



COLLEGE CATALOG
2021 - 2022

Associate of Science

The Associate of Science degree at Pratt Community College is designed for students who wish to transfer into a Bachelor of Science degree program. The Associate of Science degree emphasizes a broad array of general education, including natural science, social science, communication, and mathematics. Courses in the major field are also emphasized.

Communications 9 hours

- a. ENG176 English Composition I*
- b. ENG177 English Composition II
- c. COM 106 Interpersonal Communications, COM131 Speech Communications or COM276 Public Speaking

Mathematics 3 hours

- a. MTH178 College Algebra* or higher

Natural & Physical Sciences 9-10 hours

- a. One (1) biological science lab course **and**
- b. One (1) physical science lab course

Social & Behavioral Sciences 9 hours

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

Humanities 9 hours

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

Lifetime Fitness & Health 3 hours

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)
- b. Physical Activity course from approved list (1)

Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) **or** other specified departmental computer course

Total Required Credit Hours = 64 hours

*ACT or NEXT-GENERATION prerequisites apply. Students may need developmental course work prior to enrollment in this class.

Please refer to "Requirements for Graduation" detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Effective: Fall 2021

Associate of Arts

At Pratt Community College the Associate of Arts degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education, including a multi-cultural course. College majors which typically may lead to Bachelor of Arts degree are English, Humanities, Foreign Language, Philosophy, and sometimes History and Fine Arts. Colleges which award Bachelor of Arts and Bachelor of Fine Arts degrees will specify which majors can qualify for this degree.

Communications 9 hours

- a. ENG176 English Composition I*
- b. ENG177 English Composition II
- c. COM 106 Interpersonal Communications, COM131 Speech Communications or COM276 Public Speaking

Mathematics 3 hours

- a. MTH178 College Algebra* or higher

Natural & Physical Sciences 9-10 hours

- a. One (1) biological science lab course **and**
- b. One (1) physical science lab course

Social & Behavioral Sciences 9 hours

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

Humanities 9 hours

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

Multicultural Experience 3-5 hours

- a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.

Lifetime Fitness & Health 3 hours

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3)) or HPR176 Lifestyle Management (2)
- b. Physical Activity course from approved list (1)

Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

Computer Skills 3 hours

- BUS 235 Microcomputer Office Apps I (3) or other specified departmental computer class

Total Required Credit Hours = 64 hours

*ACT or NEXT-GENERATION prerequisites apply. Students may need developmental course work prior to enrollment in this class.

Please refer to "Requirements for Graduation" detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Effective: Fall 2021

Associate of General Studies

The Associate Degree of General Studies (A.G.S.) is a degree option for a variety of students. While the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees better prepare students for transfer to university study, the A.G.S. aligns with the Bachelor's in General Studies (B.G.S.) degree offered by most universities. Students who do not plan to pursue a baccalaureate degree and are not interested in obtaining an Associate of Applied Science (A.A.S.) degree may choose the A.G.S. option. The A.G.S. degree may be appropriate for students who wish to explore various career options before narrowing their study to one major field.

Communications 6 hours

- a. ENG176* or higher (3)
- b. COM106 Interpersonal Communication (3), COM131 Speech Communications (3), or COM276 Public Speaking (3)

Mathematics 3 hours

- a. MTH126 Technical Math (3) or higher

Students planning to pursue a bachelor's degree should take MTH178 College Algebra or higher.

Social & Behavioral Sciences 3 hours

- a. One (1) course of three (3) credit hours must be taken from the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

Humanities 3 hours

- a. One (1) course of three (3) credit hours must be taken from the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

Lifetime Fitness & Health 3 hours

- 1) HPR101 Concepts of Physical Health or HPR177 Personal & Community Health or HPR176 Lifestyle Management

(2) Physical activity course from approved list **OR**

- (3) HPR161 Nutrition (3), BIO101 Basic Nutrition (3)

Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.) Note: Students in the **Wildlife Outfitting and Operations** program may take HPR231 First Aid & Safety to fulfill the Lifetime Fitness & Health requirement.

Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) or other specified departmental computer class

Total Required General Education Courses = 21 credit hours

Courses from Area of Concentration (excluding General Education requirements) = 18 credit hours

Electives = 25 credit hours

Total Required Credit Hours = 64 hours

Note: no more than 8 total credit hours in co-curricular and/or activity related courses may be applied to the Associate of General Studies Degree.

*ACT or NEXT-GENERATION prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

Please refer to "Requirements for Graduation" detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation

Effective: Fall 2021

Areas of Concentration

Associate of General Studies Degree

(Minimum of 18 Credit Hours)

Specific courses in each concentration are recommended but not required unless otherwise noted.

No more than 8 credit hours of co-curricular studies may be used for this degree's specific Area of Concentration requirements and/or electives.

AGRICULTURE/AGRI-BUSINESS CONCENTRATION

Any ACC class
Any AGR class
Any BUS class

Any Science class
Any CSC class

BUSINESS AND/OR ACCOUNTING CONCENTRATION

Any ACC classes
Any CSC class

Any BUS class

BUSINESS ADMINISTRATION & MANAGEMENT

ACC177 Accounting I
BUS150 Advertising
BUS178 Introduction to Business

BUS233 Business Law
BUS234 Marketing
BUS237 Business Management

Refer to program chart for list of recommended electives

COMMUNICATIONS CONCENTRATION

BUS236 Business Communication
COM276 Public Speaking
COM classes

ENG classes
MLN classes
LIT classes

HEALTH & PHYSICAL EDUCATION CONCENTRATION

HPR133 Introduction to Physical Education
HOC100 Cardiopulmonary Resuscitation
EDU139 Children's Play & Games
HPR176 Lifestyle Management
HPR177 Personal & Community Health
HPR292 Care & Prevention of Sports Injuries

Any Science class
HOC classes
HPR classes (except Athletic Conditioning & Varsity Athletics)
SOC classes
PSY classes

HUMANITIES CONCENTRATION

ART classes
DRM classes
HST classes
HUM classes

LIT classes
MLN classes
MUS classes
PHL classes

LAW ENFORCEMENT/CORRECTIONS

PHL276 Introduction to Ethics

SOC177 Juvenile Delinquency

SOC182 Sociology of Families

SOC233 Social Problems

SSC161 Intro to Law Enforcement

SSC212 Intro to Corrections

POS classes

PSY classes

MLN classes

SOC classes

MATHEMATICS AND SCIENCE CONCENTRATION

AGR131 Plant Science

AGR132 Animal Science

AGR136 Soils

BIO classes

CHM classes

MTH classes

PSC classes

PHS classes

MODERN DISTRIBUTION SALES & MANAGEMENT CONCENTRATION

DSM100 Introduction to Industrial Distribution

DSM101 Distributor Operations & Finance

DSM102 Sales in Distribution

DSM103 Manufacturer Distributor Relations

DSM200 Materials Management & Procurement

DSM201 Distributor Operations & Finance

DSM202 Enterprise Resource Planning & Data Driven Decisions

DSM204 Occupational Work Experience

DSM205 Logistics & Supply Chain

Management (3)

(A minimum of 12 credit hours must be DSM classes)

ACC111 Introduction to Accounting

ACC177 Accounting I

ACC231 Computerized Accounting

BUS178 Introduction to Business

BUS177 Human Relations

BUS233 Business Law

BUS237 Business Management

Any DSM, ACC, or BUS as per advisor

SOCIAL SCIENCES CONCENTRATION

BUS276 Macroeconomics

BUS277 Microeconomics

HST176 American History to 1865

HST177 American History to Present

PSY176 General Psychology

SSC176 World Regional Geography

SOC176 Introduction to Sociology

SSC235 Introduction to Social Work

HST classes

MLN classes

PHL classes

POS classes

PSY classes

SOC classes

SSC classes

SPORTS ADMINISTRATION CONCENTRATION

ACC111 Introduction to Accounting or ACC177 Accounting I

BUS177/SOC178 Human Relations

BUS178 Introduction to Business

BUS classes

HPR classes except Athletic Conditioning and Varsity Athletics

BUS244 Human Resource Management

HPR122 Recreational Leadership

HPR125 Psychology of Sport

HPR130 Introduction to Sports Administration

TECHNICAL STUDIES CONCENTRATION

AMC classes

APT classes

EPT classes

BUS178 Introduction to Business

INT Classes

AGR Classes

WLD classes
BUS176 Personal Finance
BUS177/SOC178 Human Relations

Any science class
Other technical classes as approved by
advisor

WILDLIFE OUTFITTING & OPERATIONS CONCENTRATION

AGR136 Soils (4)	WOO282 Deer Hunting Management Techniques
AGR142 Ag in Our Society	WOO283 Freshwater Fishing Management Techniques
WOO270 Wildlife Business Basics	BUS176 Personal Finance
WOO271 Hunter Education Instructor Training	HPR112 Shooting Sports I
WOO271 Hunter Education Instructor Training	HPR129 Shooting Sports II
WOO270 Wildlife Business Basics	ACC classes
WOO271 Hunter Education Instructor Training	AGR classes
WOO272 Firearms Handling	APT classes
WOO273 Bow Hunting Equipment	BIO classes
WOO274 Habitat & Food Plot Installation	WLD classes
WOO275 Wildlife & Outdoor Media Production	
WOO276 Guiding in the Outdoors	
WOO280 Waterfowl Management Techniques	
BIO123 Environmental Science	

Customized Concentration designed for particular student needs will be considered upon application. Addition/Deletion or adjustments to Concentrations will be approved by Instructional Council.

Effective: Fall 2021

Associate of Applied Science Degree

The Associate of Applied Science degree program is to prepare the students to enter an occupation or a closely related cluster of occupations after two years of full-time study. It is a technical or occupational degree program, which means that most students in the program are learning a specific trade or practical skill which they hope to make their career. Students seeking an Associate of Applied Science Degree must major in an occupational program of study. Most candidates for the Associate of Applied Science degree do not transfer directly into a bachelor's degree program; however, Pittsburg State University, Fort Hays State University, Wichita State University, Kansas State University, and Emporia State University have some specific programs which closely parallel the requirements at Pratt Community College. In particular, Pittsburg State University encourages students in certain technology majors to transfer to its bachelor's degree program in technology. PCC holds certification as an area vocational school, so vocational programs consist of courses which are accredited as college level credit, but are also recognized as fulfilling the competency-based requirements of vocational training schools.

Communications 6 hours

- a. ENG135 Writing for the Workplace* or higher
- b. COM106 Interpersonal Communications, COM130 Communication for the Workplace, COM131 Speech Communications, or COM276 Public Speaking

Mathematics 3 hours

- a. MTH 126 Technical Math * or higher

Students majoring in a technical field with departmental math requirements must complete the prescribed course.

Social & Behavioral Sciences 3 hours

- a. BUS177/SOC178 Human Relations or one course of at least three credit hours from one of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, or Economics

Lifetime Fitness & Health 2 hours

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.)

Computer Skills 1 hour

BUS162 Intro to Word Processing or higher.

Total Required General Education Credit Hours: **Minimum** of 15 hours

Courses from Major Department and electives (excluding General Education requirements): 47 hours

Please refer to specific program charts as there may be variance in total credit hours and requirements among the technical programs.

Total Required Credit Hours = 64 hours

*ACT or NEXT-GENERATION prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

Please refer to "Requirements for Graduation" detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Occupational Certificates

Pratt Community College provides programs of instruction consisting of college credit courses that are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards. The courses are based in theory and are of such complexity, rigor, and theory to be acceptable as college credit. Most certificate programs are designed to allow a duly enrolled full-time student to complete a program within one academic year. Please refer to specific program charts as there may be variance in total credit hours and requirements among the technical programs.

Occupational Certificate Requirements

Communications 3 hours

a. ENG135 Writing for the Workplace* or higher

Computer Skills 1 hour

a. BUS162 or higher

b. Additional computer application credits recommended (BUS235 Microcomputer Office Apps I)

Lifetime Fitness & Health 2 hour

HPR101 Concepts of Physical Health (2 credit hours) or HPR177 Personal & Community Health (3 credit hours) or HPR176 Lifestyle Management (2 credit hours). Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

Mathematics 3 hours

a. MTH126 Technical Math* or higher

Total Required General Education Credit Hours = 9 cr. hrs.

Courses from Major Department (excluding courses used to meet General Education requirements) = 23 credit hour.

Total Required Credit Hours= 32 hrs.

*ACT or NEXT-GENERATION prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

Skill Certificates

Certificates of completion are awarded to students who complete short-term training programs designed to develop specific skills.

Effective: Fall 2021

Approved Courses

Social & Behavioral Science Electives

Any course from the following disciplines may be taken as a social and behavioral science elective: Sociology, Social Science, Psychology, Political Science, Geography, Economics, and Anthropology.

Example: Any SOC prefixed course Any SSC prefixed course
Any POS prefixed course Any PSY prefixed course
Principles of Macroeconomics or Principles of Microeconomics
Intro to Agribusiness for Ag majors only

Humanities Electives

Any course from the following disciplines, excluding performance or studio courses in fine arts, may be taken as a humanities elective: Art, Music, Drama, Literature, Philosophy, Humanities, and History.

Example: Any LIT prefixed course Any HUM prefixed course
Any HST prefixed course ART139 Art Appreciation
DRM131 Theatre Appreciation MUS176 Introduction to Music
Any PHL prefixed course BUS218/PHL218 Business Ethics

Approved Courses: Multicultural Experience

SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.

Approved Courses: Natural Sciences

Any course from the following disciplines may be taken as a natural science elective:
Any BIO prefixed course with lab

Approved Courses: Physical Sciences

Any course from the following disciplines may be taken as a physical science elective:
Any CHM prefixed courses with lab Any PHS prefixed courses with lab
Any PSC prefixed courses with lab

Approved Courses: Computer Skills Requirement

The following courses have been approved to fulfill the general education computer skills requirement:

BUS235 Microcomputer Office Applications I (3 credit hours) or other specified departmental computer course

Approved Courses: Lifetime Fitness & Health Requirement

HPR101 Concepts of Physical Health
HPR177 Personal & Community Health
HPR176 Lifestyle Management

The following courses have been approved to fulfill the general education physical activity requirement:

AGR151-158 Applied Ag Tech I-VIII	HPR137/HRR237 Beginning/Advanced Weightlifting
HPR112,129 Shooting Sports & Firearm Safety I-II	HPR141/241 Beginning/Advanced Body Conditioning
HPR128 Beginning Archery	HPR155-158 Athl. Conditioning I-IV
HPR132 Pistol Safety	HPR165-168 Varsity Athletics I-IV
INT165-168 Varsity eSports I-IV	HPR259-260 Athl Conditioning V-VI
	HPR279-280 Varsity Athletics V-VI

Students may earn credit towards graduation by satisfactory participation in the co-curricular coursework listed below:

- Show Choir I-IV
- Band I-IV
- Jazz Band I-IV
- Choir I-IV
- Technical Production
- Theatre Production
- Weightlifting
- Body Conditioning
- Applied Ag Techniques I-VIII
- Athletic Conditioning I-VI
- Varsity Athletics I-VI
- Varsity eSports I-VI

A student may elect to use up to **four credit hours** of these courses toward an occupational certificate and up to **eight credit hours** toward an associate degree. Credits are counted as electives in the student's program of study and do not supersede any of the program requirements. **An exception exists in the Associate of General Studies Degree. No more than 8 credit hours of co-curricular studies may be used for this degree's specific Area of Concentration requirements and/or electives.** Students are advised that this credit may or may not transfer and may not meet required credit hours of study in some programs.

