. Included is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical.

RGT 2533 - Radiographic Procedures III

3 Semester Hours This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours lab.

RGT 2542 - Radiographic Procedures IV

2 Semester Hours This course is a study of special radiographic procedures that utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system. (2 sch: 2 hrs lecture)

RGT 2911 - Radiation Biology

1 Semester Hours This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumentation for detection, and measurement and calculation of dosage. One hour lecture.

RGT 2921 - Radiographic Pathology

1 Semester Hours This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented. (1 sch: 1 hr lecture)

RGT 2933 - Certification Fundamentals

3 Semester Hours This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. Three hours lecture.

Reading Skills Enhancement**REA 1213 - Reading Enhancement I**

(3 - Institutional credit only) Semester Hours A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary, and some study skills. Guidance in developing wide reading interest.

Respiratory Care Technology**RCT 1213 - Respiratory Care Science**

3 Semester Hours This course is designed to introduce the student respiratory care therapist to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. (3 hours lecture per week)

RCT 1223 - Patient Assessment and Planning

3 Semester Hours Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture and two hours laboratory.

RCT 1313 - Cardiopulmonary Anatomy and Physiology

3 Semester Hours This course is a study of cardiopulmonary physiology in relation to the practice of respiratory care. Three hours lecture.

RCT 1322 - Pulmonary Function Testing (PFT)

2 Semester Hours This course is an introduction to pulmonary function technique and testing equipment. One hour lecture and two hours laboratory.

RCT 1416 - Respiratory Care Technology I

6 Semester Hours This course is a study of respiratory treatments and equipment design and operation related to critical and noncritical care procedures. Three hours lecture and six hours laboratory.

RCT 1424 - Respiratory Care Technology II

4 Semester Hours This course is a continuation of Respiratory Care Practitioner I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture and two hours laboratory.

RCT 1515 - Clinical Practice I

5 Semester Hours Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Fifteen hours of clinical.

RCT 1523 - Clinical Practice II

3 Semester Hours In this course, students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. Eight hours clinical.

RCT 1613 - Respiratory Care Pharmacology

3 Semester Hours This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture.

RCT 2334 - Cardiopulmonary Pathology

4 Semester Hours This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/ or clinical simulations will be utilized to enforce learning and evaluate progress. Three hours lecture and two hours laboratory.

RCT 2434 - Respiratory Care Technology III

4 Semester Hours A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture and two hours laboratory.

RCT 2534 - Clinical Practice III

4 Semester Hours In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Twelve hours clinical.

RCT 2546 - Clinical Practice IV

6 Semester Hours This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Eighteen hours clinical.

RCT 2613 - Neonatal/Pediatrics Management

3 Semester Hours This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary birth disorders, neonatal and pediatric disease process, and the mode of treatment. Three hours lecture.

RCT 2714 - Respiratory Care Seminar

4 Semester Hours The course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Two hours lecture and four hours laboratory.

Social Work**SWK 1113 - Social Work: A Helping Profession**

3 Semester Hours This course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry.

SWK 2113 - Perspectives on Child Maltreatment & Child Advocacy

3 Semester Hours This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy and the future. The field of child maltreatment is fraught with controversy and much of the class focuses on these controversies.

SWK 2223 - Perspectives on Child Maltreatment & Child Advocacy

3 Semester Hours This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies.

Sociology

SOC 2113 - Introduction to Sociology

3 Semester Hours This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined.

SOC 2133 - Social Problems

3 Semester Hours SOC 2113 A study of the theoretical, analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them.

SOC 2143 - Marriage and Family

3 Semester Hours A study of the development of marriage and family as cultural units in society.

SOC 2223 - Perspectives on Child Maltreatment & Child Advocacy

3 Semester Hours SOC 2113 Introduction to Sociology This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. 3

Speech

SPT 1113 - Public Speaking I

3 Semester Hours A study of the principles of effective speaking and their application in preparing and delivering introductory, demonstration, informative, and persuasive speeches; major emphasis on organization of material.

SPT 1153 - Voice, Diction & Phonetics

3 Semester Hours A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production.

SPT 1213 - Fundamentals of Theatre Production

3 Semester Hours A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production.

SPT 1223 - Movement for the Actor

3 Semester Hours Techniques for stage movement for the actor.

SPT 1233 - Acting I

3 Semester Hours An introduction to the training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, and scene work.

SPT 1241 - Drama Production I

1 Semester Hours Participation in college drama productions. Required for Theatre majors.

SPT 1251 - Drama Production II

1 Semester Hours Participation in college drama productions. Required for Theatre majors.

SPT 1273 - Theatrical Makeup

3 Semester Hours Techniques in the application of makeup for the stage.

SPT 2223 - Introduction to Dramatic Arts

3 Semester Hours (Stagecraft) Stagecraft, lighting, makeup, acting, and production techniques. Students are required to participate in assigned plays. Three hours lecture plus laboratory in actual play production.

SPT 2233 - Theatre Appreciation

3 Semester Hours An introduction of the cultural, historical, and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standard through demonstration of the unique characteristics of theatre. A fine arts elective.

SPT 2241 - Drama Production III

1 Semester Hours Participation in college drama productions. Required for Theatre majors.

SPT 2251 - Drama Production IV

1 Semester Hours Participation in college drama productions. Required for Theatre majors.

Other Courses**Elective ACAD - Elective (Academic)**

3 Semester Hours Approved advisor elective: AGR 1214 - Animal Science AGR 1313 - Plant Science AGR 2224 - Feeds and Feeding AGR 2254 - Livestock Judging and Evaluation AGR 2314 - Basic Soils AGR 2713 - Principles of Agricultural Economics ART 1113 - Art Appreciation ART 1313 - Drawing I ART 1323 - Drawing II ART 1383 - Photography I ART 1433 - Design I ART 1443 - Design II ART 1453 - Three-Dimensional Design ART 1513 - Computer Art ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II ART 2713 - Art History I ART 2723 - Art History II BIO 1114 - Principles of Biology I BIO 1124 - Principles of Biology II BIO 1134 - General Biology I BIO 1144 - General Biology II BIO 1214 - Environmental Science BIO 1314 - Botany I BIO 1534 - Survey of Anatomy and Physiology BIO 2514 - Anatomy and Physiology I BIO 2524 - Anatomy and Physiology II BIO 2924 - Microbiology CHE 1213 - General Chemistry I CHE 1223 - General Chemistry II CHE 1313 - Principles of Chemistry CHE 1413 - Organic and Biochemistry Survey CHE 2423 - Organic Chemistry I, Lecture CHE 2433 - Organic Chemistry II CRJ 1313 - Introduction to Criminal Justice CRJ 1323 - Police Administration and Organization CRJ 1363 - Introduction to Corrections CRJ 1373 - Introduction to Homeland Security CRJ 2323 - Criminal Law CRJ 2333 - Criminal Investigation CRJ 2413 - Administration of Criminal Justice CRJ 2513 - Juvenile Justice CSC 1123 - Computer Applications I CSC 2134 - Programming I with C++ ECO 2113 - Principles of Macroeconomics ECO 2123 - Principles of Microeconomics ENG 2133 - Creative Writing ENG 2153 - Traditional Grammar ENG 2223 - American Literature I ENG 2233 - American Literature II ENG 2323 - British Literature I ENG 2333 - British Literature II ENG 2423 - World Literature I ENG 2433 - World Literature II ENG 2513 - Survey of African American Literature ENG 2613 - Film as Literature ENG 2923 - Writing for Publication FCS 1233 - Principles of Nutrition FCS 1253 - Nutrition FCS 2813 - Family Relationships GEO 1113 - World Regional Geography HIS 1113 - Western Civilizations I HIS 1123 - Western Civilizations II HIS 1163 - World Civilizations I HIS 1173 - World Civilizations II HIS 1613 - Survey of African-American History HIS 2213 - American (US) History I HIS 2223 - American (US) History II HON 1913 MAT 1323 - Trigonometry MAT 1343 - Elementary Functions (Pre-Calculus) MAT 1513 - Business Calculus I MAT 1523 - Business Calculus II MAT 1613 - Calculus I MAT 1623 - Calculus II MAT 1723 - Real Number System MAT 1733 - Geometry, Measurement, and Probability MAT 2113 - Introduction to Linear Algebra MAT 2323 - Statistics MAT 2613 - Calculus III MAT 2623 - Calculus IV MAT 2913 - Differential Equations MFL 1113 - Elementary French I MFL 1123 - Elementary French II MFL 1213 - Elementary Spanish I MFL 1223 - Elementary Spanish II MFL 2113 - Intermediate French I MFL 2123 - Intermediate French II MFL 2213 - Intermediate Spanish I MFL 2223 - Intermediate Spanish II HPR 1213 - Personal and Community Health HPR 1313 - Personal and Community Health HPR 1313 - Introduction to Kinesiology/Health, Physical Education, and Recreation HPR 1593 - Health Concepts of Physical Activity, Wellness, and Nutrition HPR 2213 - First Aid & CPR HPR 2711 - Athletic Training Terminology HPR 2723 - Care and Prevention of Athletic Injuries HPR 2733 -

Introduction to Athletic Training MUS 1113 - Music Appreciation MUS 2123 - Music Survey (Majors) MUS 1133 - Fundamentals of Music MUS 1214 - Music Theory I MUS 1224 - Music Theory II MUS 1413 - Basic Computer Skills for Musicians MUS 1423 - Survey of Popular Music MUS 2443 - Audio Engineering I PHI 1113 - Old Testament Survey PHI 1133 - New Testament Survey PHI 2113 - Introduction to Philosophy PHY 1114 - Introduction to Astronomy PHY 1214 - Survey of Physics PHY 2244 - Physical Science I PHY 2254 - Physical Science II PHY 2414 - General Physics I PHY 2424 - General Physics II PHY 2514 - General Physics I-A PHY 2524 - General Physics II-A PSC 1113 - American National Government PSC 1123 - American State and Local Government PSC 2113 - Comparative Government PSY 1513 - General Psychology PSY 2113 - Laboratory in Psychology: Cognition & Behavior PSY 2513 - Child Psychology PSY 2533 - Human Growth & Development PSY 2553 - Psychology of Personal Adjustment SOC 2113 - Introduction to Sociology SOC 2133 - Social Problems SOC 2143 - Marriage and Family SPT 1113 - Public Speaking I SPT 1153 - Voice, Diction & Phonetics SPT 1213 - Fundamentals of Theatre Production SPT 1223 - Movement for the Actor SPT 1233 - Acting I SPT 1273 - Theatrical Makeup SPT 2223 - Introduction to Dramatic Arts SPT 2233 - Theatre Appreciation SWK 1113 - Social Work: A Helping Profession CSC 2144 - Programming II with C++ CSC 2833 - Discrete Structures CSC 2844 - Data Structures EGR 2413 - Engineering Mechanics I: Statics 3 lecture hours

Elective ACC - Elective (Accounting Technology)

3 Semester Hours Choose from: BAD 2413 - Legal Environment of Business I BOT 2423 - Income Tax Accounting BOT 2463 - Payroll Accounting 3 lecture hours

Elective ADVAPP - Elective (Advisor Approved)

3 Semester Hours ** Elementary Education majors are required to select 2 areas of concentration from the following: Computers, English, Fine Arts, Foreign Language, Science, Math or Social Studies. 3 lecture hours

Elective AGR - Elective (Agriculture)

3 Semester Hours 3

Elective ART - Elective (Art)

3 Semester Hours Semester Hours choose from: ART 1113 - Art Appreciation ART 1383 - Photography I ART 1453 - Three-Dimensional Design ART 1513 - Computer Art ART 2353 - Figure Drawing I ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II 3 lecture hours

Elective BIO - Elective (Biology)

4 Semester Hours choose from: BIO 1114 - Principles of Biology I BIO 1124 - Principles of Biology II BIO 1134 - General Biology I BIO 1144 - General Biology II BIO 1214 - Environmental Science BIO 1314 - Botany I BIO 1534 - Survey of Anatomy and Physiology BIO 2514 - Anatomy and Physiology I BIO 2524 - Anatomy and Physiology II BIO 2924 - Microbiology 3 lecture hours 2 lab hours

Elective BOT - Elective (Business & Office Technology Elective)

3 Semester Hours

Elective COMP - Elective (Computer Technology)

3 Semester Hours choose from: BOT 2333 - Microsoft Access IST 1123 - IT Foundations IST 1133 - Fundamentals of Data Communications 3 lecture hours

Elective COMPROG - Elective (Computer Programming)

3 Semester Hours choose from: CSC 2134 - Programming I with C++ CSC 2144 - Programming II with C++ CSC 2833 - Discrete Structures CSC 2844 - Data Structures

Elective CRJ - Elective (Criminal Justice)

3 Semester Hours Possible course include: CRJ 1323 CRJ 1363 CRJ 1373 CRJ 2323 CRJ 2333 CRJ 2413 CRJ 2513 3 lecture hours

Elective ECO - Elective (Economics)

3 Semester Hours choose from: ECO 2113 - Principles of Macroeconomics ECO 2123 - Principles of Microeconomics 3 lecture hours

Elective ENG - Elective (English)

3 Semester Hours

English elective-Most senior colleges require two literature classes; Mississippi State requires one English elective be ENG 2133 - Creative Writing or ENG 2153 - Traditional Grammar
other possible courses:ENG 2223 - American Literature I ENG 2233 - American Literature II ENG 2323 - British Literature I ENG 2333 - British Literature II ENG 2423 - World Literature I ENG 2433 - World Literature II ENG 2513 - Survey of African American Literature ENG 2613 - Film as Literature ENG 2923 - Writing for Publication 3 lecture hours

Elective FINEART - Elective (Fine Arts)

3 Semester Hours

Fine Arts electives include:

ART 1113 - Art Appreciation

MUS 1113 - Music Appreciation

SPT 2233 - Theater Appreciation

Elective HIS - Elective (History)

3 Semester Hours

History Electives include:

HIS 1113 - Western Civilizations I

HIS 1123 - Western Civilizations II

HIS 1163 - World Civilizations I

HIS 1173 - World Civilizations II

HIS 1613 - Survey of African-American History

HIS 2213 U.S. History I

HIS 2223 - U.S. History II

Elective HUM - Elective (Humanities)

3 Semester Hours Possible courses include: ART 2713 - Art History I MUS 2123 - Music Survey (Majors) MUS 1214 - Music Theory I MUS 1224 - Music Theory II MUS 1423 - Survey of Popular Music ART 2723 - Art History II ENG 2223 - American Literature I ENG 2233 - American Literature II ENG 2323 - British Literature I ENG 2333 - British Literature II ENG 2423 - World Literature I ENG 2433 - World Literature II ENG 2513 - Survey of African American Literature ENG 2613 - Film as Literature HIS 1113 - Western Civilizations I HIS 1123 - Western Civilizations II HIS 1163 - World Civilizations I HIS 1173 - World Civilizations II HIS 1613 - Survey of African-American History HIS 2213 - American (US) History I HIS 2223 - American (US) History II MFL 1113 - Elementary French I MFL 1123 - Elementary French II MFL 1213 - Elementary Spanish I MFL 1223 - Elementary Spanish II MFL 2113 - Intermediate French I MFL 2123 - Intermediate French II MFL 2213 - Intermediate Spanish I MFL 2223 - Intermediate Spanish II PHI 1113 - Old Testament Survey PHI 1133 - New Testament Survey PHI 2113 - Introduction to Philosophy SPT 1113 - Public Speaking I SPT 1153 - Voice, Diction & Phonetics SPT 1213 - Fundamentals of Theatre Production SPT 1223 - Movement for the Actor SPT 2223 - Introduction to Dramatic Arts 3 lecture hours

Elective IST - Elective (Information Systems Technology)

3 Semester Hours

*Cyber Defense	*iOS App Development	*System Administration
<ul style="list-style-type: none">• IST 2433 Server-Side Programming I	<ul style="list-style-type: none">• IST 2433 Server-Side Programming I	<ul style="list-style-type: none">• IST 1213 Client Installation & Configuration
<ul style="list-style-type: none">• IST 2623 Linux/Unix Security	<ul style="list-style-type: none">• IST 2923 Special Problem in IST (Fall Semester Only)	<ul style="list-style-type: none">• IST 2593 Advanced C# Programming
<ul style="list-style-type: none">• IST 1643 Network & Defense Countermeasures	<ul style="list-style-type: none">• IST 2533 IT Project Management	<ul style="list-style-type: none">• IST 1273 Career Development
<ul style="list-style-type: none">• IST 2443 Server-Side Programming II	<ul style="list-style-type: none">• IST 2443 Server-Side Programming II	<ul style="list-style-type: none">• IST 2923 Special Problem in IST (Spring Semester Only)

Elective LET/BOT - Elective (Paralegal/Business Technology)

3 Semester Hours choose from: LET 2523 - Bankruptcy Law LET 2633 - Law Office Management BOT 1243 - Microsoft Word II 3 lecture hours

Literature Electives include:

ENG 2513 - Survey of African American Literature

ENG 2613 - Film as Literature

ENG 2223 - American Literature I

ENG 2233 - American Literature II

ENG 2323 - British Literature I

ENG 2333 - British Literature II

ENG 2423 - World Literature I

ENG 2433 - World Literature II

Elective MAT - Elective (Math)

3 Semester Hours MAT 1233 or higher

Elective MAT/SCI - Elective (MAT 1313 or a Lab Science)

3/4 Semester Hours Semester Hours Students may choose to take either MAT 1313 College Algebra or a Lab-based Science course (BIO, CHE, PHY) ¾

Elective MFL - Elective (Foreign Language)

3 Semester Hours MFL 1113 - Elementary French I MFL 1123 - Elementary French II MFL 1213 - Elementary Spanish I MFL 1223 - Elementary Spanish II MFL 2113 - Intermediate French I MFL 2123 - Intermediate French II MFL 2213 - Intermediate Spanish I MFL 2223 - Intermediate Spanish II 3 lecture hours

Elective MUA - Elective (Applied Music - Major)

2 Semester Hours choose from: MUA 1172 - Brass Major Education I MUA 1182 - Brass Major Education II MUA 1272 - Guitar Major Education I MUA 1282 - Guitar Major Education II MUA 1362 - Organ Major Education I MUA 1372 - Organ Major Education II MUA 1472 - Percussion Major Education I MUA 1572 - Piano Major Education I MUA 1582 - Piano Major Education II MUA 1772 - Voice Major Education I MUA 1782 - Voice Major Education II MUA 1872 - Woodwinds Major Education I MUA 1882 - Woodwinds Major Education II MUA 2172 - Brass Major Education III MUA 2182 - Brass Major Education IV MUA 2272 - Guitar Major Education III MUA 2282 - Guitar Major Education IV MUA 2362 - Organ Major Education III MUA 2372 - Organ Major Education IV MUA 2472 - Percussion Major Education III MUA 2482 - Percussion Major Education IV MUA 2572 - Piano Major Education III MUA 2582 - Piano Major Education IV MUA 2772 - Voice Major Education III MUA 2782 - Voice Major Education IV MUA 2872 - Woodwinds Major Education III MUA 2882 - Woodwinds Major Education IV

Elective MUA1 - Elective (Applied Music - Minor)

1 Semester Hours choose from: MUA 1141 - Brass Non-Major I MUA 1151 - Brass Non-Major II MUA 1241 - Elective Guitar I MUA 1251 - Elective Guitar II MUA 1331 - Organ Non-Major I MUA 1341 - Organ Non-Major II MUA 1441 - Elective Percussion I MUA 1451 - Elective Percussion II MUA 1541 - Piano Non-Major I MUA 1551 - Piano Non-Major II MUA 1741 - Voice Non-Major I MUA 1751 - Voice Non-Major II MUA 1841 - Elective Woodwinds I MUA 1851 - Elective Woodwinds II MUA 2141 - Brass Non-Major III MUA 2151 - Brass Non-Major IV MUA 2241 - Elective Guitar III MUA 2251 - Elective Guitar IV MUA 2331 - Organ Non-Major III MUA 2341 - Organ Non-Major IV MUA 2441 - Elective Percussion III MUA 2451 - Elective Percussion IV MUA 2541 - Piano Non-Major III MUA 2551 - Piano Non-Major IV MUA 2741 - Voice Non-Major III MUA 2751 - Voice Non-Major IV MUA 2841 - Elective Woodwinds III MUA 2851 - Elective Woodwinds IV

Elective MUO1 - Elective (MUO - Ensemble I)

1 Semester Hours choose from: MUO 1111 - Band I MUO 1141 - Small Band Groups I MUO 1171 - Stage Band I MUO 1211 - Choir I MUO 1241 - Small Singing Groups I

Elective MUO2 - Elective (MUO - Ensemble II)

1 Semester Hours choose from: MUO 1121 - Band II MUO 1151 - Small Band Groups II MUO 1181 - Stage Band II MUO 1251 - Small Singing Groups II

Elective MUO3 - Elective (MUO - Ensemble III)

1 Semester Hours choose from: MUO 2111 - Band III MUO 2141 - Small Band Groups III MUO 2171 - Stage Band III MUO 2211 - Choir III MUO 2241 - Small Singing Groups III

Elective MUO4 - Elective (MUO - Ensemble IV)

1 Semester Hours choose from: MUO 2121 - Band IV MUO 2151 - Small Band Groups IV MUO 2181 - Stage Band IV MUO 2221 - Choir IV MUO 2251 - Small Singing Groups IV

Elective MUS - Elective (Commerical Music)

3 Semester Hours choose from: MUS 1413 - Basic Computer Skills for Musicians MUS 1423 - Survey of Popular Music 3 lecture hours

Elective NATSCI - Elective (Natural Science)

4 Semester Hours

Natural Science Electives for Non-Science Majors include:

BIO 1114 - Principles of Biology I

BIO 1124 - Principles of Biology II

BIO 1534 - Survey of Anatomy & Physiology

CHE 1313/1311 - Principles of Chemistry

PHY 1114 - Astronomy

PHY 2244 - Physical Science I

PHY 2254 - Physical Science II

These courses may be taken out of sequence.