Students are required to enroll for credit for every semester of participation in the listed courses. Credit applied toward their certificate/degree is limited by the preceding paragraph.

Effective: Fall 2021

2021-2022 Program Charts

ACCOUNTING – ASSOCIATE OF SCIENCE DEGREE

Accounting, Finance, Actuarial Science, etc.

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a) ENG176 English Composition I (3) b) ENG177 English Composition II (3) c) COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) AND b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS:	12
ACC177 Accounting I (3) ACC231 Computerized Accounting (3) ACC178 Accounting II (3) BUS236 Bus. Communications (3)	
ADVISOR APPROVED ELECTIVES - Suggestions Include:	6-7
ACC111 Intro to Accounting (3) BUS233 Business Law (3) BUS150 Advertising (3) BUS234 Marketing (3) BUS157 Records Management BUS237 Business Management (3) BUS176 Personal Finance BUS243-BUS246 Occup. Work Exper. I-IV BUS178 Intro to Business (1-4) BUS201 Web Page Design BUS255 Microcomputer Office Apps II (3) BUS202 Advanced Web Design MTH181 Elementary Statistics (3) BUS218/PHL218 Business Ethics MTH191 Analytical Geometry and Calc I (5) Other ACC or BUS class	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

AGRIBUSINESS & ECONOMICS – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. AGR185 Computers in Ag (3) or b. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) AND b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and	
b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics or AGR231 Intro to Agribusiness	
MAJOR DEPARTMENT RECOMMENDATIONS	18-19
AGR133 Crop Production (3) AGR142 Ag in Our Society (1) AGR141 Plant Science (4) or AGR136 Soils (4) or AGR241 Range Management (3) AGR Electives (8) ACC or BUS Course (3) MTH181 Elementary Statistics or higher	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

AGRICULTURAL EDUCATION– ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. AGR185 Computers in Ag (3) or b. BUS235 Microcomputer Office Applications I (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra (3) or higher 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics or AGR231 Intro to Agribusiness 	
<p>MAJOR DEPARTMENT RECOMMENDATIONS:</p> <p>AGR132 Animal Science (3) AGR142 Agriculture in Our Society (1) AGR131 Plant Science (4) or AGR133 Crop Production (3) or AGR136 Soils (4) or AGR241 Range Management (3) Any ACC or AGR or APT or BUS or WLD MTH181 Elementary Statistics or higher Any Science (BIO, CHM, PHS, PSC)</p>	18-19
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

AGRICULTURAL POWER TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours		
COMMUNICATIONS	6		
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)			
COMPUTER SKILLS	1		
a. BUS162 Introduction to Word Processing or higher			
LIFETIME FITNESS & HEALTH	2		
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)			
MATHEMATICS	3		
a. MTH126 Technical Mathematics or higher			
SOCIAL & BEHAVIORAL SCIENCES	3		
a. BUS177/SOC178 Human Relations or one 3 hr. course from: Sociology, Political Science, Psychology, Social Sciences, or Economics			
MAJOR DEPARTMENT REQUIREMENTS:	49		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;"> APT123 Occ. Work Experience I (3) APT125 Outdoor Power Equipment (3) APT129 Appl. Electricity/Electronics (3) APT137 Agricultural Seminar (1) APT246 Ag Machinery Operations (3) APT124 Occ. Work Experience II (3) APT127 Tractor/Auto AC (3) APT138 Hydraulics/Pneumatics (3) APT141 Fundamentals of Engines (3) APT236 Agricultural Seminar (1) </td> <td style="width: 50%; padding: 2px;"> APT101 Welding I (2) APT146 Diesel Electrical Systems (1) APT223 Occ. Work Experience III (3) APT226 Tractor Maint. & Repair (2) APT247 Elec Acc Diag & Repair (3) APT224 Occ. Work Experience IV (3) APT244 Power Trains (3) APT245 Shop Practice I (3) APT248 Diesel Fuel Systems (3) </td> </tr> </table>	APT123 Occ. Work Experience I (3) APT125 Outdoor Power Equipment (3) APT129 Appl. Electricity/Electronics (3) APT137 Agricultural Seminar (1) APT246 Ag Machinery Operations (3) APT124 Occ. Work Experience II (3) APT127 Tractor/Auto AC (3) APT138 Hydraulics/Pneumatics (3) APT141 Fundamentals of Engines (3) APT236 Agricultural Seminar (1)	APT101 Welding I (2) APT146 Diesel Electrical Systems (1) APT223 Occ. Work Experience III (3) APT226 Tractor Maint. & Repair (2) APT247 Elec Acc Diag & Repair (3) APT224 Occ. Work Experience IV (3) APT244 Power Trains (3) APT245 Shop Practice I (3) APT248 Diesel Fuel Systems (3)	
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TOTAL CREDIT HOURS	64		

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

AGRONOMY – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. AGR185 Computers in Agriculture (3) or b. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and	
b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics or AGR231 Intro to Agribusiness	
MAJOR DEPARTMENT RECOMMENDATIONS :	18-19
AGR131 Plant Science (4) AGR142 Ag in Our Society (1) AGR136 Soils (4) Any AGR or APT courses Any CHM, PHS, or MTH181 or higher courses	
OTHER ELECTIVES (Department or Non-Department)	1
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ANIMAL SCIENCE– ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. AGR185 Computers in Agriculture (3) or b. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics or AGR231 Intro to Agribusiness	
<p style="text-align: center;">MAJOR DEPARTMENT RECOMMENDATIONS:</p> AGR132 Animal Science (3) AGR142 Agriculture in Our Society (1) AGR131 Plant Science (4) or AGR136 Soils (4) or AGR133 Crop Production (3) or AGR241 Range Management (3) Any AGR, ACC, BUS, APT or MTH181 or higher courses	18-19
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ART– ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS		Credit Hours
COMMUNICATIONS		9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)		
COMPUTER SKILLS		3
a. ART187/CSC177 Adobe Microcomputer Applications (3)		
HUMANITIES		9
a. ART139 Art Appreciation (3) and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: History, Music, Humanities, Drama, Philosophy, Literature. Only one other ART course may be taken. Note: performance and studio courses are excluded.		
LIFETIME FITNESS & HEALTH		3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list		
MATHEMATICS		3
a. MTH178 College Algebra or higher (3)		
MULTICULTURAL EXPERIENCE		3-5
a. SSC176 World Regional Geography (3), SOC132 Multicultural Study (3), SSC177 Cultural Anthropology (3), LIT176 World Literature (3), LIT177 Modern World Literature (3), HST131 Survey of Civilization I (3), HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.		
NATURAL & PHYSICAL SCIENCES		9-10
a. One (1) biological science lab course (BIO) and		
b. One (1) physical science lab course (CHM, PHS, or PSC)		
SOCIAL & BEHAVIORAL SCIENCES		9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics		
MAJOR DEPARTMENT REQUIREMENTS FROM:		12
ART128 Digital Photography (3) ART228 Adv. Digital Photography (3) ART131 Drawing (3) ART132 Painting (3) ART135 Graphic Design Processes (3) ART235 Visual Media Design (3) ART180 Adobe Photoshop (1) ART182 Adobe Illustrator (1)	ART191 Projects in Art (1) ART134 2D Design (3) ART141 Ceramics I (3) ART243 Ceramics II (3) ART119 Pottery I (3) ART219 Pottery II (3) ART265 Visual Art Portfolio Develop. (3) ART133/EDU133 Elementary School Art (3)	
OTHER ELECTIVES (Department or Non-Department)		4
TOTAL REQUIRED CREDIT HOURS		64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ART – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS		Credit Hours
COMMUNICATIONS		9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)		
COMPUTER SKILLS		3
a. ART187/CSC177 Adobe Microcomputer Applications (3)		
HUMANITIES		9
a. ART139 Art Appreciation (3) and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: History, Music, Humanities, Drama, Philosophy, Literature. Only one other ART course may be taken. Note: performance and studio courses are excluded.		
LIFETIME FITNESS & HEALTH		3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list		
MATHEMATICS		3
a. MTH178 College Algebra (3) or higher		
NATURAL & PHYSICAL SCIENCES		9-10
a. One (1) biological science lab course (BIO) and		
b. One (1) physical science lab course (CHM, PHS or PSC)		
SOCIAL & BEHAVIORAL SCIENCES		9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics		
MAJOR DEPARTMENT REQUIREMENTS FROM:		12
ART119 Pottery I (3) ART128 Digital Photography (3) ART228 Adv. Digital Photography (3) ART131 Drawing (3) ART132 Painting (3) ART135 Graphic Design Processes (3) ART141 Ceramics I (3) ART180 Adobe Photoshop (1)	ART182 Adobe Illustrator (1) ART191 Projects in Art (1) ART219 Pottery II (3) ART134 2D Design (3) ART235 Visual Media Design (3) ART243 Ceramics II (3) ART133/EDU133 Elementary School Art (3) ART265 Visual Art Portfolio Development (3)	
OTHER ELECTIVES (Department or Non-Department)		7
TOTAL CREDIT HOURS		64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ATHLETIC TRAINING – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	4
a. HPR177 Personal & Community Health and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher	
NATURAL & PHYSICAL SCIENCES	10
a. BIO278 Anatomy & Physiology w Lab b. PSC176 Physical Science	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS FROM: HPR170 Practicum I: Fundamentals of Athletic Training (2) HPR292 Care & Prevention of Sports (3) HPR231 First Aid & Safety (3) HPR161 Nutrition (3) BUS249 Medical Terminology (3)	14
OTHER SUGGESTED ELECTIVES HPR125 Psychology of Sport (3) HPR171 Practicum II: Taping Techniques (2) HPR270 Practicum III: Orthopedic Anatomy (2) HPR271 Practicum IV: Orthopedic Injury & Evaluation (2)	3
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

AUTOMOTIVE TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)	
COMPUTER SKILLS	1
a. BUS162 Intro to Word Processing or higher	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
SOCIAL & BEHAVIORAL SCIENCES	3
a. BUS177/SOC178 Human Relations or one 3hr course from: Sociology, Political Science, Psychology, Social Sciences, or Economics	
MAJOR DEPARTMENT REQUIREMENTS:	52
AMC111 Engine Repair I (3) AMC208 Engine Performance III (3) AMC112 Engine Repair II (3) AMC235 Electrical III (3) AMC132 Suspension & Steering I (3) AMC236 Manual Transmission (5) AMC238 Suspension & Steering II (2) AMC209 Engine Performance IV (3) AMC108 Engine Performance I (3) AMC225 Automatic Transmission (5) AMC109 Engine Performance II (3) AMC254 Brakes I (3) AMC129 Electrical I (3) AMC255 Brakes II (2) AMC134 Electrical II (3) AMC260 Automotive Heating & Air Conditioning (5)	
TOTAL CREDIT HOURS	67

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE SERVICE TECHNICIAN LEVEL I CERTIFICATE

MAJOR DEPARTMENT REQUIRED COURSES		Cr. Hrs.
AMC254 Brakes I		3
AMC129 Electrical I		3
AMC108 Engine Performance I		3
AMC132 Suspension and Steering I		3
MAJOR DEPARTMENT ELECTIVES (STUDENTS MUST TAKE AT LEAST 4 CR. HRS. FROM THE FOLLOWING)		4
AMC111 Engine Repair (3) AMC112 Engine Repair II (3) AMC109 Engine Performance II (3) AMC134 Electrical II (3) AMC208 Engine Performance III (3) AMC235 Electrical III (3)	AMC225 Automatic Transmission (5) AMC236 Manual Transmission (5) AMC238 Suspension & Steering II (2) AMC209 Engine Performance IV (3) AMC255 Brakes II (2) AMC260 Automotive Heating & Air Conditioning (5)	
TOTAL CREDIT HOURS		16

BIOLOGY – ASSOCIATE OF SCIENCE DEGREE

(Biology, Pre-Chiropractic, Pre-Medicine, Pre-Dentistry, Pre-Forestry, Pre-Pharmacy,
Pre-Optometry, Pre-Wildlife Biology)

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. BIO125 General Biology (5) and	
b. CHM, PHS or PSC with Lab (4-5)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT COURSES:	10
Any BIO, CHM, PHS, PSC, MTH 181 or higher	
OTHER ELECTIVES (Department or Non-Department)	9
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

BUSINESS ADMINISTRATION & MANAGEMENT

ASSOCIATE OF GENERAL STUDIES

Advertising, Management, Marketing, Entrepreneurship, Hospitality, Sales, etc.

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	6
a. ENG176 English Composition or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
b. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	3
a. One course of three (3) credit hours from the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: Performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH 126 Technical Mathematics or higher (3)	
SOCIAL & BEHAVIORAL SCIENCES	3
a. One course of three (3) credit hours must be taken from the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics (Prefer BUS177/SOC178 Human Relations)	
MAJOR DEPARTMENT REQUIREMENTS:	
ACC177 Accounting I (3) BUS233 Business Law (3) BUS150 Advertising (3) BUS234 Marketing (3) BUS178 Introduction to Business (3) BUS237 Business Management (3)	18
ADVISOR APPROVED ELECTIVES	25
Suggestions include: ACC111 Intro To Accounting (3) BUS202 Advanced Web Page Design (3) ACC231 Computerized Accounting (3) BUS243-246 Occup Work Exper I-IV (1-4) ACC178 Accounting II (3) BUS255 Microcomputer Office Apps II (3) BUS157 Records Management (3) BUS276 Principles of Macroeconomics (3) BUS176 Personal Finance (3) BUS277 Principles of Microeconomics (3) BUS201 Web Page Design (3) Other advisor approved ACC or BUS BUS218/PHL218 Business Ethics (3) class BUS236 Business Communication (3)	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements. Note: no more than 8 total credit hours in co-curricular and/or activity related courses may be applied to the Associate of General Studies Degree.

BUSINESS ADMINISTRATION– ASSOCIATE OF SCIENCE DEGREE

**Advertising, Management, Marketing, Economics, Entrepreneurship, Insurance,
International Business, Public Relations, Real Estate, Sales, etc.**

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS:	12
ACC177 Accounting I (3) BUS236 Business Communication (3) ACC178 Accounting II (3) BUS178 Intro to Business (3)	
ADVISOR APPROVED ELECTIVES - Suggestions include:	
ACC111 Intro to Accounting (3) BUS233 Business Law (3) ACC231 Computerized BUS234 Marketing (3) Accounting (3) BUS237 Business Management (3) BUS150 Advertising (3) BUS243-246 Occup. Work Exper I-IV BUS157 Records Management (3) (1-4) BUS176 Personal Finance (3) BUS255 Microcomputer Office Apps II (3) BUS201 Web Page Design (3) MTH181 Elementary Statistics (3) BUS202 Advanced Web Design (3) MTH191 Analytic Geometry & Calc I (5) BUS218/PHL218 Business Ethics (3) Other ACC or BUS class	6-7
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

BUSINESS ADMINISTRATIVE TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Requirements		Cr. Hours
COMMUNICATIONS		6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)		
COMPUTER SKILLS		3
a. BUS235 Microcomputer Office Applications I (3)		
LIFETIME FITNESS & HEALTH		2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management		
MATHEMATICS		3
a. MTH126 Technical Mathematics or higher		
SOCIAL & BEHAVIORAL SCIENCES		3
a. BUS177/SOC178 Human Relations or one 3 hr course from: Sociology, Political Science, Psychology, Social Sciences, or Economics		
MAJOR DEPARTMENT REQUIRED COURSES:		39
ACC111 Intro to Accounting (3) ACC177 Accounting I (3) ACC231 Computerized Accounting (3) ACC178 Accounting II (3) BUS157 Records Management (3) BUS160 Document Processing (2) BUS178 Intro to Business (3) BUS158 Office Procedures (3) or BUS254 Medical Office Procedures (3)	BUS201 Web Page Design (3) BUS202 Advanced Web Page Design (3) BUS233 Business Law (3) BUS264 Administrative Procedures (3) BUS243 Occup. Work Exper. I (1) BUS255 Microcomputer Office App II (3) ACC178 Accounting II (3) or BUS244-246 Occup. Work Exper. II-IV (1-3)	
ADVISOR APPROVED ELECTIVES FROM: FROM:		8
BUS176 Personal Finance (3) BUS177 Human Relations (3) BUS236 Business Communications (3) BUS218/PHL218 Business Ethics	BUS237 Business Management (3) BUS276 Macroeconomics (3) BUS277 Microeconomics (3) BUS244-BUS246 Occup. Work Ex II-IV (1-3)	
TOTAL CREDIT HOURS		64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

BUSINESS ADMINISTRATIVE TECHNOLOGY – CERTIFICATE

General Education Requirements	Cr. Hours
COMMUNICATIONS	3
a. ENG135 Writing for the Workplace or higher (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Apps I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
MAJOR DEPARTMENT REQUIRED COURSES:	18
ACC177 Accounting I (3)	
ACC231 Computerized Accounting (3)	
BUS157 Records Management (3)	
BUS158 Office Procedures (3) or BUS254 Medical Office Procedures (3)	
BUS201 Web Page Design (3)	
BUS264 Administrative Procedures (3)	
ADVISOR APPROVED ELECTIVES FROM:	3
ACC111 Intro to Accounting	
ACC178 Accounting II (3)	
BUS160 Document Processing (2)	
BUS178 Introduction to Business (3)	
BUS218/PHL218 Business Ethics (3)	
BUS236 Business Communications (3)	
BUS243-BUS246 Occupational Work Experience I, II, III, IV (1-4)	
BUS255 Microcomputer Office Applications II (3)	
TOTAL CREDIT HOURS	32

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

CHEMISTRY – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological (BIO) science lab course (4-5) and b. General Chemistry I (5)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS FROM:	19
CHM187 General Chemistry II (5) PHS251 General Physics I (5) PHS252 General Physics II (5) MTH183 Trigonometry (3) MTH191 Analytical Geometry & Calculus I (5) MTH193 Analytical Geometry & Calculus II (5)	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

COMMUNICATIONS – ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: Performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher (3)	
MULTICULTURAL EXPERIENCE	3-5
a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS, or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS FROM:	12
COM106 Interpersonal Communication (3) COM131 Speech Communication (3) COM276 Public Speaking (3) ART128/COM128 Digital Photography (3) DRM131 Theatre Appreciation (3) (DRM222 American Musical Experience (2)	Any Foreign Language BUS177/SOC178 Human Relations (3) BUS201 Web Page Design (3) DRM122 Theatre Production (3) DRM125 Technical Production (1-3) DRM200 Introduction to Film (3)
OTHER ELECTIVES (Department or Non-Department)	4
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

COMMUNICATIONS – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours		
COMMUNICATIONS	9		
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 			
COMPUTER SKILLS	3		
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications I (3) 			
HUMANITIES	9		
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 			
LIFETIME FITNESS & HEALTH	3		
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 			
MATHEMATICS	3		
<ul style="list-style-type: none"> a. MTH178 College Algebra or higher 			
NATURAL & PHYSICAL SCIENCES	9-10		
<ul style="list-style-type: none"> a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 			
SOCIAL & BEHAVIORAL SCIENCES	9		
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics 			
MAJOR DEPARTMENT REQUIREMENTS FROM:	12		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> COM106 Interpersonal Communication (3) COM131 Speech Communication (3) COM276 Public Speaking (3) ART128/COM128 Digital Photography (3) DRM131 Theatre Appreciation (3) DRM200 Introduction to Film (3) DRM222 American Musical Experience (2) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Any Foreign Language BUS177/SOC178 Human Relations (3) BUS201 Web Page Design (3) DRM122 Theatre Production (1) DRM125 Technical Production (1-3) </td> </tr> </table>	<ul style="list-style-type: none"> COM106 Interpersonal Communication (3) COM131 Speech Communication (3) COM276 Public Speaking (3) ART128/COM128 Digital Photography (3) DRM131 Theatre Appreciation (3) DRM200 Introduction to Film (3) DRM222 American Musical Experience (2) 	<ul style="list-style-type: none"> Any Foreign Language BUS177/SOC178 Human Relations (3) BUS201 Web Page Design (3) DRM122 Theatre Production (1) DRM125 Technical Production (1-3) 	
<ul style="list-style-type: none"> COM106 Interpersonal Communication (3) COM131 Speech Communication (3) COM276 Public Speaking (3) ART128/COM128 Digital Photography (3) DRM131 Theatre Appreciation (3) DRM200 Introduction to Film (3) DRM222 American Musical Experience (2) 	<ul style="list-style-type: none"> Any Foreign Language BUS177/SOC178 Human Relations (3) BUS201 Web Page Design (3) DRM122 Theatre Production (1) DRM125 Technical Production (1-3) 		
OTHER ELECTIVES (Department or Non-Department)	7		
TOTAL REQUIRED CREDIT HOURS	64		

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ELECTRICAL POWERLINE TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	6
a. ENG135 Writing for the Workplace or higher (3) and b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)	
COMPUTER SKILLS	1
a. Introduction to Word Processing (1) or BUS235 Microcomputer Office Apps I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
SOCIAL & BEHAVIORAL SCIENCES	3
a. BUS177/SOC178 Human Relations or one 3 hr course from: Sociology, Political Science, Psychology, Social Sciences, or Economics	
MAJOR DEPARTMENT REQUIREMENTS:	50
EPD124 Electrical Theory (3)	
EPD131 System Design, Construction & Maintenance (3)	
EPD141 Lab & Field Training I (8)	
EPD236 Industrial Safety & Relations (3)	
EPD126 Underground Systems (3)	
EPD142 Lab & Field Training II (8)	
EPD150 Electrical Essentials (3)	
EPD251 Transformers & Metering (3)	
EPD221 Occupational Work Experience (4)	
EPD143 Lab & Field Training III (6)	
EPD144 Lab & Field Training IV (6)	
TOTAL CREDIT HOURS	65

Due to program rigor, it is strongly suggested that students complete the GENERAL EDUCATION REQUIREMENTS prior to entering the Electrical Powerline Technology Program. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ELECTRICAL POWERLINE TECHNOLOGY – CERTIFICATE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	3
a. ENG135 Writing for the Workplace or higher (3)	
COMPUTER SKILLS	1
a. Introduction to Word Processing (1) or BUS235 Microcomputer Office Apps I	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
MAJOR DEPARTMENT REQUIREMENTS:	38
EPD124 Electrical Theory (3)	
EPD131 System Design, Construction & Maintenance (3)	
EPD141 Lab & Field Training I (8)	
EPD236 Industrial Safety & Relations (3)	
EPD126 Underground Systems (3)	
EPD142 Lab & Field Training II (8)	
EPD150 Electrical Essentials (3)	
EPD251 Transformers & Metering (3)	
EPD221 Occupational Work Experience (4)	
TOTAL CREDIT HOURS	47

Due to program rigor, it is strongly suggested that students complete the GENERAL EDUCATION REQUIREMENTS prior to entering the Electrical Powerline Technology Program. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ELEMENTARY EDUCATION – ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications I (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: Performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra or higher (3) 	
MULTICULTURAL EXPERIENCE	3-5
<ul style="list-style-type: none"> a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course. 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS, or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. PSY132 Developmental Psychology (3), and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Social Sciences, Economics. Only one other PSY course may be taken. 	
MAJOR DEPARTMENT REQUIREMENTS FROM:	12
<ul style="list-style-type: none"> ART133/EDU133 Elementary School Art (3) EDU139 Children's Health & Movement (3) EDU177 Introduction to Education (3) EDU277 Children's Literature (3) 	
OTHER SUGGESTED ELECTIVES	4
<ul style="list-style-type: none"> EDU235 Observation and Participation I (1) EDU236 Observation & Participation II (1) MTH181 Elementary Statistics (3) 	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ELEMENTARY EDUCATION – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications I (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra or higher 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. PSY132 Developmental Psychology, and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Social Sciences, Economics. Only one other PSY course may be taken. 	
MAJOR DEPARTMENT COURSES REQUIREMENTS: EDU133/ART133 Elementary School Art (3) EDU139 Children's Health & Movement (3) EDU277 Children's Literature (3) EDU177 Introduction to Education (3)	12
OTHER SUGGESTED ELECTIVES EDU235 Observation & Participation I (1) EDU236 Observation & Participation II (1) MTH181 Elementary Statistics (3)	7
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

FARM & RANCH MANAGEMENT – ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours												
COMMUNICATIONS	6												
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)													
COMPUTER SKILLS	3												
a. AGR185 Computers in Agriculture (3) or BUS235 Microcomputer Office Applications I (3) or other specified departmental computer course will be listed here													
LIFETIME FITNESS & HEALTH	3												
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity Elective (1)													
MATHEMATICS	3												
a. MTH126 Technical Mathematics or higher													
SOCIAL & BEHAVIORAL SCIENCES	3												
a. BUS177/SOC178 Human Relations or one 3hr course from: Sociology, Political Science, Psychology, Social Sciences, or Economics or AGR231 Intro to Agribusiness (3)													
MAJOR DEPARTMENT REQUIREMENTS:	10-11												
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">AGR132 Animal Science (3)</td> <td style="width: 50%;">AGR131 Plant Science (4) or</td> </tr> <tr> <td>AGR142 Ag in Our Society (1)</td> <td>AGR136 Soils (4) or</td> </tr> <tr> <td>AGR231 Intro to Agribusiness (3) or</td> <td>AGR133 Crop Production (3) or</td> </tr> <tr> <td>AGR232 Marketing Agricultural Products (3)</td> <td>AGR 241 Range Management (3)</td> </tr> </table>	AGR132 Animal Science (3)	AGR131 Plant Science (4) or	AGR142 Ag in Our Society (1)	AGR136 Soils (4) or	AGR231 Intro to Agribusiness (3) or	AGR133 Crop Production (3) or	AGR232 Marketing Agricultural Products (3)	AGR 241 Range Management (3)					
AGR132 Animal Science (3)	AGR131 Plant Science (4) or												
AGR142 Ag in Our Society (1)	AGR136 Soils (4) or												
AGR231 Intro to Agribusiness (3) or	AGR133 Crop Production (3) or												
AGR232 Marketing Agricultural Products (3)	AGR 241 Range Management (3)												
MAJOR DEPARTMENT ELECTIVES FROM:	35-36												
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Any AGR, ACC, APT, WLD</td> <td style="width: 50%;">INT109-161</td> </tr> <tr> <td>BUS150-158</td> <td>INT206-270</td> </tr> <tr> <td>BUS172</td> <td>DSM100-102</td> </tr> <tr> <td>BUS178-202</td> <td>DSM200</td> </tr> <tr> <td>BUS221-234</td> <td>DSM202</td> </tr> <tr> <td>BUS237-254</td> <td></td> </tr> </table>	Any AGR, ACC, APT, WLD	INT109-161	BUS150-158	INT206-270	BUS172	DSM100-102	BUS178-202	DSM200	BUS221-234	DSM202	BUS237-254		
Any AGR, ACC, APT, WLD	INT109-161												
BUS150-158	INT206-270												
BUS172	DSM100-102												
BUS178-202	DSM200												
BUS221-234	DSM202												
BUS237-254													
TOTAL CREDIT HOURS	64												

Note: The Applied Ag Techniques classes cannot be counted Major Department Electives. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

FARM & RANCH CERTIFICATE

Skyland Grain Crop Applicator Program

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	3
a. ENG135 Writing for the Workplace or higher (3)	
COMPUTER SKILLS	3
a. AGR185 Computers in Ag (3) or b. BUS235 Microcomputer Office Applications I (3)	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
MAJOR DEPARTMENT REQUIREMENTS:	25
AGR128 Plant & Seed Identification (1) AGR136 Soils (4) AGR131 Plant Science (4) AGR221 Occupational Work Exp I (4) APT246 Agriculture Machinery Operation (3) or or AGR225 Occupational Work Exp I (2) or AGR226 Occupational Work Exp II (2) or APT141 Fundamentals of Engines (3) AGR232 Marketing Ag Products (3) AGR109 Crop Pest Control (2) AGR129 Crop Scout Training (3) AGR133 Crop Production (3)	
TOTAL CREDIT HOURS	34

Note: the Lifetime Fitness & Health Requirement has been waived for this program due to the amount of physical activity required in some of the courses.

GRAPHIC DESIGN – ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) and b. ENG177 English Composition II (3) and c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. ART187/CSC177 Adobe Microcomputer Applications (3)	
HUMANITIES	9
a. ART139 Art Appreciation (3) and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: History, Music, Humanities, Drama, Philosophy, Literature. Only one other ART course may be taken. Note: Performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher (3)	
MULTICULTURAL EXPERIENCE (choose from following options):	3-5
a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course (BIO) and	
b. One (1) physical science lab course (CHM, PHS, or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS:	12
ART135 Graphic Design Processes (3) ART235 Visual Media Design (3) ART265 Visual Art Portfolio Develop.(3) ART134 2D Design (3)	
OTHER ELECTIVES (Department or Non-Department; the following are suggested)	4
ART128 Digital Photography (3) ART191 Projects in Art (1) ART228 Adv. Digital Photography (3) ART141 Ceramics I (3) ART131 Drawing (3) ART243 Ceramics II (3) ART132 Painting (3) ART119 Pottery I (3) ART180 Adobe Photoshop (3) ART219 Pottery II (3) ART182 Adobe Illustrator (3)	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

GRAPHIC DESIGN– ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours		
COMMUNICATIONS	9		
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 			
COMPUTER SKILLS	3		
<ul style="list-style-type: none"> a. ART187/CSC177 Adobe Microcomputer Applications (3) 			
HUMANITIES	9		
<ul style="list-style-type: none"> a. ART139 Art Appreciation, and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: History, Music, Humanities, Drama, Philosophy, Literature. Only one other ART course may be taken. Note: performance and studio courses are excluded. 			
LIFETIME FITNESS & HEALTH	3		
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 			
MATHEMATICS	3		
<ul style="list-style-type: none"> a. MTH178 College Algebra or higher 			
NATURAL & PHYSICAL SCIENCES	9-10		
<ul style="list-style-type: none"> a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 			
SOCIAL & BEHAVIORAL SCIENCES	9		
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics 			
MAJOR DEPARTMENT REQUIREMENTS:	12		
<ul style="list-style-type: none"> ART135 Graphic Design Processes (3) ART235 Visual Media Design (3) ART134 2D Design (3) ART265 Visual Art Portfolio Development (3) 			
OTHER ELECTIVES (Department or Non-Department; following are suggested)			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ART128 Digital Photography (3) ART228 Advanced Digital Photography (3) ART131 Drawing (3) ART132 Painting (3) ART141 Ceramics I (3) </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ART243 Ceramics II (3) ART119 Pottery I (3) ART219 Pottery II (3) ART180 Adobe Photoshop (3) ART182 Adobe Illustrator (3) ART191 Projects in Art (1) </td> </tr> </table>	<ul style="list-style-type: none"> ART128 Digital Photography (3) ART228 Advanced Digital Photography (3) ART131 Drawing (3) ART132 Painting (3) ART141 Ceramics I (3) 	<ul style="list-style-type: none"> ART243 Ceramics II (3) ART119 Pottery I (3) ART219 Pottery II (3) ART180 Adobe Photoshop (3) ART182 Adobe Illustrator (3) ART191 Projects in Art (1) 	7
<ul style="list-style-type: none"> ART128 Digital Photography (3) ART228 Advanced Digital Photography (3) ART131 Drawing (3) ART132 Painting (3) ART141 Ceramics I (3) 	<ul style="list-style-type: none"> ART243 Ceramics II (3) ART119 Pottery I (3) ART219 Pottery II (3) ART180 Adobe Photoshop (3) ART182 Adobe Illustrator (3) ART191 Projects in Art (1) 		
TOTAL REQUIRED CREDIT HOURS	64		