Elective PHI/ECO - Elective (Philosophy or Economics)

3 Semester Hours choose from: ECO 2113 - Principles of Macroeconomics ECO 2123 - Principles of Microeconomics PHI 1113 - Old Testament Survey PHI 1133 - New Testament Survey PHI 2113 - Introduction to Philosophy

Elective PHY - Elective (Physical Science)

4 Semester Hours choose from: PHY 1114 - Introduction to Astronomy PHY 1214 - Survey of Physics PHY 2244 - Physical Science I PHY 2254 - Physical Science II PHY 2414 - General Physics I PHY 2424 - General Physics II PHY 2514 - General Physics I-A PHY 2524 - General Physics II-A 4 lecture hours

Elective PSC - Elective (Political Science)

3 Semester Hours choose from: PSC 1113 - American National Government PSC 1123 - American State and Local Government PSC 2113 - Comparative Government

Elective SOC - Elective (Social or Behavioral Science)

3 Semester Hours

Social or Behavioral Science Electives include:

GEO 1113 - World Regional Geography
PSC 1113 - American National Government
PSC 1123 - American State and Local Government
PSC 2113 - Comparative Government
PSY 1513 - General Psychology
PSY 2113 - Laboratory in Psychology: Cognition & Behavior
PSY 2513 - Child Psychology
PSY 2533 - Human Growth & Development
PSY 2553 - Psychology of Personal Adjustment
SOC 2113 - Introduction to Sociology
SOC 2133 - Social Problems
SOC 2143 - Marriage & Family

Elective SPT1 - Elective (Speech)

1 Semester Hours choose from the following: SPT 1241 - Drama Production I SPT 1251 - Drama Production II SPT 2241 - Drama Production III SPT 2251 - Drama Production IV 1 lecture hour

Elective SPT3 - Elective (Speech)

3 Semester Hours choose from the following: \SPT 1153 - Voice, Diction & Phonetics \SPT 1213 - Fundamentals of Theatre Production \SPT 1223 - Movement for the Actor \SPT 1233 - Acting I \SPT 1273 - Theatrical Makeup \SPT 2223 - Introduction to Dramatic Arts \SPT 2233 - Theatre Appreciation 3 lecture hours

Elective TECH - Elective (Technical)

3 Semester Hours An advisor approved elective in the technical field

Elective 1HR - Elective (One Hour)

1 Semester Hours choose from:HPR 1131 - Varsity Sports I HPR 1141 - Varsity Sports II HPR 1551 - Fitness and Conditioning Training I HPR 1561 - Fitness and Conditioning Training II HPR 2131 - Varsity Sports III HPR 2141 - Varsity Sports IV HPR 2551 - Fitness and Conditioning Training III HPR 2561 - Fitness and Conditioning Training IV HPR 2711 - Athletic Training Terminology ART 1811 - Exhibition Class I ART 1821 - Exhibition Class II ART 2811 - Exhibition Class III ART 2821 - Exhibition Class IV JOU 1121 - College Publications I JOU 2121 - College Publications II LLS 1211 - Self-Affirmation LLS 1321 - Career Exploration LLS 1411 - Improvement of Study LLS 1711 - Job Search Skills LLS 1723 - Employment Readiness 1 lecture hour

Division of Workforce Training & Economic Development

Division of Workforce Training & Economic Development

The Division of Workforce Training & Economic Development provides individual and industries with training and education, job analysis, long range planning services and total quality Management programs. The division serves as the delivery system for Workforce Development, an initiative created by the Workforce Education Act.

The following services are offered:

1. Adult Basic Education - The Adult Basic Education (ABE) Program serves adults age 17 years of age and older who are no longer enrolled in school. Instruction is offered in reading, writing and math; adult secondary education; English as a second language; Spanish as a second language and basic computer sessions. Classes are free of charge and feature individualized instruction. Classes are located in industries, schools, public libraries and other community sites.
2. Continuing Education - Continuing Education provides a wide variety of learning experiences for the five county area that comprises the community college district. The introduction of the T.I.G.E.R.S. Program (Together In Growth, Education, Recreation, and Spirit) provides numerous services for individuals and groups based on requests and demands of the Northeast Mississippi area. Particular course interests for personal and/or professional development should be directed to the Continuing Education Department.
3. Workforce Development - This service accesses needed human resources from Northeast Mississippi Community College faculty and consulting services to supply training for businesses and area industries. Workshops and training seminars are designed to meet the specific needs of each industry from start-up through expansion. Curriculum is designed to assist in addressing the needs of workers in a particular industry. On-site training is furnished using adult-oriented instructional methods geared to the employer's specifications.
4. Workforce Development Associate - The associate functions for the benefit of those already involved in services provided by the Division of Workforce Training and Economic Development, as well as industry referrals and individual participants. Innovative employ ability skills, leadership, communication, and management workshops are designed and offered to meet the needs of employees at local and industries and the community in general.
5. Workforce Training Act (WIA) - this act was fully implemented July 1, 2000. The Mississippi Partnership One-Stop Center was established through WIS to assist individuals in entering or re-entering the workforce. One-Stop Center services (core, intensive, and training) are available to all adults and dislocated workers in the NEMCC area. These services include job placement assistance, skills assessment, and career counseling. The training services are available to individuals who are unsuccessful in obtaining a job and who are qualified to successfully participate in the Program. These training programs are listed on the state training provide list.

MI-BEST Integrated Pathways Program

To gain admission into the MI-BEST integrated pathways program, the applicant must:

1. Gain acceptance into the MI-BEST program in a declared pathway through the Workforce Development Division.
2. Complete a Northeast Mississippi Community College application for admission.

Workforce Non-Credit Training Classes

Industrial Maintenance Basic

Cost: \$1,656. Assistance available for full cost of program.

Length of program: Approximately one year; may vary depending on number of classes taken at a time. Courses range in length from 4 to 12 weeks.

Courses:

- Professional Development
- Computer Applications
- Math and Measurement
- Safety and Print Reading
- Intro to Electricity
- Program Logic Controllers
- Hydraulics and Pneumatics
- AC/DC Circuits for Electrical

Certificates available: CRC; Skills USA (Employability Skills and Customer Service); IC3; NCCER Core; NCCER E&I Technician Level 1; NCCER Electrical Level 1 and 2; and Workforce Career Certification in Industrial Maintenance IT.

Medical and Business Office Assisting

Cost: \$1,449. Assistance available for full cost of program.

Length of program: Approximately one year; may vary depending on number of classes taken at a time. Courses range in length from 4 to 12 weeks.

Courses:

- Professional Development
- Computer Applications
- Word Processing
- Applied Business Math
- Business Communication
- Medical Terminology
- Medical Business Practices

Certificates available: CRC, Skills USA (Employability Skills and Customer Service), IC3 or OPAC-Computer Applications, Word Processing - MOS Certification and OPAC, Business Communication - OPAC, Medical Terminology - OPAC, Workforce Career Certification in Medical Business Office Assisting.

Information Systems Technology

Cost: \$1,242. Assistance available for full cost of program.

Length of program: Approximately one year; may vary depending on number of classes taken at a time. Courses range in length from 4 to 12 weeks.

Courses:

- Professional Development
- Computer Applications
- Applied Business Math
- Word Processing
- Business Communication
- IT Foundations

Certificates available: CRC, Skills USA (Employability Skills and Customer Service), IC3, Microsoft Office Specialist Certification, Service Skills, and Workforce Career Certification in Microcomputer/Information Systems Tech, A+.

Structural Welding

Cost: \$800.00 - Assistance available for full cost of program.

Length of program: 320 hours - 8 weeks (7:00 a.m. to 3:30 p.m. Monday - Friday)

Courses:

- Employability Skills
- OSHA - 10
- Print reading
- Construction Math
- Gas Metal Arc (GMAW)
- Shielded Metal Arc (SMAW)
- Flux Core (FCAW)

Certifications available: CRC, Smart Start Certification (Employability and Necessary Workforce Skills), OSHA-10, NCCER Core Certification, NCCER Level 1 Certification.

Other Training Offered

- Emergency Medical Technician Basic - \$620.00
- Certified Nurse Aide - \$350.00
- Part Time Reserve Law Enforcement - \$450.00
- Dental Assisting - \$425.00
- Commercial Truck Driving - \$1,800.00
- Phlebotomy - \$450.00

Campus Law Enforcement

Campus Police

145 Frank & Audrey Haney Union

662.720.7576 Office

662.720.6687 - 24 Hours

The college has a 24-hour campus law enforcement department and a controlled parking system. The purpose of the NE Campus Police Department is to provide an environment that is safe and secure for students, staff, faculty, and visitors. The NE Police Department upholds and enforces the rules and regulations of NEMCC, the laws of the State of Mississippi, and the Constitution of the United States of America. Security concerns should be directed to the Chief of Campus Police at 662.720.7576.

Safety

The personal safety of students and staff at Northeast Mississippi Community College is a high priority. It is also a shared responsibility between the students, staff, and administration to notify the police department of any and all safety concerns.

Please refer to the list below for helpful safety tips:

1. Students should lock the doors to their rooms at all times.
2. Students should not prop doors or entrances.
3. Students should not allow strangers to enter their rooms.
4. Walk in groups at night.
5. Report crimes immediately to Campus Law Enforcement.
6. Students should take steps to secure personal property like bikes, cars, jewelry, etc.
7. Students should report suspicious individuals to the resident hall staff or campus law enforcement.
8. Provide insurance coverage for personal belongings.
9. Report all maintenance needs as soon as possible.
10. Do not leave valuables in plain view.
11. Never cover or disconnect a smoke detector.

Procedures for Reporting Crime or Emergencies

Campus crime is a reality, and preventing it is a responsibility of everyone. If you are suspicious of any activity you believe to be criminal, report the crime to Northeast CC Police Department at **662.720.6687**, or in the event of an emergency, simply **call 911**.