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

HISTORY– ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: Performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) AND b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher (3)	
MULTICULTURAL EXPERIENCE	3-5
a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course (BIO) and	
b. One (1) physical science lab course (CHM, PHS, or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS FROM: HST131 Survey of Civilization I (3) HST132 Survey of Civilization II (3) HST134 Current History (3) HST176 American History to 1865 (3) HST177 American History 1865 to Present (3)	12
OTHER ELECTIVES (Department or Non-Department)	4
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

HISTORY – ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra or higher 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics 	
MAJOR DEPARTMENT REQUIREMENTS FROM: HST131 Survey of Civilization I (3) HST132 Survey of Civilization II (3) HST134 Current History (3) HST176 American History to 1865 (3) HST177 American History 1865 to Present (3)	12
OTHER ELECTIVES (Department or Non-Department)	7
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

INFORMATION NETWORK TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
SOCIAL & BEHAVIORAL SCIENCES	3
a. One (3 hr) course from Sociology, Political Science, Psychology, Social Sciences, or Economics	
MAJOR DEPARTMENT REQUIREMENTS:	48
BUS201 Web Page Design (3)	
INT105 Intro to Game Theory (3)	
INT107 CompTIA A+ Essentials (3)	
INT109 Introduction to Network Technology (3)	
INT155 Server Administration I (3)	
INT206 CompTIA A+ Practical Application (3)	
INT209 Network System Technology (3)	
INT218 Introduction to Computer Programming (3)	
INT230 Linux Operating System (3)	
INT238 Advanced Visual Basic Programming (3)	
INT240 CompTIA Security+ (3)	
INT250 CompTIA Cloud+ (3)	
INT255 Server Administration II (3)	
9 credit hours must be also taken from the following options: Any INT course not listed above, BUS202, CSC201, ART187/CSC177, ART135 or ART235	
TOTAL CREDIT HOURS	65

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

INFORMATION NETWORK TECHNOLOGY– ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS:	15
INT107 CompTIA A+ Essentials (3) INT209 Network System Tech (3) INT109 Intro to Network Tech (3) INT240 CompTIA Security+ (3) INT206 CompTIA+ Practical App (3)	
OTHER ELECTIVES (Department or Non-Department)	4
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

LIBERAL ARTS – ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: Performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
b. MTH178 College Algebra or higher (3)	
MULTICULTURAL EXPERIENCE	3-5
a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS, or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
OPEN ELECTIVE COURSES (co-curricular hours are limited to 8)	16
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

LIBERAL ARTS– ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
OPEN ELECTIVE COURSES: (co-curricular hours are limited to 8)	19
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

MATHEMATICS – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	5
a. MTH191 Analytical Geometry & Calculus I (5)	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS: MTH181 Elementary Statistics (3)	3
OTHER ELECTIVES (Department or Non-Department; the following are suggested)	13-14
MTH178 College Algebra (3) MTH183 Trigonometry (3) MTH193 Analytical Geom. & Calculus II (5) CHM187 General Chem II & Qual. Analysis (5)	PHS251 General Physics I (5) PHS152 General Physics II (5) Open Electives
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

**MEDICAL OFFICE ASSISTANT
(BUSINESS ADMINISTRATIVE TECHNOLOGY) -
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Requirements	Cr. Hours
COMMUNICATIONS	6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
SOCIAL & BEHAVIORAL SCIENCES	3
a. BUS177/SOC178 Human Relations or one 3 hr course from: Sociology, Political Science, Psychology, Social Sciences, or Economics	
MAJOR DEPARTMENT REQUIRED COURSES:	39
ACC 111 Intro to Accounting (3) ACC177 Accounting I (3) ACC231 Computerized Accounting (3) BUS157 Records Management (3) BUS158 Office Procedures (3) or BUS254 Medical Office Procedures (3) BUS160 Document Processing (2) BUS178 Introduction to Business (3)	BUS201 Web Page Design (3) BUS202 Adv. Web Page Design (3) BUS233 Business Law (3) BUS255 Microcomp.Office Apps II (3) BUS264 Administrative Procedures (3) BUS243 Occup. Work Experience I (1) ACC178 Accounting II (3) or BUS244-BUS246 Occup. Work Exper. II-IV (3)
ADVISOR APPROVED ELECTIVES FROM:	8
BUS249 Medical Terminology (3) BUS250 Medical Transcription (3) BUS218/PHL218 Business Ethics (3) BUS236 Business Communications (3) BUS244-BUS246 Occup. Work Experience II-IV (1-3)	
TOTAL CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

MEDICAL OFFICE ASSISTANT (BUSINESS ADMINISTRATION TECHNOLOGY) – CERTIFICATE

General Education Requirements	Cr. Hours
COMMUNICATIONS	3
a. ENG135 Writing for the Workplace or higher (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Apps I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
MAJOR DEPARTMENT REQUIRED COURSES	18
ACC177 Accounting I (3) ACC231 Computerized Accounting (3) BUS158 Office Procedures (3) or BUS254 Medical Office Procedures (3) BUS264 Administrative Procedures (3) BUS157 Records Management (3) BUS201 Web Page Design (3)	
ADVISOR APPROVED ELECTIVES FROM:	3
ACC111 Intro to Accounting (3) ACC178 Accounting II (3) BUS160 Document Processing (2) BUS178 Introduction to Business (3) BUS218/PHL218 Business Ethics (3) BUS233 Business Law (3) BUS236 Business Communications (3) BUS243-BUS246 Occupational Work Experience I, II, III, IV (1-4) BUS249 Medical Terminology (3) BUS255 Microcomputer Office Applications II (3)	
TOTAL CREDIT HOURS	32

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

MODERN DISTRIBUTION SALES & MANAGEMENT – ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
SOCIAL & BEHAVIORAL SCIENCES	3
a. BUS177/SOC178 Human Relations or one 3 hr. course from: Sociology, Political Science, Psychology, Social Sciences, or Economics	
MAJOR DEPARTMENT REQUIRED COURSES:	27
DSM100 Introduction to Industrial Distribution (3) DSM101 Distributor Operations & Finance (3) DSM102 Sales in Distribution (3) DSM103 Manufacturer Distributor Relations (3) DSM200 Materials Management & Procurement (3) DSM201 Leadership & Management of Branch Operations (3) DSM202 Enterprise Resource Planning & Data Driven Decisions (3) DSM205 Logistics & Supply Chain Management (3) DSM204 Occupational Work Experience (3)	
MAJOR DEPARTMENT ELECTIVES FROM THE FOLLOWING:	21
ACC111 Introduction to Accounting (3) BUS233 Business Law (3) ACC177 Accounting I (3) BUS234 Marketing (3) ACC231 Computerized Accounting (3) BUS236 Business Communication (3) BUS178 Introduction to Business (3) BUS237 Business Management (3)	
TOTAL CREDIT HOURS	65

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

MODERN DISTRIBUTION SALES & MANAGEMENT ASSOCIATE OF SCIENCE DEGREE

General Education Requirements		Credit Hours
COMMUNICATIONS		9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)		
COMPUTER SKILLS		3
a. BUS235 Microcomputer Office Applications I (3)		
HUMANITIES		9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.		
LIFETIME FITNESS & HEALTH		3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) or HPR231 First Aid & Safety (3) and b. Physical Activity course from approved list		
MATHEMATICS		3
a. MTH178 College Algebra or higher		
NATURAL & PHYSICAL SCIENCES		9-10
a. One (1) biological science lab course (BIO) and		
b. One (1) physical science lab course (CHM, PHS or PSC)		
SOCIAL & BEHAVIORAL SCIENCES		9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics		
MAJOR DEPARTMENT REQUIREMENTS:		12
DSM100 Introduction to Industrial Distribution (3) DSM101 Distributor Operations & Finance (3)	DSM102 Sales in Distribution (3) DSM103 Manufacturer Distributor Relations (3)	
OTHER ELECTIVES (Department or Non-Department; the following are suggested)		6-7
DSM200 Materials Mng & Procurement (3) DSM201 Leadership & Mng of Branch Operations (3) DSM202 ERP & Data Driven Decisions (3) DSM205 Logistics & Supply Chain Mng (3) DSM204 Occupational Work Exp. (3) BUS218/PHL218 Business Ethics (3)	ACC111 Introduction to Accounting (3) ACC177 Accounting I (3) ACC231 Computerized Accounting (3) BUS178 Introduction to Business (3) BUS233 Business Law (3) BUS234 Marketing (3) BUS236 Business Communication (3) BUS237 Business Management (3)	
TOTAL REQUIRED CREDIT HOURS		64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

MODERN DISTRIBUTION SALES & MANAGEMENT CERTIFICATE

GENERAL EDUCATION REQUIREMENTS	Cr. Hours
COMMUNICATIONS	3
a. ENG135 Writing for the Workplace or higher (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
LIFETIME FITNESS & HEALTH	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
a. MTH126 Technical Mathematics or higher	
MAJOR DEPARTMENT REQUIREMENTS:	24
DSM100 Introduction to Industrial Distribution (3) DSM101 Distributor Operations & Finance (3) DSM102 Sales in Distribution (3) DSM103 Manufacturer Distributor Relations (3) DSM200 Materials Management & Procurement (3) DSM205 Logistics & Supply Chain Management (3) BUS178 Introduction to Business (3) ACC111 Introduction to Accounting (3) or ACC177 Accounting I (3)	
TOTAL CREDIT HOURS	35

PN NURSING PROGRAM –Practical Nurse Certificate*

GENERAL EDUCATION REQUIREMENTS (All General Education Courses are prerequisites)	Cr. Hours
COMMUNICATIONS	
a. ENG176 English Composition I (3)	3
SCIENCE	
a. BIO278 Anatomy & Physiology (5)	5
SOCIAL & BEHAVIORAL SCIENCES	6
a. PSY176 General Psychology (3)	
b. PSY132 Developmental Psychology (3)	
MAJOR DEPARTMENT REQUIREMENTS: (All nursing courses require program admission)	25
KSPN110 Foundations of Nursing (4) KSPN111 Foundations of Nursing Clinical (1) KSPN112 Nursing Care of Adults I (4) KSPN113 Nursing Care of Adults I Clinical (1) KSPN114 Care of Aging Adults (2) KSPN116 Nursing Care of Adults II (4) KSPN117 Nursing Care of Adults II Clinical (1) KSPN118 Maternal Child Nursing (2) KSPN119 Maternal Child Nursing Clinical (1) KFSPN120 Mental Health Nursing I (2) KSPN122 Leadership, Roles & Issues (1) KSPN182 Fundamentals of Pharmacology & Safe Medication Administration (2)	
TOTAL CREDIT HOURS	39

*An active Certified Nurse Aide credential is required for entrance into PN Programs.

PRE-LAW– ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. (Recommended: HST176 Current History and HST176 Am History to 1865. If students take both HST classes, one other three (3) hr. class must be taken from a different discipline listed above.)	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
b. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
c. One (1) natural science lab course (BIO) and	
d. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
b. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics (Recommended: SOC233 Social Problems (3) and PSY176 General Psychology (3) and one other three (3) hr. class from disciplines listed above)	
MAJOR DEPARTMENT RECOMMENDATIONS:	18-19
SOC182 Sociology of Families (3) HST177 Amer. 1865 to Present (3) SOC132 Multicultural Studies (3) Open Electives SSC176 World & Reg. Geography (3)	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

PRE-NURSING – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES*	6
a. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH**	2
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	10
a. BIO278 Anatomy & Physiology w/lab (5)	
b. CHM176 Fundamentals of Chemistry w/lab (or higher)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. PSY176 General Psychology (3) b. PSY132 Developmental Psychology (3) c. SOC176 Introduction to Sociology (3)	
MAJOR DEPARTMENT REQUIREMENTS:	23
HOC101 Nurse Aide I (5) MTH181 Elementary Statistics (3) BIO165 Microbiology w/lab (5) BIO290 Pathophysiology (4) HPR161 Nutrition (3) BUS249 Medical Terminology (3)	
TOTAL REQUIRED CREDIT HOURS	65

*For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements. *NOTE: this degree was granted an exception for the A.S. humanities requirement. Students only need to take the two humanities classes listed instead of three. **This degree was also granted an exception to the physical activity requirement.*

PRE-VETERINARY – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications I (3) or AGR185 Computers in Ag (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra (3) or higher 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. BIO125 General Biology (5) and b. One (1) physical science lab course (CHM, PHS or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics or AGR231 Intro to Agribusiness 	
MAJOR DEPARTMENT RECOMMENDATIONS:	18-19
AGR132 Animal Science (3) AGR, BIO, CHM, PHS, or MTH181 or AGR138 Livestock Selection (2) higher courses AGR142 Ag in Our Society (1) Open Elective AGR239 Fund. of Animal Nutrition (3)	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

PSYCHOLOGY – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. One (3) courses of three (3) credit hours from one of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS: PSY132 Developmental Psychology (3) SOC132 Multicultural Study (3) BUS177/SOC178 Human Relations (3)	9
OTHER ELECTIVES (Department or Non-Department)	9-10
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

SECONDARY EDUCATION – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications I (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra or higher 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. PSY132 Developmental Psychology, and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Social Sciences, Economics. Only one other PSY course may be taken 	
MAJOR DEPARTMENT REQUIREMENTS	12
<ul style="list-style-type: none"> EDU177 Introduction to Education (3) Three courses (9 cr. hrs.) from the secondary teaching concentration/discipline (ex. MTH, HST, BIO, etc.) 	
OTHER SUGGESTED ELECTIVES	7
<ul style="list-style-type: none"> MTH181 Elementary Statistics (3) EDU235 Observation & Participation (1) EDU236 Observation & Participation II (1) 	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

SECONDARY EDUCATION – ASSOCIATE OF ARTS DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: Performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher (3)	
MULTICULTURAL EXPERIENCE	3-5
a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS, or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. PSY132 Developmental Psychology, and b. Two (2) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Social Sciences, Economics. Only one other PSY course may be taken.	
MAJOR DEPARTMENT REQUIREMENTS FROM: EDU177 Introduction to Education (3) Three courses (9 cr. hrs.) from the secondary teaching concentration/discipline (ex. MTH, HST, BIO, etc.)	12
OTHER SUGGESTED ELECTIVES MTH181 Elementary Statistics (3) EDU235 Observation and Participation (1) EDU236 Observation and Participation II (1)	1-4
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