When you call Campus Police or 911, please provide the following information:

- Your name (optional)
- Location of incident
- Description of persons or vehicles involved
- Nature of incident

If You Are Sexually Assaulted

- Report incident to Campus Police immediately
- The victim should **NOT** bathe or otherwise change or remove items on the person or area where the assault occurred
- Resident hall occupants should be notified immediately
- A counselor will be notified for victim support.

Emergency Evacuation Plans

Emergency evacuation plans are posted in buildings on campus. Each faculty and staff member is aware of the emergency exit plan. Students are to follow the instructions of the faculty and staff in the event an alarm is given. Also students should be aware of the evacuation procedures in each building. For more information regarding emergency evacuation procedures, contact the Chief of Campus Law Enforcement at 662.720.7576.

Severe Weather Warning

The City of Booneville has a severe weather warning system, which will be activated in the event of a tornado. Please be familiar with the information below as how to proceed in case of a tornado.

1. Tornado warning - Siren blast for 3 minutes, 30 seconds of silence, siren blast for an additional 3 minutes.
2. Once a warning has been sounded (**seek shelter immediately**) as directed by the college staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, proceed to the lowest floor of the building, interior room or hallway. Stay away from windows.
3. Campus Law Enforcement will give the "All Clear" when the threat of a tornado has passed.

Tiger Alert Emergency Notifications

Northeast Mississippi Community College is pleased to announce the use of a state-of-the-art; rapid alert and notification system call Tiger Alert. Tiger Alert will provide students, faculty, and staff members with an advanced rapid communication solution to be used by the College during emergency situations.

The Tiger Alert system will be used to notify students, faculty, and staff of weather related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast will be able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert will allow Northeast to keep you informed of important decisions and safety procedures in the event of an emergency on campus.

Students should sign up for the Tiger Alert system. Tiger Alert messages will be sent via text messages, cell phone calls, landline calls, and other mechanisms. Additional information may be obtained from the Chief of Campus Law Enforcement.

Lost and Found

145 Frank & Audrey Haney Union

662.720.7576

The lost and found is located in the Campus Law Enforcement Office in Frank & Audrey Haney Union.

Clery Act Reporting

Sex offender database www.fbi.gov/scams-safety/registry/registry

CLERY STATISTICS 2014-2016

Offense	Year	On Campus Property	Residential Facilities	Non Campus Property	Public Property	Total
Murder/Non-Negligent Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0

	2016	0	0	0	0	0
Sex Offense	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	2	0	0	0	2
Robbery	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2014	1	1	0	0	1
	2015	0	0	0	0	0
	2016	1	1	0	1	1
Hate Crimes	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Domestic Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	1	1	0	0	1
Stalking	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	3	3	0	0	3
Burglary	2014	5	3	0	0	5
	2015	2	2	0	0	2
	2016	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Arson	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Arrests	2014	1	1	0	0	1
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2014	1	0	0	0	1
	2015	3	3	0	0	3
	2016	4	4	0	0	4
Drug Law Arrests	2014	3	2	1	2	6
	2015	0	0	0	0	0
	2016	5	4	0	0	5
Drug Law Violations Referred For Disciplinary Action	2014	3	3	0	0	3
	2015	1	1	0	0	1
	2016	14	14	0	0	14
Illegal Weapons Possession Arrests	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

Illegal Weapons Poss.	2014	1	1	0	0	0
Violations Referred For	2015	0	0	0	0	0
Disciplinary Action	2016	0	0	0	0	0

Vehicle Rules & Regulations

Parking Decals

All students who plan to operate a vehicle on NE Campus must register the vehicle and display a valid Northeast decal.

The registration fees are as follows:

- Commuter: \$50.00 per vehicle, per year. Commuter parking is in selected areas. Refer to the campus map on the website.
- Residential Student Housing: \$50.00 per vehicle, per year. Dorm students are to park in selected dorm parking only. Dorm students cannot park in Commuter parking or Premium Parking. Refer to campus map on the website.
- Premium Parking: \$100.00 per vehicle, per year. Purchasing a Premium Parking Decal will allow students to park on the boulevard. If Premium Parking is purchased, students will only be allowed to park in selected area. Refer to campus map on the website.

Decals must be permanently affixed to the driver's side back window. In case of tinted window or convertible, decal should be placed on the driver's side front windshield.

If a registered vehicle is sold, traded, or disposed of, it is the responsibility of the individual who registered the vehicle to remove the decal and register the replacement vehicle. The original decal may be returned to the Office of Residential Student Services for a replacement decal, otherwise a new decal must be purchased for the price listed above.

Providing false vehicle registration information or displaying an invalid decal will result in disciplinary action.

Process for registering a Handicapped Parking Decal will be given upon request.

Students are responsible for reviewing and following all motor vehicle rules and regulations.

Campus Color Codes:

Blue = Handicap

Yellow = Employee

White = Student

Vehicle Registration Decal Codes:

F/S = Faculty/Staff

B = Board Member

H = Handicap

Temporary Parking Permits

Temporary parking permits may be obtained for a period of five consecutive school days with a maximum of three issued per semester. These permits are available free of charge for those students who have purchased a permanent decal and have a need to drive a non-registered vehicle to the NEMCC Campus. Exceptions must be approved by the Director of Residential Student Services in Ramsey Hall, Suite 112.

Visitor Parking

Visitor parking is for person or persons that are visiting on campus and cannot be identified as a student or employee.

Parking and Traffic Regulations

Individuals who register a motor vehicle are responsible for their vehicle at all times.

NEMCC parking regulations prohibit vehicles from backing into or pulling through a parkingspace. Adequate parking space is available on campus. Lack of parking space is not considered a valid excuse for violation of parking regulations.

Vehicles should not be parked in a manner that obstructs parking or traffic. In addition, no vehicles shall park on:

- Sidewalks
- Lawns or Grassy Areas
- Driveways
- Loading Zones
- No Parking Zones
- Crosswalks

Additional parking is available in the parking lot behind Mississippi Hall.

The speed limit on all college owned streets is 20 miles per hour. A student who drives or operates a vehicle in an unsafe manner will receive a citation and driving privileges could be revoked.

All pedestrians shall have the right of way at all times on the campus; however, no one must endanger their safety or constitute an unreasonable impediment to lawful vehicular traffic by crossing the street at other than authorized lines (crosswalk), or by willfully walking or congregating in the street.

Traffic Citations

Traffic citations for parking will be \$20 per occurrence unless otherwise indicated.

All traffic citations should be paid within five school days (see due date on the ticket). Tickets not paid within five school days will increase in cost. Tickets may be paid in the Office of Residential Student Services in Ramsey Hall, Suite 112. Tickets will be charged to student accounts and billed for non-payment after five business days.

Traffic Citation Appeal Process

Traffic citations may be appealed through the following process:

1. Appeals must be made within five school days of the issued date on the ticket (see due date).
2. An appeal can be made in the Office of Residential Student Services in the Ramsey Hall.
3. The Traffic Appeal Committee of the College will meet to consider appeals, and those who appeal will be notified of the decision of the committee.
4. If an appeal is denied, all tickets stand as originally issued and if overdue, tickets will double.

Parking Map

Locations & Facilities

Booneville (Main Campus) 101 Cunningham Blvd Booneville, Mississippi 38829 662.728.7751 800.555.2154	Northeast at Corinth (Off-Campus Site) 2759 South Harper Road Corinth, Mississippi 38834 662.696.2352	Northeast at New Albany (Off-Campus Site) 301 North Street New Albany, Mississippi 38652 662.692.1501
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Buildings

- **Judge William H. Anderson Hall**
 - This two-story facility houses the disciplines of English, Fine Arts, and Modern Languages and includes a lecture auditorium with approximately 125-150 seating capacity. The building is named in honor of a former member of the Board of Trustees.
- **Bonner Arnold Coliseum**
 - The Bonner Arnold Coliseum contains three basketball courts, six dressing rooms, faculty offices, and equipment rooms. It has a seating capacity for 3,000 spectators. The building is named in honor of a former athletic director of the college.
- **Buildings and Grounds Facility**
 - This facility houses the office of the Director of Facilities and Maintenance.
- **Bratton C. Burgess Student Activity Center**
 - The Burgess Activity Center serves as a full service fitness facility available to Northeast students, faculty, staff and is open to the community. This facility includes cardiovascular and weight training equipment, basketball, volleyball, fitness classes, and locker rooms.
- **Gaye Roden Carr Aquatic Center**
 - Constructed in 1983, this 7600 square foot facility contains offices and dressing rooms for the Olympic-sized swimming pool. The eight lane pool is maintained to serve institutional purposes, as well as for student recreational use. The facility is named in memory of a former Northeast student whose family donated funds for the center.
- **Merril T. Cartwright Hall**
 - This facility houses the College's bookstore, the Writing Center and e-Learning Department. This building is named in honor of a former member of the Board of Trustees.
- **Joe M. Childers Hall**
 - This modern three-and-a-half story structure, constructed in 2000, is the nucleus for health related instruction. The building contains classrooms, laboratories, conference rooms, student lounge, computer laboratory, offices, an auditorium, and a dental hygiene clinic. The division of Health Sciences main office, the Associate Degree Nursing Program, and the Dental Hygiene Program are housed in this facility.

- **H. H. Daws Hall**
 - This facility adjoins McCoy Hall and houses laboratories and classrooms for chemistry, computer science, physical science, and mathematics. This facility is named in honor of a former faculty member and a former chairman of the Science Department.
- **James P. Dean Hall, B. T. (Tice) Moore Hall, and Career & Technical-Education Complex**
 - The Career and Technical Education complex consists of five masonry structures which make up approximately 90,000 square feet of classrooms, laboratories, and offices. Building Number 1 in this complex is named James P. Dean Hall in honor of a former member of the Board of Trustees. Building Number 5 in this complex is named B. T. (Tice) Moore Hall in memory of a former member of the Board of Supervisors in Prentiss County. The facility accommodates some twenty career and technical programs.
- **Libraries**
 - **Eula Dees Memorial Library**
 - Constructed in 1962 and named in honor of a former member of the Board of Trustees, the Eula Dees Memorial Library on the Booneville campus features different areas to service the many needs of its patrons. A quiet study area provides for individual study needs, and three study rooms provide opportunities for groups to study together. Two spaces, designated "leisure reading areas," feature sofas and padded chairs for relaxed reading. Students have access to 45 computers for school work or personal use in the Reference Room, and a computer lab provides a space for formal instruction on an additional 20 computers. Library resources to support all educational, research, and leisure needs of patrons are varied, including books, periodicals, DVDs, CDs, slides, software, kits, and approximately fifty online databases that provide access to over 145,000 unique electronic books as well as hundreds of thousands of periodical articles.
 - The purpose of the library is to serve as a catalyst by providing information in various formats to support the instructional programs of the community college, to promote information literacy by providing instruction in the skills needed to seek, evaluate, and use information effectively, and to provide assistance to the community beyond the confines of the College.