SOCIAL WORK – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
<ul style="list-style-type: none"> a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) 	
COMPUTER SKILLS	3
<ul style="list-style-type: none"> a. BUS235 Microcomputer Office Applications I (3) 	
HUMANITIES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded. 	
LIFETIME FITNESS & HEALTH	3
<ul style="list-style-type: none"> a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list 	
MATHEMATICS	3
<ul style="list-style-type: none"> a. MTH178 College Algebra (3) or higher 	
NATURAL & PHYSICAL SCIENCES	9-10
<ul style="list-style-type: none"> a. One (1) natural science lab course (BIO) and b. One (1) physical science lab course (CHM, PHS or PSC) 	
SOCIAL & BEHAVIORAL SCIENCES	9
<ul style="list-style-type: none"> a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics <i>Recommended: PSY176 General Psychology (3), PSY132 Developmental Psychology (3), SOC176 Introduction to Sociology (3)</i> 	
MAJOR DEPARTMENT RECOMMENDATIONS:	14-15
<ul style="list-style-type: none"> BUS177/SOC178 Human Relations (3) SOC132 Multicultural Studies (3) SOC233 Social Problems (3) HST177 American History 1865 to Present (3) Any BUS course 	
OTHER ELECTIVES (Department or Non-Department)	4
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

SPORTS SCIENCES – ASSOCIATE OF SCIENCE DEGREE

Sports Administration or Management, Coaching, Physical Education, Personal Trainer, Sports Performance & Wellness

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) AND b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. One (1) biological science lab course and	
b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS FROM:	12
HPR130 Introduction to Sports Administration (3) HPR231 First Aid & Safety (3) HPR135 Intro Health, PE, & Recreation (3) HPR105 Fundamentals of Coaching (3) HPR292 Care & Prevention of Sports Injuries (3) HPR224 Exercise Techniques (3) HPR161 Nutrition (3) HRP123 Concepts of Apps of Exercise Science (3)	
OTHER SUGGESTED ELECTIVES	6-7
HPR125 Psychology of Sport (3) HPR120 Rules & Officiating I (3) ACC177 Intro to Accounting, I (3) or ACC178 Accounting II (3) EDU177 Introduction to Education (3) EDU139 Children's Health & Movement (3) BUS178 Intro to Business (3)	
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

WELDING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Requirements	Cr. Hours
COMMUNICATIONS	6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	1
BUS162 Introduction to Word Processing	
LIFETIME FITNESS & HEALTH	2
HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
SOCIAL & BEHAVIORAL SCIENCES	3
BUS177/SOC178 Human Relations or one 3 hr course from: Sociology, Political Science, Psychology, Social Sciences, or Economics	
MAJOR DEPARTMENT REQUIRED COURSES:	45
WLD136 Welding Safety &/or OSHA 10 or 30 (1) WLD104 Shielded Metal Arc Welding I (3) WLD112 Oxy-Acetylene Welding & Cutting Processes (3) WLD110 Material Handling & Plant Layout (1) WLD204 Shielded Metal Arc Welding II (3) WLD114 Gas Metal Arc Welding I (3) WLD181 Welding Metallurgy (2) WLD111 Blueprint Reading & Welding Symbols (2) WLD214 Gas Metal Arc Welding II (3) WLD115 Gas Tungsten Arc Welding I (3) WLD131 Pipe Welding I (3) WLD132 Design & Fabrication I (3) WLD215 Gas Tungsten Arc Welding II (3) WLD231 Pipe Welding II (3) WLD232 Design & Fabrication II (5) or WLD200 Welding Internship (5) WLD234 Robotic Welding (2) WLD235 Specialty Welding Processes (2)	
TOTAL CREDIT HOURS	60

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

WELDING TECHNOLOGY LEVEL I CERTIFICATE

MAJOR DEPARTMENT REQUIRED COURSES:			Cr. Hours									
WLD136 Welding Safety &/or OSHA 10 or 30			1									
WLD112 Oxy-Acetylene Welding and Cutting Processes			3									
WLD111 Blueprint Reading & Welding Symbols			2									
WLD110 Material Handling & Plant Layout			1									
<p>12 credit hours are required from the SMAW GMAW, GTAW classes listed below. Courses to be taken in prerequisite order.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>SMAW</u></th> <th style="text-align: left; width: 33%;"><u>GMAW</u></th> <th style="text-align: left; width: 33%;"><u>GTAW</u></th> </tr> </thead> <tbody> <tr> <td>WLD104 Shielded Metal Arc Welding I (3)</td> <td>WLD114 Gas Metal Arc Welding I (3)</td> <td>WLD115 Gas Tungsten arc Welding I (3)</td> </tr> <tr> <td>WLD204 Shielded Metal Arc Welding II (3)</td> <td>WLD214 Gas Metal Arc Welding II (3)</td> <td>WLD215 Gas Tungsten Arc Welding II (3)</td> </tr> </tbody> </table>			<u>SMAW</u>	<u>GMAW</u>	<u>GTAW</u>	WLD104 Shielded Metal Arc Welding I (3)	WLD114 Gas Metal Arc Welding I (3)	WLD115 Gas Tungsten arc Welding I (3)	WLD204 Shielded Metal Arc Welding II (3)	WLD214 Gas Metal Arc Welding II (3)	WLD215 Gas Tungsten Arc Welding II (3)	12
<u>SMAW</u>	<u>GMAW</u>	<u>GTAW</u>										
WLD104 Shielded Metal Arc Welding I (3)	WLD114 Gas Metal Arc Welding I (3)	WLD115 Gas Tungsten arc Welding I (3)										
WLD204 Shielded Metal Arc Welding II (3)	WLD214 Gas Metal Arc Welding II (3)	WLD215 Gas Tungsten Arc Welding II (3)										
TOTAL CREDIT HOURS			19									

WELDING TECHNOLOGY LEVEL II CERTIFICATE

General Education Requirements		Cr. Hours
COMMUNICATIONS		6
a. ENG135 Writing for the Workplace or higher (3) b. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3) or COM130 Communication for the Workplace (3)		
MATHEMATICS		3
a. MTH126 Technical Mathematics or higher		
MAJOR DEPARTMENT REQUIRED COURSES:		28
WLD136 Welding Safety &/or OSHA 10 or 30 (1) WLD104 Shielded Metal Arc Welding I (3) WLD204 Shielded Metal Arc Welding II (3) WLD112 Oxy-Acetylene Welding & Cutting Processes (3) WLD114 Gas Metal Arc Welding I (3) WLD115 Gas Tungsten Arc Welding I (3)	WLD111 Blueprint Reading & Welding Symbols (2) WLD214 Gas Metal Arc Welding II (3) WLD215 Gas Tungsten Arc Welding II (3) WLD131 Pipe Welding I (3) WLD110 Material Handling & Plant Layout (1)	
TOTAL CREDIT HOURS		37

WILDLIFE OUTFITTING & OPERATIONS – ASSOCIATE OF SCIENCE DEGREE

General Education Requirements	Credit Hours
COMMUNICATIONS	9
a. ENG176 English Composition I (3) b. ENG177 English Composition II (3) c. COM106 Interpersonal Communication (3) or COM131 Speech Communication (3) or COM276 Public Speaking (3)	
COMPUTER SKILLS	3
a. BUS235 Microcomputer Office Applications I (3) or b. AGR185 Computers in Agriculture (3)	
HUMANITIES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Note: performance and studio courses are excluded.	
LIFETIME FITNESS & HEALTH	3
a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2) and b. Physical Activity course from approved list	
MATHEMATICS	3
a. MTH178 College Algebra (3) or higher	
NATURAL & PHYSICAL SCIENCES	9-10
a. BIO125 General Biology (5) and	
b. One (1) physical science lab course (CHM, PHS or PSC)	
SOCIAL & BEHAVIORAL SCIENCES	9
a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics	
MAJOR DEPARTMENT REQUIREMENTS: WOO280 Waterfowl Mng Tech (3) WOO282 Deer Management Tech (3) WOO281 Upland Game & Turkey Mng Tech (3) WOO283 Freshwater Fishing Mng Tech (3)	12
MAJOR DEPARTMENT PREFERRED ELECTIVES- 6 hr. minimum from: AGR136 Soils (4) WOO273 Bow Hunting Equipment (1) AGR142 Ag in Our Society (1) WOO274 Habitat & Food Plot Installation (2) AGR241 Range Management (3) WOO275 Wildlife & Outdoor Media Production (3) WOO270 Wildlife Business Basics (1) WOO276 Guiding in the Outdoors (3) WOO271 Hunter Ed Instruc. Trng (1) WOO272 Firearms Handling & Range Safety Cert (1)	6
TOTAL REQUIRED CREDIT HOURS	64

For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

▶ This symbol indicates the course is approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. Additional courses may also be eligible for transfer. Please visit the Pratt Community College Registrar to learn more.

ACCOUNTING

ACC111 **Intro to Accounting** **3 cr. hr.**

Introduction to Accounting is designed to meet the needs of students requiring proficiency in basic accounting fundamentals. The student will develop a sound basic knowledge of accounting terms, concepts, and procedures. The fundamentals of accounting are presented in a practical, easy-to-understand manner.

ACC177 **▶** **Accounting I** **3 cr. hr.**

Accounting I is the study of accounting as a means of communicating financial information about the activities of business enterprises. The student will be able to understand and prepare financial records and statements for individual, partnership, and corporate business organizations. Prerequisite: One year of high school accounting or ACC 111 with grade C or better, or permission of instructor.

ACC178 **▶** **Accounting II** **3 cr. hr.**

Accounting II includes the study of accounting for partnerships, corporations, the cash flow statement, financial statement analysis, responsibility accounting, manufacturing operations, budgeting, and the decision-making tools necessary for businesses today. Prerequisite: ACC 177 Accounting I with a grade C or better.

ACC231 **Computerized Accounting** **3 cr. hr.**

This course is designed for accounting students and will provide them with knowledge and skills working with computerized accounting systems. It will include the study of the accounting cycle for a service business, a merchandising business, a voucher system, a departmentalized system, and partnerships and corporations. Financial Statement analysis, fixed assets, and payroll are also included. Prerequisite: ACC 177 Accounting I with grade C or better.

ACC232 **▶** **Managerial Accounting** **3 cr. hr.**

Managerial accounting relates to the internal operations of a company. The student will study the tools that are needed for making management decisions, planning, and controlling the activities of a firm. The student will develop an understanding of management accounting, cost accounting terms and applications, the budgetary control functions of an organization, and decision support analysis. Prerequisite: ACC178 with grade C or better.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<u>AGRICULTURE</u>		

AGR102	Horse Care and Training	2 cr. hr.
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This course is an introduction to training and care for an inexperienced horse for the beginner, including horse care, horse handling, and training for the first ride on a young horse.

AGR103	Wild Game Processing	1 cr. hr.
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This course includes structured hands-on activities in the areas of meat science and processing. The student will be working with fresh carcasses and raw meat products harvested from wild game. Food handling safety practices will be strictly adhered to. Students are expected to work safely with sharp knives / equipment and perform physical lifting of over 40 pounds. Students are expected to adhere to common safety & sanitation practices. Animals legally harvested by the student can be processed in this course with instructor approval.

AGR109	Crop Pest Control	2 cr. hr.
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This course discusses various means of controlling crop pests. An integrated pest management approach is used to identify the pest, determine economic thresholds for control, and choose appropriate means of controlling crop pests, from biological controls to cultural controls to selective use of pesticides.

AGR115	Horsemanship	2 cr. hr.
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This course is designed for students who understand the fundamentals of horse care, feeding and have proficiency in Western riding. Major topics for the course include horse anatomy and conformation, health care, advanced training, and advanced riding techniques.

AGR128	Plant and Seed Identification	1 cr. hr.
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This course prepares students to identify and classify agronomically important crops, weed species, and range plants. Important concepts include identification of a plant from its seed, or as a plant in the seedling, vegetative, flowering or mature stage of growth. Students will also learn skills in grading important grains according to the official U.S. grain grading system.

AGR129	Crop Scout Training	3 cr. hr.
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This course involves practical hands-on training in the techniques of scouting crops in the field. Appropriate sampling techniques will be discussed and demonstrated, as well as identification of insects and diseases commonly found in agronomic crop fields in this part of the Midwest and High Plains.

AGR131	Plant Science	4 cr. hr.
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This course is an introduction to the biological principles involved in the production of economically important agricultural plants. Attention is given to plant morphology, anatomy, physiology, classification, propagation, and genetics, as well as environmental factors affecting plant growth. Exercises in the laboratory support the instruction in the classroom.

COURSE NUMBER
AGR132**COURSE TITLE**
Animal Science**CREDIT HOURS**
3 cr. hr.

The course is designed to introduce the student to the basic principles which apply to the broad field of animal science. Topics include a survey of the industry, types and products of livestock, and principles of breeding, nutrition, and reproduction.

AGR133**Crop Production****3 cr. hr.**

This course is an in-depth study of production and management of corn, wheat, milo, and other major crops. Culture and management of each crop will be studied, including such topics as seedbed preparation, fertility, seed selection, planting practices, weed and insect control, harvesting, and post-harvest management.

AGR134**Livestock Production****3 cr. hr.**

This course continues the study of animal science, with an emphasis on livestock products, livestock behavior, livestock equipment, laws applicable to livestock, and current issues in the livestock industry. Prerequisite: AGR 132, Animal Science.

AGR136**Soils****4 cr. hr.**

This course is an introduction to the principles of soil science, including the formation of soils; physical, chemical, and biological properties of soils; soil classification; and soil management. Laboratory exercises provide practical experiences in the nature and properties of soils.

AGR137**Agricultural Seminar****1 cr. hr.**

This course includes structured activities in the areas of animal science, aquaculture, horticulture, agronomy and soils. There will be lab activities as assigned by instructor. This course will explore all aspects of agriculture with an emphasis in the management & business functions of agricultural businesses.

AGR138**Livestock Selection****2 cr. hr.**

The course is an introduction to visual appraisal and the use of offspring data in livestock selection. It is designed for the beginner in livestock evaluation.

AGR142**Agriculture in Our Society****1 cr. hr.**

This course is an orientation to the world of agriculture and agribusiness. Career and vocational opportunities will be explored, as well as the objectives, development, and organization of the agricultural sector. This course is required for all freshman agriculture majors.

AGR151-AGR158**Applied Agriculture Techniques I-VIII****2 cr. hr.**

Physical activity demands persist for many livestock producers, farmers, ranchers, farm laborers, machinery repairers and other agricultural workers – they could be termed “agricultural athletes”. Some agricultural jobs require heavy lifting, and repetitive movements that overuse certain muscles, bones and connective tissues, such as picking fruit or bending over. Applied Ag Techniques I-IV includes various activities in the areas of stretching, body mechanics, safe lifting, ergonomic tasks,

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

warm-ups, range of motion and restorative hydration. This course will explore all aspects of common agriculture work and physical activity with an added emphasis in the areas of personal safety, health risks, OSHA job requirements. Use of leadership, communication, time management and decision-making activities will be included. Applied Agriculture Techniques I –VIII must be taken in sequence.

AGR176**Horse Production****3 cr. hr.**

This course is an in-depth study of horse production. Topics include breeding, feeding, management, marketing, and training.

AGR185**Computers in Agriculture****3 cr. hr.**

The course is an introduction in the use of the personal computer for agriculture production and agribusiness. The student will learn the fundamentals of the personal computer operations and be exposed to word processing, spreadsheet functions, and Internet and Power Point applications. The student will learn how to apply these operations towards agriculture and agricultural related businesses.