- **Northeast at Corinth Library**
 - The Northeast at Corinth library houses materials that support courses taught at each of these centers and provide leisure reading materials. A librarian is available to assist students and faculty before and after hours that classes are taught. In addition to their collections which supports the curriculum, these libraries provide networked computer access to required databases used for college courses as well as all Microsoft Office products, providing opportunities for researching and typing assignments. Patrons for all Northeast libraries have access to Ask a Librarian 24-7 Reference Service, a service that provides chatroom interaction with a professional librarian 24 hours a day, 7 days a week.
- **Charles M. Gordon Hall**
 - This two-story facility houses a portion the Division of Business and Engineering Technology. The building is named in honor of a former Prentiss County supervisor. A sunlit court garden enhances the interior of the building.
- **Frank and Audrey Haney Union**
 - This building houses the cafeteria and the Campus Police, and provides a variety of food service, recreational and conference facilities. It is the center for conducting and promoting social, recreational, cultural, and educational activities for students, faculty, administration, alumni and guests. The building is named in honor of a former member of the Board of Trustees and his spouse.
- **Earl F. Hargett Hall**
 - This facility houses health occupation programs of Medical Assisting, Respiratory Therapy, Radiologic Technology, and Medical Laboratory Technology. The facility includes a lecture auditorium of approximately 150 seating capacity. The building is named in honor of a former president of the college.
- **G. W. "Buster" Hines Hall**
 - This facility houses the Division of Fine Arts and contains a 299 seat recital hall-auditorium and specially designed rehearsal rooms for band, chorus, classrooms, practice rooms, and staff offices. The building is named in honor of a former member of the Board of Trustees.
- **Troy Holliday Hall**
 - This facility houses the Division of Workforce Training and Economic Development. This building also houses Civil Engineering Technology, Computer-Aided Drafting and Design Technology, Developmental Education (Learning Laboratory), Start-Up Training, administrative offices, Continuing Education, and an industrial training area. The facility contains a lecture auditorium with a seating capacity of 117. The building is named in honor of the late Troy Holliday, member of the Board of Trustees.

- **Elmer E. McCoy Hall**
 - Completed in 1993, this three-story 57,000 square-foot complex contains a full botanic atrium specifically designed for air and water filtration. It is designed to be energy efficient and is state-of-the-art in design technology as well as technology for classroom use. It houses the disciplines of mathematics, biology, chemistry, physics, physical science, agriculture, and computer science. Classrooms, laboratories, faculty offices, and a conference room are provided. The building is named in honor of a former member of the Board of Trustees.
- **Holley Patterson Hall**
 - This facility houses the disciplines of social science, psychology, education, health and physical education and a learning lab. Also located in this building are the NE Development Foundation offices and a lecture auditorium. The building is named in honor of a former member of the Board of Trustees.
- **NEMCC Health and Nutrition Center**
 - The NEMCC Health and Nutrition Center was renovated in 2017 with grant funds provided by the Blue Cross Blue Shield of MS Foundation. This facility serves as a multifunctional meeting area with a stationary kitchen unit to provide opportunities for campus and community to engage in health cooking and nutrition classes in order to promote healthy eating and the incorporation of a healthy lifestyle. In addition, the facility is used for yoga, basic flexibility, and strengthening classes and health fairs.
- **T. Jack Ramsey Hall (Student Services Building)**
 - This two-story, 37,000-square foot facility, completed in December 2012, houses the offices of Recruiting, Admissions and Records, Financial Aid, Housing, and the Counseling Center, as well as the Business Office all in one location to serve students in a more efficient manner. In addition, the building is home to the College's Office of the President and Board of Trustees, the offices of the Executive Vice President, Vice President of Student Services, Vice President of Instruction, Director of Finance, Institutional Research, Human Resources, as well as the Computer Center, Institutional Printing, the Nzone, and Mail room. The building is named in honor of long-time Board of Trustee and current Board Chairman.
- **Seth Pounds Auditorium**
 - This facility was built in 1948 and has since been extensively remodeled. It seats 700 people and has a stage fully equipped for dramatic and musical productions. The building is named in honor of a former member of the Board of Trustees.
- **Tiger Fieldhouse**
 - The Tiger Fieldhouse began construction in 2013 and officially opened for the fall 2014 football season. It houses both home and visiting locker rooms, training facilities, weight room, and an equipment room. The facility is located on the north end zone of the field.

- **Tiger Stadium**
 - The stadium, made of rust-free aluminum with galvanized under structure, features a closed-deck grandstand. Seating capacity for the facility is 5,200. The stadium stretches 26 rows high giving a good viewing position for the Tiger fans. Atop the home side is a 72-foot long press box. The stadium was completed in 1981. A modern concession area and restroom facility was added in 1994.
- **William L. Waller Technical Center**
 - This three-story facility houses Child Care Development Technology, Culinary Arts Technology, Hotel-Restaurant Management Technology, and houses some members of the coaching staff. The building is named in honor of former Governor William L. Waller.
- **B. Ellis Wright Hall**
 - This facility houses Paralegal Technology, Practical Nursing Education and the Prentiss County Law Library. The building is named in honor of a former member of the Board of Trustees.
- **Northeast at Corinth**
 - This 40,000 square foot facility is located within a newly renovated 75,000 square foot former industrial building. Construction and renovation of Phase I of the center was completed in 2006. Phase I of the facility houses the WIN/WIOA Center, Adult Basic Education classes, Mississippi Department of Employment Services for the Alcorn County area, academic classes, and workforce training. The facility is composed of classrooms, computer lab, offices, and multi-purpose conference and training rooms. Phase II construction was completed in 2009 and includes classrooms, a science laboratory, and a library.
- **Northeast at New Albany**
 - This instructional facility houses the WIN/WIOA Center for Union County, Adult Basic Education Classes, LPN Classes, Dual Enrollment Classes, Day & Evening College Classes, Proctored Exams and Workforce Training Classes. The facility contains classrooms, a science laboratory, computer lab, and offices.
- **Other Buildings**
 - Other buildings on campus include the president's home, residences for administrative personnel, faculty apartments, transportation maintenance terminal, storage-building, and field houses.

Dormitories

- **Mississippi Hall**
 - This three-story facility was completed in 1990. Expansion and renovation in 2003 brings total capacity to 222 women students.
- **Nelwyn M. Murphy Hall**
 - This three-story facility provides accommodations for 168 women students. It is named in honor of a former member of the Board of Trustees.
- **Harold T. White Hall**
 - This three-story facility provides accommodations for 204 men students and is named in honor of the late Harold T. White, President of the College from 1965-1987.

- **Hoyt B. Wood Hall**
 - This three-story facility provides 28 units for men and 30 units for women. This facility is divided by a lobby, TV room, laundry room and resident hall supervisor's quarters. Each resident's entry points are equipped with card readers.
- **Bob Yarber Hall**
 - This three-story facility provides 58 units designed to house 116 men students. The dormitory is a walk-up style structure and is constructed with exterior balconies. The residence hall is named in honor of a former member of the Board of Trustees.

Campus Directory

SUBJECT	PERSON	LOCATION	Area Code 662
Academic Scholarships	Ray Scott	216 Ramsey Hall	720.7235
ACT Testing	Counseling Center	102 Ramsey Hall	720.7313
Admission Information	Chassie Kelly	104 Ramsey Hall	720.4075
Adult Basic Ed/GED	Pam Meeks	317 Holliday Hall	720.7259
Agency Scholarships	Gina Bray	102 Ramsey Hall	720.7176
Art	Terry Anderson	109 Anderson Hall	720.7336
Athletics	Ray Scott	216 Ramsey Hall	720.7235
Band (Marching)	Bryan Mitchell	13 Hines Hall	720.7257
Bookstore	Josh Culpepper	Cartwright Hall	720.7243
Campus Country	Chris Dunn	63 Hines Hall	720.7320
Campus Police	Randy Baxter	145 Haney Union	720.7576
Campus Tours	Recruiting Office	101 Ramsey Hall	720.7591
Career Information	Counseling Center	102 Ramsey Hall	720.7313
Career/Placement Testing	Joey Williford	102 Ramsey Hall	720.7564
Career Technical Counselor	Carrie Cobb	107 Dean Hall	720.7265
Career Technical Education	Jason Mattox	125 Gordon Hall	720.7299
Change of Name/Address	Records Office	104 Ramsey Hall	720.7262
Cheerleading	Chasity Moore	Patterson Hall	720.7189
Child Care	Jennifer Newell	103 Waller Hall	720.7214
Chorus	Claire Leeke	Hines Hall	720.7228
Continuing Education	Phyllis Colson	303 Holliday Hall	720.7277
VP of Instruction	Michelle Baragona	217 Ramsey Hall	720.7375
VP of Students	Ray Scott	216 Ramsey Hall	720.7235

Dental Hygiene	Nick Alexander	401 Childers Hall	720.7283
Disability Services	Leigh Ann Stewart	113 Ramsey Hall	720.7192
eLearning/Canvas	Kim Harris	Cartwright Hall	720.7193
Fee Payments/Student Accounts	Business Office	103 Ramsey Hall	720.7196
Financial Aid	Greg Windham	102 Ramsey Hall	720.7210
Fine Arts	Ray Harris	21 Hines Hall	720.7359
Guidance & Counseling	Joey Williford	102 Ramsey Hall	720.7313
Health Sciences/Nursing	Patti Cooper	113 Childers Hall	720.7236
Housing/ID's/Decals/Tickets	Raina Michael	112 Ramsey Hall	720.7311
Humanities & Languages	Janis Patterson	144 Anderson Hall	720.7376
Library	Glenice Stone	Eula Dees Library	720.7408
Math & Science	Beth Byrd	103 McCoy Hall	720.7338
Medical Assisting	Vickie Hopkins	202 Hargett Hall	720.7393
Medical Laboratory	Shannon Goolsby	214 Hargett Hall	720.7388
Northeast @ Corinth	Ben Shappley	2759 S Harper Rd	696.2352
Northeast @ New Albany	David Goode	301 North St	692.1501
Nursing ADN/Nursing BSN	Camille Beals	111 Childers Hall	720.7773
Nursing PNE	Patti Cooper	Childers Hall	720.7236
Pom Squad/Tiger Dancer	Bryan Mitchell	13 Hines Hall	720.7257
Publications	Tony Finch	226 Haney Union	720.7304
Radiology	Jennifer Davis	209 Hargett Hall	720.7364
Respiratory Care	Beverly Prince	204 Hargett Hall	720.7387
Social/Behavioral Sciences	Carla Falkner	203 Patterson Hall	720.7335
Student Activities	Charlotte Tennison	Haney Union	720.7772
Theatre	Christopher Schager	58 Hines Hall	720.7172
Tutorial Assistance	Joey Williford	102 Ramsey Hall	720.7313
Veterans Affairs/Benefits	Chassie Kelly	104 Ramsey	720.4075
Work Study	Liz Jackson	113 Ramsey	720.7362

Administration, Staff, & Faculty

Paige Anders (2016), Assistant Football Coach

B.S., Valdosta State University

Michelle A. Baragona (2002), Vice President of Instruction

B.S., Louisiana Tech University; M.S.; University of Southern Mississippi; Ph.D., University of Mississippi

Angela Bass (1999), Assistant Career Pathway Coordinator

A.A., Northeast Mississippi Community College

Randy Baxter (2012), Chief of Police

Credit from Itawamba Community College; Certified Law Enforcement Officer

Bonnie Bell (2005), WIOA Office Coordinator

A.A., Northeast Mississippi Community College

Jelissia Bell (2018), Career Development Academy Navigator

Credit from Itawamba Community College; Credit from University of Mississippi; B.S., Freed-Hardeman University

Beth Benson (2015), Recruiter, Title IX Coordinator

B.S., Mississippi State University; M.S., Mississippi State University

Lydia Bethay (2018), Coach and Professional Development for Early Childhood Academy

Credit from Northeast Mississippi Community College, B.S., Mississippi State University, M.S., University of Mississippi

Susan Brackeen (2004), Administrative Assistant, Library

A.A.S., Northeast Mississippi Community College

Gina Bray (2012), Financial Aid Associate/Scholarship Coordinator

A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi

Rhonda Brown (2017), Resource and Referral Assistant for Early Childhood Academy

A.A.S., Northeast Mississippi Community College

Beth Byrd (1998), Division Head, Math/Science

A.A.S., Northeast Mississippi Community College; B.S., M.S., Mississippi State University; Advanced Study, University of Mississippi and University of North Alabama

Michael Byrd (2018), Senior Research Associate

A.A., Northeast Mississippi Community College; B.S., Brigham Young University; Advanced Credit, University of Georgia

Georgie Carroll (1999), Recruiting Coordinator

A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed., Mississippi State University

Kathryn Chaffin (2008), Dormitory Proctor, Yarber Hall

Susan Childers (2005), Dorm Supervisor, Mississippi Hall

Credit from Northeast Mississippi Community College

Carrie Cobb (2011), Counselor

B.S.W., University of Mississippi; M. Ed., University of Mississippi

Rhonda Cockrell (2004), Office Assistant, Division of Health Sciences

B.A., Blue Mountain College

Rod Coggin (1994), Director of Event Planning and Residential Housing

Credit from Northeast Mississippi Community College; B.B.A., Mississippi State University; Advanced Study, Mississippi State University

Nadara Cole (1992), Vice President of Workforce Training/Economic Development
A.A., Northeast Mississippi Junior College; B.A., University of Mississippi; M.Ed., Mississippi College

Robbie Coleman (2001), Division Head, Social, Behavioral, and Applied Sciences
A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.Accy., University of Mississippi

Phyllis Colson (2001), Director of Continuing Education/Workforce Project Manager
A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.B.A. Belhaven University

Kevin Connell (2016), Assistant Softball Coach
B.S., The Citadel; M.A., Arkansas State University

Patti Cooper (1995), Division Head, Health Sciences
A.A.S., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., Alcorn State University; Advanced Studies, University of Mississippi and Mississippi State University; D.N.P., Samford University

Susan Cristo (1999), Coordinator of Travel/Administrative Assistant, Executive Vice President/
Administrative Assistant, Vice President of Finance
A.A.S., Northeast Mississippi Junior College

Josh Culpepper (2016), Bookstore Manager
A.A., Itawamba Community College; B.S., Western Governor's University

Greg Davis (2012), Head Football Coach
B.S., Texas Christian University; M.S., Stephen F. Austin State University

Misty DeVaughn (2007), Administrative Assistant, President
A.A., Northeast Mississippi Community College; Credit from University of Mississippi; B.B.A., University of North Alabama

Jesse Dickerson (2016), Coffee Shop Barista/Bookstore Associate
Credit from Ashford University; Credit from Northeast Mississippi Community College

Raleigh Downs (2016), Graphic Artist/Designer
A.A.S., Northeast Mississippi Community College; B.A., Spring Hill College

Graple Duncan (2009), Dorm Proctor, Wood Hall

Patrick Eaton (2000), Vice President of Institutional Advancement and Executive Director of the
Development Foundation and Alumni Association
Credit from Itawamba Community College; B.B.A., Mississippi State University; Institute for Organization Management; University of Georgia; M.B.A., Columbia Southern University

Brandon Elliot (2011), Assistant Director, Buildings and Grounds
B.S., University of Alabama

Debbie Essary (2016), Workforce Project Manager

Cassandra Evans (2002), WIOA Youth Gateway Coordinator
A.A.S., Northeast Mississippi Community College; B.A., University of Mississippi

Joye Farris (2006), Administrative Assistant, Vice President of Student
Services/Athletics/Scholarships
A.A.S., Itawamba Community College; Credit from Mississippi University for Women; Credit from Blue Mountain College

Tony Finch (1988), Vice President of Public Information
Credit from Northeast Mississippi Community College; B.A., Mississippi State University

Cathy Floyd (2012), Payroll Specialist
Credit from Northeast Mississippi Community College; Itawamba Community College, University of Mississippi, University of Southern Mississippi

Wesley Floyd (2017), Human Resources Officer
B.S., Mississippi State University; M.B.A., Belhaven University

Ricky Ford (1981), President
B.S., Mississippi State University; M.Ed., University of Mississippi; Ph. D., Christ's College

Sheila Gann (2005), Enrollment Services Assistant

Amber Garner (2007), Director of Purchasing
A.A., Northeast Mississippi Community College; B. Accy. University of Mississippi

David Goode (2009), Northeast at New Albany Center Director/WIOA Team Leader
B.A., University of Mississippi

Mary Hall (2016), Assistant Bookstore Manager
A.A.S., Northeast Mississippi Community College; B.F.A., Mississippi University for Women

Rich Harrelson (2011), Head Baseball Coach
B.S., University of Mississippi; M.A., University of West Alabama

Kim Harris (2013), eLearning Coordinator
B.A., Mississippi University for Women; M.S., Mississippi State University; Ph.D. Mississippi State University

Ray Harris (1987), Division Head, Fine Arts
B.M.E., Mississippi State University; M.M.E., Mississippi State University; D.M.A., Louisiana State University

Mark Hatfield (2011), Director of Facilities and Maintenance
B.S., Mississippi State University

Amy Haynie (2004), Accounting Specialist
A.A., A.A.S., Northeast Mississippi Community College

Teresa Hazlewood (2016), Office Assistant, Facilities and Maintenance
A.A.S. Northeast Mississippi Community College

Kelli Hefner (2015), Vice President of Planning and Research
Credit from Northeast Mississippi Community College; B.A, Louisiana State University; M.A., Louisiana State University; Ph.D., Louisiana State University

Brad Holley (2000), Student Records Coordinator
Credit from Northeast Mississippi Community College; B.F.A., Mississippi State University

Brittney Hudson (2012), eLearning Office Assistant
A.A.S., Northeast Mississippi Community College

Gerrie Hurley (1995), NZone Associate
B.S., University of Missouri

Liz Jackson (2008), Financial Aid Associate
A.A.S., Northeast Mississippi Community College

Greg James (2013), Workforce Project Manager
Credit from Northeast Mississippi Community College; Credit from Freed Hardeman University

Brent Johnson (2018), Jails to Jobs Navigator
A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; Ma. P.R.M., University of Mississippi

Tiffany Johnson (1999), Foundation Financial Officer
A.A.S., Northeast Mississippi Community College; B.B.A., Faulkner University

Chassie Kelly (2002), Director of Enrollment Services, Registrar
B.A., University of Mississippi; M.S. Western Governor's University

Laurie Kesler (2010), Director of Adult Education
A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of Mississippi

Will Kollmeyer (2017), Director of Marketing and Community Relations
B.A., University of Wisconsin-Platteville, Credit from University of Wisconsin-Madison

Kristen Lambert (2013), Data Enrollment Specialist
A.A., Northeast Mississippi Community College; A.A.S., Northeast Mississippi Community College

Brandi Lauderdale (2018), Financial Aid Associate
A.A., A.A.S., Northeast Mississippi Community College

Christy Lindsey (2018), Accountant
Credit from Northeast Mississippi Community College, B.S., University of Mississippi; M.S. Arkansas State University

Blake Long (2013), Sports Information Director
A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi

Jody Long (1997), Head Softball Coach, Assistant Director of Residential Student Services
A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi

Jennalee Lyles (2016), WIOA Career Coach
B.S., Blue Mountain College

Jason Mattox (2006), Associate Vice President for Career Technical Programs/Division Head, Business and Engineering Technology
A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.B.A., Union University

Brenda Mays (2015), Head Women's Basketball Coach
Credit from Northeast Mississippi Community College; B.S., University of North Alabama; M.A., University of North Alabama

Jenny McCalla (2017), Administrative Assistant for the Vice President of Workforce and Economic Development
B.A., Ohio Christian University; Credit from Wesley Biblical Seminary; Credit from Wesley College; Credit from Geneva College

Alissa McCreary (1992), Accounting Specialist
A.A., Northeast Mississippi Community College

Tabitha McKay (2013), Educational Systems Specialist
A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., Delta State University

Pam Meeks (1998), Grant Writer
A.A.S., Northeast Mississippi Junior College; B.A., University of Mississippi; M.P.P.A., Mississippi State University

Lori Michael (1998), Administrative Assistant, Business and Engineering Technology
A.A.S., Northeast Mississippi Community College

Raina Michael (2007), Residential Student Services Associate
A.A., Northeast Mississippi Community College; Credit from University of Mississippi

Erica Miller (2011), One Stop Shop Navigator
A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi

Mary Miller (2003), Financial Aid Associate, Loan Specialist
A.A.S., Northeast Mississippi Community College, A.A.S., ITT Technical Institute

Michael Miller (2013), Public Information Specialist
A.A., Northeast Mississippi Community College; B.S., Union University; B.S.O.L., Union University; M.B.A., Mississippi State University; Credit from Delta State University