AGR191**Problems in Agriculture****3 cr. hr.**

This course is designed to allow students to study a specific problem in the field of agriculture. The problem will be individualized to meet employment or personal needs in the student's program of study. The course may be repeated to a maximum of 5 credit hours. Prerequisite: Consent of the instructor.

AGR215**Principles of Food Science & Food Systems****3 cr. hr.**

This course is designed to introduce the student to the basic principles of food production, food science & food systems from an agricultural perspective. It will acquaint the student with the breadth and scope of the food industry and the role of science in the preservation, processing and utilization of foodstuffs from plants and animals.

AGR221**Occupational Work Experience I****4 cr. hr.**

This course is designed to provide students with additional job-related agricultural skills while working at an approved work site. Minimum requirements for the course include: at least forty-five (45) work hours per credit hour, supervision by the employer / the instructor, and an employee evaluation including verification of hours worked. This class may also be taken for two credit hours. Prerequisite: Consent of the instructor.

AGR225**Occupational Work Experience I****2 cr. hr.**

This course is designed to provide students with additional job-related agricultural skills while working at an approved work site. Minimum requirements for the course include: at least one forty-five (45) work hours per credit hour, supervision by the employer / the instructor, and an employee evaluation including verification of hours worked. Prerequisite: Consent of the instructor.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
AGR226	Occupational Work Experience II	2 cr. hr.

This course is designed to provide students with additional job-related agricultural skills while working at an approved work site. Minimum requirements for the course include: At least forty-five (45) work hours per credit hour, supervision by the employer / the instructor, and an employee evaluation including verification of hours worked.

AGR231	Introduction to Agribusiness	3 cr. hr.
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This course is designed as an introduction to the principles of agricultural economics. It is designed to help students apply basic economic concepts to agribusiness, and to understand the workings of the agriculture sector in relation to the U.S. and world economy. (Previously Ag Economics)

AGR232	Marketing Agricultural Products	3 cr. hr.
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This course will examine the agricultural marketing system, from the producer to the ultimate consumer. Major topics include cash grain marketing, cash livestock marketing, and limiting risk in marketing through the use of hedging, forward contracting, and options. The course includes both marketing theory and practical applications.

AGR239	Fundamentals of Animal Nutrition	3 cr. hr.
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This course is an introduction to the study of the nutrition of common farm animals. Topics include nutrients and digestion, balancing rations, evaluating feeds and additives, and specific ration requirements for common farm animals at different stages of production and/or reproduction.

AGR241	Range Management	3 cr. hr.
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This course examines the principles and practices of range management from an ecological perspective. Emphasis is on both theoretical and the applied. Field trips will be utilized for grass identification and observation of management techniques.

AGR242	Beef Cattle Production	3 cr. hr.
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This course is an in-depth study of beef cattle production. Topics include breeding, feeding, marketing, and management.

AGR245	Elements of Meats	2 cr. hr.
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This course is designed to introduce the student to the basic principles of meat science. This course is oriented toward the meat industry as it exists in the United States. Information on meat produced by cattle, swine, sheep and poultry will be covered.

AGR250	Companion Animal Management	3 cr. hr.
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This course is designed to introduce the student to the principles of small animal care, management and career opportunities. The use of companion animals in society, their value and production systems will be explored. Topics include basic biology, breed identification, health, handling, and selection. Advanced topics of kennels, shelters, research facilities and zoos including regulatory

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

issues will be covered. Interactive discussions, written skills, and experiential learning will be emphasized.

AGR253**Feedlot Operations****3 cr. hr.**

This course will cover the skills needed for caring for animals, the environment, working safely and equipment maintenance needed in daily feedlot operations. This course will require careful observation, experiential learning and the use of critical thinking skills. This class will build on information learned in AGR 132, Animal Science. This course will complement the information learned in AGR 242 Beef Production. Comprehension and synthesis of information will require proper writing and verbal skills.

AGR254**Farm, Home & Ranch Repair I****3 cr. hr.**

This course allows students to learn basic principles which apply to the repair and maintenance of a farm, home, or ranch. It will teach sound procedures in the area of fencing, framing & foundations, welding & cutting of metal, and concrete work while implementing safety skills & practices. Prerequisites: none.

AGR255**Farm Welding & Repair****2 cr. hr.**

This course allows students to learn basic principles, which apply to the repair and maintenance of a farm, home or ranch. It will teach sound procedures in the areas of fencing, framing & foundations, welding & cutting of metal and concrete work while implementing safety skills & practices. Prerequisites: none

AGR264**Farm, Home, & Ranch Repair II****3 cr. hr.**

This course is a continuation of AGR254, Farm, Home, & Ranch Repair I. It allows students to learn basic principles which apply to the repair and maintenance of a farm, home, or ranch. It will teach sound procedures in the area of fencing, framing & foundations, welding & cutting of metal, and concrete work while implementing safety skills & practices. Prerequisites: AGR254.

AUTOMOTIVE**AMC108****Engine Performance I****3 cr. hr.**

This course deals primarily with drivability, diagnostic skills. Basic troubleshooting techniques are covered, along with scan tool operating principals. Basic service and maintenance of the automobile are also covered.

AMC109**Engine Performance II****3 cr. hr.**

This course deals primarily with fuel delivery systems. Basic principles of fuel delivery will be studied and diagnostic skills will be developed. Prerequisite: None

COURSE NUMBER
AMC111**COURSE TITLE**
Engine Repair I**CREDIT HOURS**
3 cr. hr.

This course deals primarily with short block repair. Then the course begins with basic engine diagnostics to establish a beginning point. The course progresses through engine removal, teardown, inspection, and short block repair. Correct engine rebuilding techniques will be taught. Prerequisite: None

AMC112**Engine Repair II****3 cr. hr.**

This course deals primarily with cylinder head repair. The course begins with basic engine diagnostics to establish a beginning point. The course progresses through cylinder head removal, disassembly, inspection, and repair. Correct engine rebuilding techniques will be taught. Prerequisite: None

AMC129**Electrical I****3 cr. hr.**

Students will learn the basic concepts of electricity, electrical quantities and components and Ohm's Law. The student will also learn basic circuit analysis of Series Circuits, Parallel Circuits and Series Parallel Circuits. The student will continue to learn about producing and measuring electrical quantities. This will include cells and batteries, magnetism and electromagnetism and DC measuring instruments.

AMC132**Suspension & Steering I****3 cr. hr.**

This course is designed to give students an understanding of the theory and operating principles of chassis work. Wheel alignment, wheel balancing, suspension and steering systems will be discussed. Practical hands-on work in suspension will be used for experience.

AMC134**Electrical II****3 cr. hr.**

Review fundamentals of electricity and magnetism. The student covers the theory and operation of batteries, cranking motors, ignition aids such as glow plugs, A and B circuits, generators, alternators, solenoids, magnetic switches, relays and electrical circuits and wiring diagrams. The student will be required to use safety and demonstrate the service and repair procedures for all electrical components.

AMC140**Auto Service & Maintenance****3 cr. hr.**

This is an introductory class in the study of automotive maintenance and repair. It is designed to introduce you, the student, to the basic systems, components, and procedures used when dealing with the maintenance and repair of modern automobiles. This will be accomplished by studying the theories behind the operation of the vehicles through lectures, assignments, videos, filmstrips, and demonstrations. However, the main focus of study will be through hands on practice in the shop.

AMC150**Engine Analysis****3 cr. hr.**

Engine Analysis (AMC 150) is a continuation of AMC140 Auto Serve & Maintenance in the study of automotive maintenance and repair. It is designed to allow you, the student, to further your knowledge in systems, components, and procedures used when dealing with the maintenance and repair of modern automobiles. The focus of this course will be on the maintenance and overhaul of the 4-cycle automotive engine. This will be accomplished by studying the theories behind the

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

operation and repair of auto engines through assignments, videos, lectures, demonstrations and practical application in the auto shop lab. (Prerequisite: AMC140)

AMC208**Engine Performance III****3 cr. hr.**

This course deals primarily with fuel injection and distributorless ignition systems. Both systems will be covered in-depth. Instructors will use hands-on skill training to emphasize drivability diagnostics. Correct engine tuning techniques will be taught. Prerequisite: None

AMC209**Engine Performance IV****3 cr. hr.**

This course deals primarily with pollution control devices. Instructors will use hands-on skill training to emphasize drivability diagnostics. Correct emission control testing and repair will be taught.

AMC225**Automatic Transmission****5 cr. hr.**

Automatic Transmission is an in-depth study of torque delivery. Topic areas include service, repair, and diagnosis of automatic transmission and transaxle function.

AMC235**Electrical III****3 cr. hr.**

This course is designed for advanced study in automotive electronics. Diagnosis, repair, and troubleshooting techniques will be emphasized. Lighting, circuits, windshield wipers, defogger, electric windows, locks, and seats are examples of topic areas covered.

AMC236**Manual Drive Transmission****5 cr. hr.**

Manual Transmission is an in-depth study of torque delivery. Topic areas include clutches, drive lines, drive axles, transfer cases, manual transmissions, and transaxles. Theory and skill development will be emphasized.

AMC238**Suspension & Steering II****2 cr. hr.**

This course is designed to give practical hands-on experience in wheel alignment, suspension repair and steering systems. Proper diagnostic and repair procedures will be taught to ensure that students are work ready. Prerequisite: AMC132 Suspension & Steering I.

AMC254**Brakes I****3cr. hr.**

This course is designed to give students an understanding of the theory and operating principle of the brake system. Various brake systems will be discussed to provide as many different aspects of brake functions as possible.

AMC255**Brakes II****2 cr. hr.**

This course is designed to give practical hands-on experience in maintenance and repair of Base Brakes, Emergency Brakes, and Antilock Brake systems. Prerequisite: AMC254 Brakes I

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
AMC260	Automotive Heating and Air Conditioning	5 cr. hr.

This course is designed to give the student knowledge of basic air conditioning theory and operation as well as proper maintenance and service procedures. Each student will have an opportunity to diagnose and repair air conditioning components in the lab. A major emphasis will be on safety and the correct use of the air conditioning special tools.

AGRICULTURAL MECHANICS & EQUIPMENT/MACHINE TECHNOLOGY

APT101	Welding I	2 cr. hr.
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Welding I is a course designed for the agricultural and agriculture-related students. This course will be a study of welding methods and electrodes used in maintenance welding. Oxygen acetylene brazing and cutting will be covered. Cast iron welding also will be learned. Threading operations, equipment maintenance, and soldering techniques will be taught. Prerequisite: None.

APT123-124	Occupational Work Experience I-II	3 c. hr.
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Occupational Work Experience is designed to provide students with additional job-related agricultural technician skills while working at an approved dealership. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of the work performed. Prerequisite: Instructor's permission. The OWE classes must be taken in sequence.

APT125	Outdoor Power Equipment	3 cr. hr.
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This course is designed to acquaint the learner with the theory, operation, maintenance, and repair of outdoor power equipment. Emphasis will be on the power plant for this equipment. Light duty single cylinder, 4-cycle engines will be highlighted. Maintenance, repair, and overhaul procedures for these engines will be covered in-depth within the course. Prerequisite: None.

APT127	Tractor & Auto Air Conditioning Repair	3 cr. hr.
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Tractor and Auto Air Conditioning is a course designed to give the student knowledge of the basic air conditioning theory and operation as well as the proper maintenance and service procedures. Each student will have the opportunity to diagnose and repair air conditioning components. A major emphasis will be on the job. Prerequisite: None.

APT129	Applied Electricity/Electronics	3 cr. hr.
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Students will learn the basic concepts of electricity, electrical quantities and components and Ohm's Law. The student will also learn basic circuit analysis of Series Circuits, Parallel Circuits and Series Parallel Circuits. The student will continue to learn about producing and measuring electrical quantities. This will include cells and batteries, magnetism and electromagnetism and DC measuring instruments.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
APT137	Agricultural Seminar	1 cr. hr.

Agricultural seminar is designed for those students wishing to improve their skills in Work Ethics, Customer Relations, and all other aspects of job-related skills. Employee/employer relations are studied with the intent to use these skills on the job. Prerequisite: None.

APT138	Applied Hydraulics & Pneumatics	3 cr. hr.
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This course is designed for the students to study the physical laws and pneumatics. Considerable time will be spent on all types of hydraulics and pneumatics components and their applications in various systems. The students will perform general maintenance, repair, and testing of the individual components. Prerequisite: None.

APT141	Fundamentals of Engines	3 cr. hr.
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Fundamentals of Engines is designed for those students wishing to increase their knowledge of the internal combustion engine; including principles of operation of two and four stroke engines, design, construction, repair, and maintenance. Prerequisite: None.

APT146	Diesel Electrical Systems	1 cr. hr.
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Review of basic electrical theory and operational components for 6, 12, and 24-volt systems. Basic breaker point systems and troubleshooting will be covered. Batteries, cranking motors, charging systems, lighting and accessory systems will be covered, along with all switches, relays, electrical circuits, and wiring diagrams. The student will be required to demonstrate safe service and repair procedures for all electrical components. Prerequisite: APT129 Applied Electronics/Electricity.

APT215	Material Handling & Plant Layout	1 cr. hr.
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This course covers three major topics. 1) Students will begin learning the details involved in effective shop design and workflow. Business visitations will allow students to see first-hand how shops are laid out. 2) Shop management will be discussed: equipment repairs, facility maintenance, and record keeping required to run a manufacturing business. 3) Students will also learn safe material handling procedures. Operation of a forklift will be practiced while maneuvering around obstacles. Class will be completed with a forklift driving certification test.

ART219	Pottery II	3 cr. hr.
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Students will continue to build on skills and techniques learned in Applied Ceramics I. Skill improvement and technical knowledge is combined with the development of a personal and creative style. This course can be taken as an art elective or for personal enrichment. Prerequisite: ART41 Ceramics I or ART119 Pottery I (or equivalent).

APT223-224	Occupational Work Experience III-IV	3 cr. hr.
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Designed to provide students with additional job-related agricultural technician skills while working at an approved dealership. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of the work performed. Prerequisite: Instructor's permission. OWE courses must be taken in sequence.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
APT226	Tractor Maintenance & Repair	2 cr. hr.

Tractor Maintenance and Repair is designed for those students wishing to increase their knowledge of maintaining and repairing tractors, i.e. performing maintenance checks at intervals as specified by the manufacturer, noting any minor repairs that need to be made, and performing those tasks which are minor in nature. Prerequisite: None.

APT236	Agricultural Seminar	1 cr. hr.
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Agricultural Seminar is designed for second year APT students wishing to improve their skills in work ethics, customer relations, and all other aspects of job-related skills needed to work effectively and efficiently with peers, managers, and customers. Prerequisite: APT137 and work experience or high school equivalent.

APT244	Agriculture Power Transmissions	3 cr. hr.
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Theories of operation and design of agricultural drive trains, the clutch standard transmissions, hydraulic assist transmissions, hydrostatic drives, torque converters, differentials, final drivers, power take-offs, and special drivers are all covered in this course. The student will be required to apply what was learned by working on actual lab projects. Prerequisite: None.

APT245	Shop Practice I	3 cr. hr.
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Shop Practice I is a course designed for the students who are pursuing an Associate of Applied Science degree in Ag Power Technology. Several phases of the ag shop operation will be used, such as shop planning, filling out work orders, organization, scheduling safety procedures, and the use of equipment safely. Prerequisite: Instructor's permission.

APT246	Agriculture Machinery Operation	3 cr. hr.
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Ag Machinery Operation is designed for those students wishing to increase their knowledge of various ag machinery used in the local farming operation, such as set up and adjustment of tillage equipment, the set up and operation of tractors, combines, hay and forage equipment and planting systems. Prerequisites: None.