Kareem Moore (2016), Assistant Football Coach
Credit from University of Mississippi

Kyle Morris (2014), Assistant Men's Basketball Coach
A.A., Northeast Mississippi Community College; B.S., Union University

Chris Murphy (2011), Vice President of Finance
A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.S. Western Governor's University

Traci Murphy (1995), Accounts Payable Specialist
A.A.S., Northeast Mississippi Community College

Amber Nelms (2003), Director of Institutional Effectiveness
A.A.S., Northeast Mississippi Community College; B.S.R.S., Florida Hospital of Health Science; Registered Radiologic Technologist; Registered Mammographer; M.A., University of Mississippi; Advanced Study, Delta State University

Valerie Niblett (2016), Continuing Education Associate
A.A.S. Northwest Technical College

Mark Nichols (1997), Senior Oracle Database Administrator
A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.B.A., University of Mississippi

Jeffrey Powell (2001), Webmaster/Technology Specialist
A.A., Northeast Mississippi Community College; Credit from University of Mississippi; Credit from University of North Alabama; Credit from Western Governor's University

Mary Kristinlyn Reese (2016) HSE Testing - Adult Education
A.A., Northeast Mississippi Community College; Credit from Western Governor's University

T.J. Robbins (2018), Head Athletic Trainer
A.A., East Central Community College; B.S., University of West Alabama; M.A.T., University of West Alabama

Kathy Rutherford (1990), Purchasing Assistant/Inventory Clerk
A.A.S., Northeast Mississippi Junior College

Vincent Sanders (2017), Assistant Football Coach
B.S., University of Mississippi

Craig-Ellis Sasser (2008), Executive Vice President
A.A., Northeast Mississippi Community College; B.A., Mississippi State University; M.A. Mississippi State University; A.B.D., University of Mississippi

Doug Saylor (2017), Assistant Football Coach
B.S., University of Georgia

Jon Andy Scott (2013), Assistant Baseball Coach
A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.A., Arkansas State University

Kacie Scott (2018), Student Success Coach
B.S., Mississippi State University

Ray Scott (1991), Vice President of Student Services
A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., Mississippi State University

Ben Shappley (1998), Northeast at Corinth Center Director/Director of Workforce Training
A.A., Northeast Mississippi Community College; B.P.A., University of Mississippi; M.B.A. Delta State University

Alfreda Shelly (2016), Game Room Supervisor

Ann Smith (1987), Accountant
A.A., Northeast Mississippi Junior College; B.Accy., University of Mississippi

Greg Smith (1985), Computer Services Director
A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.C.S., Mississippi State University

Kim Smith (1997), Assistant Director of Adult Education/ Lead Instructor
A.A., Itawamba Community College; B.S., Freed-Hardeman University

Ron Smith (1999), Networking and Technology Specialist
A.A.S., Northeast Mississippi Community College

Kunshing Sorrell-Howard (2015), Assistant Women's Basketball Coach
Credit from Northeast Mississippi Community College; B.S., Mississippi State University

Robin South (2011), Office Assistant, Dental Hygiene Technology
A.A., Northeast Mississippi Community College; Credit from Mississippi University for Women, Credit from University of North Alabama

Janet Stacks (2015), WIOA Career Coach
A.A.S., Northeast Mississippi Community College; B.S., Union University

Maurice Stafford (2003), Director of Intramurals/Assistant Supervisor of Burgess Fitness Center
Northeast Mississippi Community College; B.S., University of North Alabama

Callie Stanley (2019), Enrollment Services Assistant
Credit from Northeast Mississippi Community College

Leigh Ann Stewart (2017), Special Populations Counselor
A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of West Alabama

Glenice Stone (1995), Division Head, Library Director
B.S., Louisiana State University; M.L.I.S., Louisiana State University

Charlotte Tennison (1997), Student Activities
A.A.S., Northeast Mississippi Community College

Mark Tomlinson (2011), WIOA Case Manager
B.B.A., University of Mississippi

Justin Treloar (2013), Division Head, Humanities & Languages
B.S., Mississippi State University; M.S., Mississippi State University; Ph.D., Mississippi State University

Leigh Treloar (2018), Student Athlete Success Coach
B.B.A., Mississippi State University; M.S., Mississippi State University

Shannon Tucker (1997), Admissions Office
A.A., Northeast Mississippi Community College; B.A., Mississippi State University; Advanced Study, University of Memphis

Karrye Tynes (2014), Counselor
B.A., University of Mississippi; M.Ed., Delta State University

Robert Walker (2017), Fitness Center Director
B.S., University of Alabama; M.S., Mississippi State University

Susan Walker (2011), Receptionist - Northeast at Corinth

Maurice Weatherall (2016), Dorm Supervisor

B.M., Baldwin-Wallace University; M.M., University of Mississippi; A.B.D., University of Mississippi

Brandy Webb (2016), Print Shop Operator

A.A.S., Northeast Mississippi Community College

Kristin Wesson (2019), Mental Health Counselor

Britney Whitley (2018), Director of Student Success Center/ Health Sciences Advisor

Credit from Northeast Mississippi Community College; B.B.A. Mississippi State University; M. A. H. Ed., University of Mississippi

Joey Williford (2007), Director of Guidance and Counseling

A.A., Northeast Mississippi Community College; B.A., Mississippi State University; M.Ed., University of Mississippi

Greg Windham (2009), Director of Financial Aid

A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.B.A., Delta State University

Cord Wright (2013), Head Men's Basketball Coach

B.S., Limestone College; M.A., University of North Alabama

Sabine Zabarovska (2014), Learning Management and System Support Specialist

B.S., University of Mississippi

Faculty

Jonathan Alexander (2015) Diesel Power Technology

A.A.S., Northeast Mississippi Community College

Nick Alexander (2002), Dental Hygiene Technology

B.S., University of Mississippi; D.M.D., University of Mississippi Medical School

Terry Anderson (1982), Art

A.A., Northeast Mississippi Community College; B.F.A., Memphis College of Art; M.A., University of Mississippi

Tracey Barron (2018), Practical Nursing

A.A., East Central Community College; B.S.N., Mississippi University for Women

Camille Beals (2007), Nursing

A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S. Ed, University of North Alabama; M.S.N., Alcorn State University; Additional credit, Delta State University; D.N.P., Samford University

Mary Lou Beckman (2005), Mathematics

B.S., Mississippi State University; M.Ed., Mississippi State University

Jason Beghtol (2008), Music

A.A., Itawamba Community College; B.M., University of Mississippi; M.M., University of Mississippi; M.M., Florida State University; Ph. D., University of Mississippi

Carlena Benjamin (2007), Biology

B.S. Biological Sciences, Mississippi State University; M.E. Science Education, University of Mississippi; Ed. D., Delta State University

Tara Blansett (2007), Speech

A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

Joseph Boren (2019), Construction Engineering Technology

A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.A. University of North Alabama

Sallye Bowlin (2019), Accounting

A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.B.A., Delta State University

Will Bowlin (2014), Political Science/History

B.S., Mississippi State University; M.P.P.A, Mississippi State University; Advanced Credit, University of North Alabama

Beth Bowling (2014), Nursing

B.S.N., Mississippi University for Women; M.S.N., University of North Alabama; D.N.P., American Sentinel University

Russ Bullard (2012), Heating and Air Conditioning Technology

Certificate, Northeast Mississippi Community College; A.A.S. Northeast Mississippi Community College

Amy Burks (2013), Physical Science

B.S., Blue Mountain College; M.S., Delta State University; Additional graduate credit, Mississippi State University and Montana State University

Lynn Burns (2006), English, Director of the Writing Center

A.A., Northeast Mississippi Community College; B.S., University of North Alabama; M.A., Mississippi State University

Catherine Byars (2012), Nursing
A.A.S. Northeast Mississippi Community College; B.S. Education, University of North Alabama; M.M., Music Theory, University of Mississippi; M.S.N., Walden University; D.N.P., Samford University

Carmen Cartwright (2018), Nursing
B.S.N., M.S.N., University of North Alabama

Noel Childress (2016), Mathematics
B.S., University of Mississippi; M.S., University of Mississippi

Kristy Church (2009), Nursing
B.S.N., University of North Alabama; M.S.N, University of North Alabama

Ginger Cramer (2013), Culinary Arts Technology
A.A.S., Northeast Mississippi Community College

Bonita Crump (1979), Child Care and Development Technology/Co-Director of Northeast Childcare Center
A.A.S., Northeast Mississippi Community College

Felicia Crump (2013), Practical Nursing
A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S., Mississippi University for Women; M.S.N., William Carey University; Ph.D., William Carey University

Julie Davidson (2013), Dental Hygiene
A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.B.A. H.A., Colorado Christian University

Jennifer Davis (2003), Radiologic Technology
B.S., Baptist College of Health Sciences, Registered Radiologic Technologist, Registered Radiation Therapist, M.A., University of Mississippi

Beth Dawson (2012), Nursing
B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P., Samford University

Kristi Dempsey (2018), Practical Nursing
A.A.S., Northwest-Shoals Community College; B.S.N., M.S.N, D.N.P., University of Alabama

Derek DeVaughn (2014), Industrial Maintenance/Head Golf Coach
A.A.S., Northeast Mississippi Community College

Jenna Donegan (2015), Art
B.F.A., Nicholls State University; M.F.A., Louisiana Tech University

Chris Dunn (2012), Music/Campus Country
B.M., Belmont University; M.S., Middle Tennessee State University

Rebecca Elliott (2018), Business Technology
A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., University of North Alabama

Emily Fondren (2012), Nursing
A.A.S., Massachusetts Bay Community College; B.S., Jacksonville State University; M.S.N., University of North Alabama; D.N.P, Samford University

Mindy Forsman (2019), Nursing
A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.S.N., University of Mississippi Medical Center

Carrie Fowler (2019), Dental Hygiene
A.A.S., Northeast Mississippi Community College; B.H.S., University of Mississippi Medical Center

Tina Gambill (2006), English
A.A., Northeast Mississippi Community College; B.A., Blue Mountain; M.S., Mississippi State

Amanda Garvin (2005), English
A.A., Northeast Mississippi Community College; B.S., Delta State University; M.A., University of North Alabama

Laura Gilham (2001), Librarian
B.S., Ohio University; M.L.I.S., University of Southern Mississippi

Molly Goodson (1999), Related Vocational Instructor
Credit from Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., Mississippi State University

Shannon Goolsby (2007), Medical Laboratory Technology
A.A., Northeast Mississippi Community College; credit from Mississippi State University and Wood College; B.S., Blue Mountain College; M.S., University of Southern Mississippi

Elizabeth Grisham (2019), History
B.A., Belhaven University; M.A., Mississippi State University

Christy Grissom (2013), Hospitality Management Technology
A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; Advanced study, University of Alabama

Melinda Hamlin (1992), Nursing
A.A.S., Northeast Community College; B.S.N., University of North Alabama, M.S.N., Mississippi University for Women; D.N. P., Samford University

Greg Hardin (1998), Automotive Mechanics Technology
A.A.S., Northeast Mississippi Community College, Credit from Mississippi State University

Hope Harrelson (2018), Radiology
A.A.S., Northeast Mississippi Community College; A.A.S., Itawamba Community College; B.S., University of Mississippi

Jennifer Hastings (2001), Related Vocational Instruction
A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; B.S., Blue Mountain College; M.A., University of Mississippi

Debra Hazel-Lambert (2006), Nursing
A.A.S., Northeast Mississippi Community College; B.S. Biology, Steven F. Austin University; M.S.N., University of Phoenix; D.N. P., American Sentinel University

Donna Hill (1992), Nursing
A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S.N., Mississippi University for Women; D.N.P., Samford University

Wes Hill (2014), Sociology/History
B.S.S., Campbell University; M.S.S., University of Mississippi

Tom Hill (1991), Computer Science
A.A., Northeast Mississippi Community College; B.S., University of Southern Mississippi; M.S., University of Mississippi; Advanced study, Mississippi State University and University of Mississippi; Ph.D., University of Mississippi

Dawn Hilliard (2005), Biology
B.S., Blue Mountain College; M.P.T., University of Tennessee-Memphis

Chandra Hisaw (2019), Biology

Vickie Hopkins (2010), Medical Assisting Technology
A.A.S., Northeast Mississippi Community College, Certified Medical Assistant (AAMA); B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center

Rocky Hughes (1992), Biology, Agriculture
A.A., Northeast Mississippi Junior College; D.V.M., Mississippi State University

Mark Hurley (1992), Biology, Agriculture
B.S., University of Missouri; M.S., University of Arkansas; Additional graduate credit, Mississippi State University

Nicholas Jackson (2016) Information Systems Technology
A.A.S. Northeast Mississippi Community College

Mary Jones (2016), Health, Physical Education, and Recreation
A.A., Northeast Mississippi Community College; B.S., University of Southern Mississippi; M.S., University of Southern Mississippi; Ph.D., University of Southern Mississippi

Heather Kirk (2016), Nursing
B.S.N., University of North Alabama; M.S.N., University of Alabama - Birmingham; D.N.P., Samford University

Anne Kramer (2015), English
B.A., University of Mississippi; M.Ed, University of Mississippi

Morgan Kramer (2015), History
B.S.E., Delta State University; M.Ed., Delta State University

Amy Langley (2014), Assistant Band/Woodwind and Guard
B.A., University of Mississippi; M.A., University of Mississippi; Ph.D. University of Memphis

Claire Leeke (2017), Music
B.A., M.M., University of Mississippi

Natasha Lewis (2014) Information Systems Technology
A.S., Itawamba Community College; B.S., Mississippi University for Women, M.S., University of Phoenix

Tiffany Lindsey (2016) Dental Hygiene
A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center

John Little (2011), Biology
B.A.E., University of Mississippi; M.D., Xavier University School of Medicine, Aruba

Stevie Lovelace (1997), Precision Manufacturing & Machining Technology
A.S., Northeast Mississippi Community College; B.S. Mississippi State University; Certified Journeyman Machinist and Tool and Diemaker

Janelle Lowrey (2018), Paralegal Technology
A.A.S., Northeast Mississippi Community College; B.A., University of Mississippi; J.D., University of Mississippi

Amy Marolt-Alred (2005), Mathematics
B.A., Mississippi State University; M.S., Mississippi State University; Ph.D., University of Mississippi

Andrea Mathis (2003), Mathematics
A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., University of Mississippi

Amanda Mattox (1995), Music
A.A., Northeast Mississippi Community College; B.M. Ed., Mississippi State University; B.S., University of Southern Mississippi; M.M. Ed., University of Southern Mississippi; D.A., University of Mississippi

Lorie Mattox (2013), English
B.S., Blue Mountain College; M.Ed., University of Mississippi

Jeff Melson (2008), Drafting, Design & 3D Modeling Technology
A.A.S. & A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M. Ed., Delta State University

John Messer (2015) Physical Science
B.S., University of Mississippi; M.A., University of Mississippi

Candy Miller (2012), English
A.A. Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

Jason Miller (2015) Chemistry
A.A. Northeast Mississippi Community College; B.S. University of North Alabama; M.S. Mississippi State University; Additional graduate credit, Mississippi State University

Whitney Miller (2018), Nursing
B.S.N., University of North Alabama; M.S.N., University of Alabama-Birmingham

Bryan Mitchell (2006), Music/Director of Bands
A.A., Northeast Mississippi Community College; B.M., University of Mississippi; M.M., University of Mississippi; Additional graduate credit, University of Mississippi

Randy Mitchell (2008), Collision Repair Technology
A.A.S., Northeast Mississippi Community College

Brittany Moore (2013), English
B.S., Mississippi State University; M. Ed., University of Mississippi

Chasity Moore (2015), Health, Physical Education & Recreation/Family Consumer Science
B.S., Mississippi University for Women; M.S., Mississippi State University

Stephanie Moore (2011), Psychology
B.A., Delta State University; M.A.C.L., Forest Institute of Professional Psychology

Stewart Moore (2014), Civil Engineering Technology
A.A.S., Northeast Mississippi Community College; B.S., Mississippi State University

Melissa Morgan (2012), Nursing
A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi for Women; M.S.N., Delta State University; D.N.P., Samford University

Angela Mott (2002), Computer Science
B.B.A., Mississippi State University; M.B.A., Mississippi State University

Jennifer Newell (2001), Early Childhood Technology
Credit from Northeast Mississippi Community College; B.S., Blue Mountain College; M.Ed., Mississippi State University

George Nock (2002), Physics
B.S., Hampden-Sydney College; M.S., University of Mississippi; Ph.D., University of Mississippi

Misty Norris (2012), Mathematics
B.S., Mississippi State University; M.S., Mississippi State University

Alexia Owens (2014), Early Childhood Technology/Co-Director of Northeast Childcare Center
Credit from Northeast Mississippi Community College; B.S., Mississippi State University

Jerry Palmer (2000), Automotive Mechanics
A.A.S., Northeast Mississippi Community College; General Motors Training Center

Tabitha Perrigo (2017), Psychology
A.A.S., Northeast Mississippi Community College; B.S., University for Women; M.S., University of Southern Mississippi; D.N.P., University of South Alabama

Emily Pollard (2008), Psychology
Credit from Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

Beverly Prince (1994), Respiratory Care
A.A.S., Northeast Mississippi Community College; B.H.S., Baptist Memorial College of Health Sciences, Memphis

Kristi Reece (2012), Nursing
A.A.S., Northwest Mississippi Community College; B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P.; Samford University

Kalah Rogers (2014), Librarian
B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi

Matt Sandlin (2013), Industrial Maintenance
A.A.S., Industrial Maintenance; A.A.S., Electrical Technology, Northeast Mississippi Community College

Paige Sasser (2009), English
A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed, University of Mississippi

Christopher Schager (1999), Speech
Credit from Canada College: Foothill College; B.A., San Francisco State University; M.F.A., University of Mississippi; Additional graduate credit, University of Memphis; Mississippi State University

Shane Scott (2015), Criminal Justice
B.S., University of Mississippi; J.D., Mississippi College of Law

John Shelburne (2007), Respiratory Care
A.D., PMI Mesa Campus, Mesa, AZ; B.S., Grand Canyon University; M.A., University of Mississippi

Melody Shinn (2008), Art
B.F.A., Mississippi University for Women; M.F.A., Rochester Institute of Technology

Camille Shoffner (2001), Dental Hygiene
A.A.S., Northeast Mississippi Community College; B.S., East Tennessee State University; Additional credit from Mississippi State University; M.S.A.H., East Tennessee State University

Rosalyn Singleton (2008), Medical Laboratory Technology
A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.H.S., University of Mississippi Medical Center

Brad Sloan (2014), Practical Nursing
A.A.S., Holmes Community College; B.S.N., Mississippi University for Women; B.A., University of Mississippi; B.A., University of Mississippi; M.Ed., University of Mississippi; Advanced Study, University of North Alabama

Eric Smith (2017), History
B.A., M.A. (Philosophy), M.A. (History), University of Mississippi

Mason Smith (2017), Electrical
A.A.S., Northeast Mississippi Community College

Shawna Smith (2013), Biology
A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; B.S.N., University of North Alabama; advanced study, Mississippi State University; M.S.N., University of North Alabama; M.A.E., University of West Alabama; Additional graduate credit, Samford University

Mike Snowden (1986), Precision Manufacturing & Machining
A.A.S., Northeast Mississippi Junior College; Vocational Certificate; Additional credit from Mississippi State University

Paula Stennett (2008), Health Sciences Simulation Instructor
A.S.N., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., Mississippi University for Women; Ph.D., William Carey University

Lisa Stevens (2018), Sociology
Credit from Northeast Mississippi Community College; B.A., Blue Mountain College; M.S., University of Mississippi

Bill Stone (1995), Speech, Philosophy
B.A., Union University; M. Div., New Orleans Baptist Theological Seminary; Ph.D., Louisiana State University

Amanda Sullivan (2013), Nursing
A.A.S., Northeast Mississippi Community College; B.S.N., M.S.N.; University of North Alabama; D.N.P., Samford University

Sherita Taylor (2007), Librarian
B.S., Mississippi University for Women; M.L.I.S., University of Southern Mississippi

Helen Thompson (2003), Mathematics
B.A., Southern Methodist University; B.A.E.; M.S., University of Mississippi

Jeanne Tice (2005), English
B.A.; M.E., University of Mississippi

Morgan Tucker (2012), English
A.A. Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi

Jeff Tuttle (2003), Foreign Languages
B.A.; M.Ed., University of Mississippi

Elizabeth Upchurch (2016), English
B.A., Mississippi University for Women; M.A., Mississippi State University

Melanie Walker (2005), Mathematics
B.A., University of Mississippi; M.S., University of Mississippi; Additional graduate credit, University of Mississippi

Bonnie Wanner (2018), Mathematics
Credit from Northeast Mississippi Community College; B.S., Mississippi State University; M.S., National University

Crystal White (2003), Business Technology
A.A.S., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University, Ed.S., Arkansas State University

Ellice Yager (2013), Librarian
A.A., Northeast Mississippi University; B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi

John Yarber (1996), Economics/ Business Administration
A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.B.A., University of Mississippi; Ph.D., Mississippi State University