APT247	Electrical Accessories Diagnosis & Repair	3 cr. hr.
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This course is designed for advanced agricultural electronics. Diagnosis, repair, and troubleshooting techniques will be emphasized. Lighting circuits, electronic fuel injection, climate controls, and electronic over hydraulic controls are examples of topic areas covered. The student will develop skills through hands-on practice and lecture. Competency profiles are used to determine the progress of each student's skill development. Prerequisite: APT129 Applied Electricity/Electronics and APT146 Diesel Electrical Systems.

APT248	Diesel Fuel Systems	3 cr. hr.
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Diesel Fuel Systems is a course designed to enable the students to perform basic diagnostics of the fuel systems used in the agricultural industry. It will cover such systems used on John Deere, Case IH, Ford, New Holland & AGCO. Service procedures will be on fuel system components such as fuel tanks, filters, lift pumps, injectors, lines, pipes, and fittings. Prerequisite: None.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS****ART****ART119****Pottery I****3 cr. hr.**

This is an entry level course in ceramics utilizing both hand building and wheel throwing techniques. It will also cover fundamental properties of clay, basic 3D design in the creation of functional and sculptural ceramics, decoration, firing and glazing. This course is recommended for non-art majors.

ART128**Digital Photography****3 cr. hr.**

This course will expose the student to the process of shooting and digitally manipulating photos. The terminologies and techniques of basic photography will be reviewed and emphasis will be placed on basic training in Adobe Photoshop. Students will learn to use a digital camera (not a cellphone camera). This course is an elective for all majors; however, it is suggested for studio art, graphic design, and communication majors

ART131**Drawing****3 cr. hr.**

This is an entry level course emphasizing skill development in a representational approach to drawing including gesture, contour, shading, perspective, figure and portrait, and media exploration in the production of drawings as works of art. This course is required of art and design majors.

ART132**Painting****3 cr. hr.**

This is an entry-level course offered as an introduction to the fundamentals of painting. The course will explore traditional and contemporary techniques and methodologies through a variety of subjects. There will be an emphasis on materials, techniques, and safe studio practice while building skill and exploring a variety of stylistic approaches to painting. Media and techniques include water color and acrylic.

ART133**Elementary School Art****3 cr. hr.**

This course will concentrate on the basic principles, methods, material, and techniques in teaching art to elementary school age children. Students will be involved in creating art projects for the developmental stages of elementary students. This is a required course for students planning to teach at the elementary level.

ART134**2D Design****3 cr. hr.**

This is an entry level course with emphasis on the concepts, elements of art, principles of design and appropriate art vocabulary providing a foundation for all art and design. This course will use current technology and computer assisted learning when possible. This course is required of all art and design majors.

ART135**Graphic Design Processes****3 cr. hr.**

This is an entry level course in graphic design introducing students to technical processes and studio practices used in the area of visual communication. Emphasis is placed on advanced foundation design concepts, such as color theory, typographic design concepts, image development, idea development, and creative problem

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

solving related to the organization of space in both 2D and 3D problems. This course is required for all design majors and is an elective for studio art majors. Prerequisite: CSC177 or ART187, Adobe Microcomputer Applications.

ART139 ▶**Art Appreciation****3 cr. hr.**

This is an art survey class designed to meet the humanities requirement for general education. This course includes a survey of art appreciation, art history, art elements, principles of design and a few basic hands-on projects.

ART141**Ceramics I****3 cr. hr.**

This is an entry level course in ceramics utilizing both hand building and wheel throwing techniques. It will also cover fundamental properties of clay, basic 3D design in the creation of functional and sculptural ceramics, decoration, firing and glazing. This course is required of art majors and an elective for design majors.

ART176 ▶**Survey of Art History I****3 cr. hr.**

Survey of Art History I will discuss general concepts and define terms and styles important to the understanding of the visual arts from Prehistoric through the Middle Ages.

ART177 ▶**Survey of Art History II****3 cr. hr.**

Survey of Art History II is designed to fulfill one course of the general humanities requirements for the general education articulation. The course has been developed for the person with a general interest in the study of art and art history. Survey of Art History II will fulfill the general survey requirement for art majors. (Previously History & Criticism of Art II)

ART180**Adobe Photoshop Techniques****1 cr. hr.**

This design course will introduce students to the Adobe Photoshop. Emphasis will be on photo manipulation and enhancements. This course provides an opportunity to explore and get a basic understanding of Photoshop. Students will be required to provide some individual supplies for this course. No prerequisites.

ART182**Adobe Illustrator Techniques****1 cr. hr.**

This design course will introduce students to the Adobe Illustrator. Emphasis is on vector illustration. This course provides an opportunity to explore and get a basic understanding of Illustrator. Students will be required to provide some individual supplies for this course. No prerequisites.

ART187**Adobe Microcomputer Applications****3 cr. hrs.**

This course is designed to teach Adobe Photoshop and Adobe Illustrator. These programs are the industry standard for a career in graphic design. Students will learn the basic concepts and skills to utilize the software and be able to apply the learned skills to the complete assigned tasks and projects.

COURSE NUMBER
ART191**COURSE TITLE**
Projects in Art**CREDIT HOURS**
1 cr. hr.

This is a contractual course taken on an individual basis allowing the student specialized concentration in a specific studio area. Under supervision of the instructor, the student must accomplish stated objectives and criteria.

ART228 **Advanced Digital Photography** **3 cr. hr.**

This course will build on the topics covered in ART128 Digital Photography. The students will spend additional time on task taking photographs, manipulating those photos, and printing them while using Adobe Photoshop. The course will explore photo manipulation and printing in depth to prepare the student to publish their work electronically or by print.

ART235 **Visual Media Design** **3 cr. hr.**

This course introduces students to a practice-based, hands-on approach to graphic design. Students will use the Adobe software suite to complete a variety of real-world projects. Lessons will explore in-depth color theory, visual media ideologies, advanced typographic design concepts, and brand identity. This course is required for all design majors and is an elective for studio art majors. Prerequisite: CSC177 or ART187 Adobe Microcomputers Applications.

ART243 **Ceramics II** **3 cr. hr.**

Students will continue to build on skills and techniques learned in Ceramics I. Skills improvement and technical knowledge is combined with the development of a personal and creative style. This course can be taken as an art elective or for personal enrichment. Prerequisite: ART 141 Ceramics I.

ART265 **Visual Art Portfolio Development** **3 cr. hr.**

This is a capstone course to assist students in the transition from community college to either the university or to seek employment. In this course the student will assemble a portfolio, prepare a resume, complete applications for scholarship or employment, and other activities necessary to be successful beyond the Associates Degree. This is a required course for all design and studio majors.

BIOLOGICAL SCIENCES**BIO101** **Basic Nutrition****3 cr. hr.**

This course introduces the student to the basic scientific principles of "normal" nutrition as well as the physiological processes related to digestion, absorption, and metabolism of nutrients. An emphasis will be placed upon practical applications for nutrition, including how to read and analyze food labels; how to analyze personal eating habits; how to distinguish between nutrition fact and fiction; and how to identify relationships between nutrition and disease. Additionally, this course will investigate the nutritional requirements of mothers, infants, children, teens, and geriatric populations. This course is intended for students entering health related fields and those with a general interest in nutrition.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BIO121 ▶	Environmental Science	3 cr. hr.

This online course encompasses the study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues such as global warming, acid rain, extinction of species, and energy waste by examining current specific and political thought.

BIO122 ▶	Environmental Science Lab	2 cr. hr.
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This is the optional lab component of BIO121 Environmental Science. This course will provide hands-on experiences as the student studies current environmental conditions, issues and problems.

BIO123 ▶	Environmental Science	4 cr. hr.
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Ecological principles underlying environmental problems are considered. Man's interrelationships with the environment are studied. Attention is given to how technology, economics, sociology, and politics relate to environmental issues. Opportunities are provided for individual and group projects. Concurrent enrollment in BIO123 Laboratory is required. Prerequisite: None

BIO125 ▶	General Biology	5 cr. hr.
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An introductory biology course for majors and non-majors, this course is designed to acquaint the student with modern concepts in biology. Topics included are molecular and cellular biology, basic biochemistry, organismic taxonomy, cellular and organismic reproduction, genetics, ecology and evolution. Laboratories are designed to be student oriented and complement the lecture topics. Prerequisite: None.

BIO160 ▶	Biology II	5 cr. hr.
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This class is designed for biology majors. An emphasis is placed on the survey of selected plant and animal phyla. Consideration is given to morphology, physiology, classification, ecology, evolution, and the life history of plants and animals. Prerequisite: BIO125 with a "C" or better. Concurrent enrollment in BIO160 Laboratory is required.

BIO165	Microbiology	5 cr. hr.
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Microbiology is an introduction to the study of microorganisms including their morphology, anatomy, physiology, and classification. The course stresses relationships of microorganisms to health and disease. Prerequisite: None. One semester of chemistry and one college biology course is preferred. Concurrent enrollment in BIO 165 Laboratory is required.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BIO276 	Anatomy & Physiology I	4 cr. hr.

This course introduces the integration of structure and function within the human body. An emphasis is placed on the correlation of gross and microscopic structure with functional maintenance of the following human organ systems: Integumentary, skeletal, muscular, and nervous. A holistic approach is used to encourage the student to develop an integrated understanding of the human body. Students will complete laboratory exercises as part of the course requirements. Note: For guaranteed transfer to a Kansas public university, community college, or technical college, student must take both BIO276 & BIO277.

BIO277 	Anatomy & Physiology II	4 cr. hr.
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This course completes the second half of a two-semester sequence intended to provide the student with a basic understanding of anatomy and physiology by studying the structures and their functions and grasping the correlation between structure and function. The systems studied in this course are special senses, endocrine, circulatory, respiratory, digestive, urinary and reproductive. This course should improve the student's ability to use and understand the terms relating to the human body and encourage the development of a scientific attitude. This course is also designed to develop within the student a greater appreciation for the phenomena with which one comes in contact with on a daily basis. Students will complete laboratory exercises as part of the course requirements. Pre-requisite: Anatomy & Physiology I with grade C or better, or permission of instructor. Note: For guaranteed transfer to a Kansas public university, community college, or technical college, student must take both BIO276 & BIO277

BIO278 	Anatomy & Physiology	5 cr. hr.
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This course is an introduction to the structure and the functions of the various systems of the body. Consideration is given to: chemistry, tissues, cellular components, metabolism, skeletal, muscular, nervous, digestive, respiratory, cardiovascular and reproductive systems. Concurrent enrollment in BIO278 Laboratory is required.

BIO290	Pathophysiology	4 cr. hr.
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This course consists of a review of pathophysiological mechanisms with emphasis upon mechanical, infectious, and neoplastic stressors. Stressor induced responses are discussed with emphasis upon inflammation, immunity, and the generalized stress response. Stressor-stress induced response mechanisms are applied to diseases of each of the body systems. Prerequisites: Anatomy & Physiology with a "C" or better.

BUSINESS

BUS150	Advertising	3 cr. hr.
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This course is the study of the methods of creating demands and finding buyers. It deals with the various media, composition, purposes and mechanics of advertising. Emphasis is on practical application of techniques discussed; students follow in detail a complete advertising campaign.

COURSE NUMBER
BUS157**COURSE TITLE**
Records Management**CREDIT HOURS**
3 cr. hr.

This course focuses on sound principles of records and information management that include the entire range of records including physical, image records, and electronic media used in computerized systems. It will provide thorough coverage of alphabetic, subject numeric, and geographic storage, filing, and retrieving rules based on ARMA guidelines. Students will look at the use of magnetic, optical, and solid-state media through the phases of the records management life cycle, and will study the records and information management (RIM) program components and guidelines.

BUS158**Office Procedures****3 cr. hr.**

This course coordinates learning experiences in the classroom and on the job. The student will develop a firm career foundation for work entry. Students will develop career planning, job exploration and ten-key calculator skills and improve communication, keyboarding, telephone skills and other related office skills. Prerequisite: None.

BUS160**Document Processing****2 cr. hr.**

This course stresses mastery of the alphabetic, numeric, punctuation and symbol keys by utilizing touch keyboarding techniques. Development of speed and accuracy will also be emphasized. Students will use word processing skills to prepare correctly formatted memos, letters, manuscripts, tables, graphics, and reports.

BUS162**Introduction to Word Processing****1 cr. hr.**

This course provides a hands-on approach to understanding basic word processing skills. Students will learn how to design, create, edit, and enhance word processing documents.

BUS164**Advanced Document Processing 3 cr. hr.**

This course provides four areas of learning: continuing the development of keyboarding speed and accuracy; building production-level mastery on a wide variety of business documents; using word processing functions and features to streamline the creation of professional-looking documents; and developing decision-making skills by setting priorities on document production. Prerequisite: one year of high school keyboarding or Document Processing, or ability to type 40 words per minute. (Previously Document Formatting)

BUS176**Personal Finance****3 cr. hr.**

This course explores the everyday financial problems common to individual and family units. Individual and family financial planning emphasizing setting financial goals, budgeting, consumer protection, credit, home buying, income taxes, insurance and investments, including retirement and estate planning will be covered.

COURSE NUMBER
BUS177

COURSE TITLE
Human Relations

CREDIT HOURS
3 cr. hr.

Included in this course are behavioral concepts and theories as they relate to: *Intrapersonal Skills, Interpersonal Skills, Leadership and Team Building Skills, and Organizational Structuring.* The optimal outcome upon completion will allow students to use practical applications of concepts and theories in both their personal and professional lives.

BUS178 ▶

Introduction to Business

3 cr. hr.

This course is an introduction to the ways in which businesses in the United States are organized and managed so as to earn a profit by satisfying the wants of the people. Included is a study of economic systems, ownership, organization and management, marketing, personnel, small business, entrepreneurship, franchises, accounting and international business. This course serves as a foundation for further business study. Business majors should take this course during their first semester. Recommended for others as a part of the core curriculum.

BUS201

Web Page Design

3 cr. hr.

This course will cover skills necessary to create, design, and publish a web page. Students will do step-by-step activities to learn web design and will do projects to reinforce their learning to master the skills. Case studies that require critical thinking will be used to reinforce concepts and skills. PREREQUISITE: BUS235 or permission of the instructor.

BUS202

Advanced Web Page Design

3 cr. hr.

This course builds on the concepts and structures defined in the BUS201 Web Page Design course. This course introduces advanced tools for WEB Page design, which include, but is not limited to: CSS, web forms, multimedia, XHTML, and JavaScript.

BUS218

Business Ethics

3 cr. hr.

This course examines the ways in which people evaluate problems concerning human conduct and moral conflict. It explores the connection between personal conduct, work-related behavior, and the challenges of working relations in the marketplace and the business environment. Current business and ethical dilemmas will be presented.

BUS221

Human Resource Management **3 cr. hr.**


This course emphasizes the performance of the personnel function in non-business organizations as well as business firms; it deals with the performance of employees. Emphasis is placed upon employment opportunities for women, minorities, and other workers. Employment and personnel laws and regulations are explored. Universal aspects of personnel administration are highlighted. (Previously BUS244)

BUS233

Business Law

3 cr. hr.

This course is an introduction to business law and how legal issues arise in business. This will include laws involved in financing, hiring employees, selling to consumers, and complying with government rules.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS****BUS234** **Marketing****3 cr. hr.**

This course is an introduction to marketing and provides a broad overview of the many aspects of marketing. This includes strategy, organization, management, pricing, research, and utilizing new media.

BUS235 **Microcomputer-Office Applications I****3 cr. hr.**

This course is an introduction to computing course that provides a college level overview of hardware, operating systems, systems software, Internet, word-processing, spreadsheet, database, presentation, integration of software, and ethical issues and concepts. Students will be expected to know basic concepts and terminology related to each of the above areas and will use basic and advanced application features of each of the software listed.

BUS236**Business Communication****3 cr. hr.**

This course is a study of communication in business today. The main emphasis is placed on writing original business letters and memos. The use of technology as it applies to communicating in today's business environment is also included, as well as, writing and presenting business reports. Students will also create resumes, complete job applications, and prepare for job interviews. Sophomore standing is recommended. Keyboarding skill and a good foundation in grammar are helpful.

BUS237 **Business Management****3 cr. hr.**

This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading, and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process, and applications in operational activities of a business firm.

BUS242**Entrepreneurship****3 cr. hr.**

This course is designed to acquaint the prospective business owner with the background of business, characteristics of being an entrepreneur, rewards, and penalties of owning a business. A business plan will be developed and attention will be given to business protection and community relations.

BUS243-246**Occupational Work Experience I-IV 1 cr. hr.**

Work is done in selected areas of business and industry. A minimum of 100 hours of work is required per credit hour attempted in selected work stations under the supervision of the Office Administrative Assistant coordinator. Students are required to complete detailed reports of their work experiences and be evaluated by the coordinator and the supervisor. Instructor permission only.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BUS249 ▶	Medical Terminology	3 cr. hr.

This course will provide students entering the healthcare profession with skills to learn medical terminology easily and quickly. Students will identify, learn, and test their knowledge of the most relevant and important topics in medical terminology. Emphasis is placed on pronunciation, spelling, and memorization of definitions which are all essential to using and understanding medical terminology on the job.

BUS250	Medical Transcription	3 cr. hr.
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Students will transcribe medical reports using correct punctuation, grammar, and spelling. Prerequisite: BUS249 Medical Terminology and BUS162 or BUS164.

BUS254	Medical Office Procedures	3 cr. hr.
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This course is designed for students interested in the medical or legal administrative areas. Students learn office procedures skills and knowledge through the use of simulation techniques. They learn to perform duties of the medical or legal administrative assistant under realistic conditions with input from a variety of sources. Prerequisite: BUS162 or BUS164 or consent of instructor.

BUS255	Microcomputer-Office Applications II	3 cr. hr.
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This course is designed for students desiring advanced information of the major programs within the software suites. Emphasis is placed on becoming proficient with the use of advanced techniques of the various softwares and learning to take advantage of the integration features of the suite. This course will cover advanced features of word processing, spreadsheet, presentation, and database software. Prerequisite: BUS235.

BUS264	Administrative Procedures	3 cr. hr.
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This course coordinates learning experiences in the classroom and on the job. The student will develop a firm career foundation for work entry. Students will learn records management skills, job exploration skills, and improve keyboarding skills, telephone skills, and other general office skills.

BUS276 ▶	Principles of Macroeconomics	3 cr. hr.
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This is an introduction to important economic concepts and application of these concepts to current economic problems. Considerable emphasis is given to supply and demand, national income accounts analysis, and to the function of money in facilitating economic processes, with macro-emphasis. This course is required of all business degree majors, but is recommended for others as part of their core curriculum.

BUS277 ▶	Principles of Microeconomics	3 cr. hr.
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This course offers basic microeconomic theory and applications to current problems of supply and demand and determination of wages, rent, interest, and profits. International economic policies and other economic systems are analyzed briefly. This course is required of business degree majors, and will be helpful to students in other majors, especially social science majors.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BUS278	Business & Economic Statistics	3 cr. hr.

This three-credit hour course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspaper and magazine articles and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions. The course will be augmented with a computer lab where students will perform statistical analysis using Microsoft Excel.

CHEMISTRY

CHM176 ▶	Fundamentals of Chemistry	5 cr. hr.
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This course is designed for non-chemistry majors. It involves a survey of the fundamental concepts of chemistry such as atomic and molecular structure, gas laws, equilibrium, reaction kinetics and acid base chemistry as well as organic and biochemistry. This course is recommended for students of nursing, health related sciences, home economics and some areas of agriculture. Concurrent enrollment in CHM 176 L – the laboratory is required. Prerequisite: Completion of MTH 076 with concurrent enrollment in MTH 130 Intermediate Algebra or completion of MTH130 or higher with a C or better.

CHM186 ▶	General Chemistry I	5 cr. hr.
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General Chemistry I is the first course in a ten-hour sequence to be followed by General Chemistry II; CHM 187. Enrollment is open to all beginning chemistry students, but it is designed primarily for those students whose majors require ten or more hours of chemistry. Topics covered include kinetic theory of gases, stoichiometry, atomic structure, chemical bonding and molecular architecture, solutions, equilibrium, reaction kinetics, and acid-base chemistry. Concurrent enrollment in CHM186 Laboratory is required. Prerequisite: MTH178 College Algebra or higher (may be taken concurrently).

CHM187 ▶	General Chemistry II & Qualitative Analysis	5 cr. hr.
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This course is a continuation of Chemistry 186, General Chemistry I, and is designed primarily for students of engineering, medicine, pharmacy, biology and other areas which require a broad background in chemistry. Emphasis is placed on the scientific method and a considerable portion of the course is related to laboratory work. The purpose of the laboratory work is to further develop and use principles and concepts of chemistry developed in the first course. The laboratory acquaints the students with the application of chemical equilibrium principles to the separation and identification of cations and anions. The laboratory also acquaints the student with many of the properties and reactions various classes of chemicals undergo. Chemical equilibria and dynamics are done in considerably greater depth than is done in the first course. In addition, topics in chemical equilibrium, pH, buffers, chemical thermodynamics, electrochemistry, organic chemistry, and descriptive inorganic chemistry are covered. Concurrent enrollment in CHM187 Laboratory is required. Prerequisite: CHM186 with a "C" or better.

COURSE NUMBERCOURSE TITLECREDIT HOURS**COMMUNICATIONS**

COM106  **Interpersonal Communications** **3 cr. hr.**

Interpersonal communication forms the basis for all human relationships. Developing a better understanding of how people communicate with each other will allow the student to be more effective in all relationships from work to home and beyond. Specific work on self-concept, listening behavior, verbal and non-verbal communication and improving relationships through conflict management are covered in this course.

COM108 **Sports/Live Event Production** **3 cr. hr.**

Hands-on application of the tools and skills necessary to produce and manage content in the contemporary sports communication environment. Operate in multiple roles of sports/live event media production using technical and professional interpersonal skills needed for planning scripting, shooting, and reporting on sports and other live events.

COM112 **Studio & Field Production** **3 cr. hr.**

In production techniques students will hold various roles including director, producer, and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.

COM113 **Video Editing & Post-Production I** **3 cr. hr.**

Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of non-linear A/V editing; the use of digital formats and codecs; initiation and maintenance of a professional project portfolio required.

COM128 **Digital Photography** **3 cr. hr.**

This course will introduce the student to digital photography, the electronic image, and computer manipulation of the digital image, with Photoshop training.

COM130 **Communication for the Workplace** **3 cr. hr.**

Communication for the Workplace covers the basic principles of oral communication skills required for success in a working environment including interpersonal, small group, and public communication.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
COM131 	Speech Communication	3 cr. hr.

Speech Communication covers the basic principles of communication theory and oral communication skills at the interpersonal, small group, and public levels. Students will learn how to prepare and present several speeches: special occasion, informative, demonstrative, persuasive, and impromptu speeches. Students will prepare a major project on interpersonal communication and work on small group projects.

COM220	Media Communication & Production Internship I	2 cr. hr.
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Media Communication & Production Internship I is designed to provide students with actual on-the-job work experience in partnership with industry from the media communication and production office.

COM276 	Public Speaking	3 cr. hr.
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This course presents theories of communication, audience analysis, speaker motivation, and techniques for planning, organizing, and delivering speeches for persuasive, special occasion, and impromptu types. At least four speeches and a group presentation will be given by the student.

COMPUTER SCIENCE

CSC176 	Introduction to Computers	3 cr. hr.
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In the Introduction to Computers course, students will learn the most important topics of basic computers skills and the Microsoft Office software. No prior computer experience is assumed. Students are first presented with an overview of computer concepts and the computer system, which include hardware, software, computer ethics, and networking and telecommunications. An introduction to the Windows operating system is covered. Once you are comfortable with the basics of computing and operation systems, we will briefly cover Internet concepts and WWW browsing skills as well as webpage development. Next, you will learn the Office 2000 or XP programs, followed by sets of tutorials that teach the basics of Word, Excel, Access, and PowerPoint. Students will "learn by doing" as they complete realistic, step-by-step tutorials and Case problems, at the computer.

CSC177	Adobe Microcomputer Applications	3 cr. hr.
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This course is designed to teach Adobe Photoshop and Adobe Illustrator. These programs are the industry standard for a career in graphic design. Students will learn the basic concepts and skills to utilize the software and be able to apply the learned skills to the complete assigned tasks and projects.

CSC201	Web Page Design	3 cr. hr.
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Students will learn the fundamentals of proper web page design and the maintenance of web pages.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS****DRAMA AND THEATRE**

DRM122  **Theatre Production** **3 cr. hr.**

This is a laboratory course that provides supervised in practical aspects of theater production. Students must complete specific projects for college or studio productions.

DRM125  **Technical Production** **3 cr. hr.**

This course is designed to give the student experiential learning in aspects of technical theatre. A production course especially in tandem with theatre productions, it includes work in the following areas: lighting, sets, props, stage management, or sound.

DRM131  **Theatre Appreciation** **3 cr. hr.**

This course includes the basic principles of drama, theatre, acting, and staging and design. It can also fulfill the humanities requirements. It is a comprehensive survey of theatre as an art form and as part of culture and society.

DRM200 **Introduction to Film** **3 cr. hr.**

This course introduces the artistic elements of film through an analysis of production techniques, film styles, and critical analysis.

DRM222 **The American Musical Experience** **2 cr. hr.**

Students will become acquainted with and gain an appreciation for the American Musical Experience on Broadway with guidance by qualified instructors. Students will also develop the skills and acquire the background information that will enable them to effectively participate in an educational trip to New York City. Prerequisite: permission of the instructor.

MODERN DISTRIBUTION SALES & MANAGEMENT

DSM100 **Introduction to Industrial Distribution** **3 cr. hr.**

This course will introduce students to the industrial distribution industry. This course will discuss distributor and manufacturer roles in the supply chain, distribution career paths and opportunities, channels of distribution, distributions' past, present and future, technology in distribution, services and functions provided by wholesale distributors, the importance of adding value, and current distribution industry news.

DSM101 **Distributor Operations & Finance** **3 cr. hr.**

This course discusses the inner financial workings of distributor operations in the wholesale distribution market and how to assess performance utilizing financial statements. The course will explore cash flow and financial reporting fundamentals and how productivity, pricing, discounts, cost of goods sold, and inventory management affect profit.

COURSE NUMBER
DSM102**COURSE TITLE**
Sales in Distribution**CREDIT HOURS**
3 cr. hr.

This course is designed to put the concepts of selling and relationship building to work. The course will cover techniques for effective communication, establishing and keeping credibility, and understanding, anticipating, and responding to customers' needs. Students will learn effective questioning techniques and how to develop solutions, presentations, and gain commitments. Students will apply new skills with role play in the classroom.

DSM103**Manufacturer Distributor Relations****3 cr. hr.**

Students will learn about the importance of relationships, key factors in creating successful partnerships and application of supplier performance metrics. This course will explore distributor-supplier relationships, how often they go bad and why, conflict resolution, means to predict future problems, and how to correct emerging problems before they become critical.

DSM200**Materials Management & Procurement 3 cr. hr.**

This course covers the role of purchasing and relations with cost containment, profitability, and supplier relationship building. Discussions include legal aspects of purchasing, materials and inventory management, supplier selection, total quality management, lean purchasing, purchasing procedures and interrelationships of purchasing with marketing, logistics, and supply chain management.

DSM201**Leadership & Management of Branch Operations****3 cr. hr.**

This course discusses the inner workings of a branch operation in the wholesale distribution market and the fundamental business and leadership skills that a branch manager needs to succeed. The class covers supervisory duties, motivation, management of conflict, change, and challenges in the workforce, and implementation of communication, team building sales account management, and financial analysis skills for profitable branch growth. Students will apply new skills with role play in the classroom.

DSM202**Enterprise Resource Planning & Data Driven Decisions****3 cr. hr.**

This course focuses on information, business, technology, and the integrated set of activities used to run organizations such as supply chain management, customer relationship management (CRM), enterprise resource planning (ERP), outsourcing, integration, and e-business. This course will answer questions that increase sales, optimize inventory, reduce costs, and determine the best and worst customers.

DSM204**Occupational Work Experience****3 cr. hr.**

This course is designed to provide students with direct industry-related DSM experience that will apply the skills & knowledge gained in the classroom. This course is intended to aid in future employment. Minimum requirements for the course include: at least forty-five (45) work hours per credit hour, supervision by the employer, & a report of job experiences & hours worked. Prerequisite: Consent of the instructor.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
DMS205	Logistics & Supply Chain Management	3 cr. hr.

This course covers the study of supply chain management, demand, inventory, and aggregate planning as well as the use of concepts, key metrics, and technology within procurement, transportation, warehousing, facility location and layout, and ordering management to optimize operation of the supply chain.

EDUCATION

EDU110	PASS Orientation:	1 cr. hr.
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This course will teach study and time management skills, and career building. Students are informed on Financial Aid/planning, transfer guidelines, student expectations/responsibilities, and health issues in residential living.

EDU111	Orientation:	1 cr. hr.
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This course is designed to assist new students in their transition to college study. Learning objectives for the course include: a general overview of college operations and expectations, institutional policies and procedure, study skills, time management, etc. Separate classes may be created that are tailored toward the learning needs of students in a particular program of study or of a particular sub-group of students.

EDU112	Student Learning Improvement	1 cr. hr.
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This course is a continuation of EDU110. Study and time management skills as well as career building skills will be discussed. Students are informed on Financial Aid/planning, transfer guidelines, student expectations/responsibilities, and health issues in residential living.

EDU133	Elementary School Art	3 cr. hrs.
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This course will concentrate on the basic principles, methods, materials and techniques in teaching art to elementary age children. Students will also be involved in planning lessons, implementing and completing examples of projects designed for elementary children.

EDU139	Children's Health & Movement	3 cr. hr.
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This course will acquaint the elementary education, child care or physical education major in both traditional and modern notions of physical education with emphasis on a modern application. The course also provides actual participation in numerous games and activities, etc., suitable for the school age child.

EDU177 	Introduction to Education	3 cr. hr.
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This is a survey of the historical development of school organization and finance. It is designed to expose the student to multi-levels of instruction from which the student can apply educational theory to direct application.

COURSE NUMBER
EDU235

COURSE TITLE
Observation & Participation

CREDIT HOURS
1 cr. hr.

This course provides education majors with an intensive field experience in which they both observe and participate in key aspects of teaching/instruction with participation experience in an area of special interest. Students in elementary and secondary education will be placed in a school setting which will give them an opportunity to observe current teaching methods and prepare and participate in the presentation of learning activities. Students need to check the transferability of this class.

EDU236

Observation & Participation II

1 cr. hr.

This course provides education majors additional field experience in which they both observe and participate in key aspects of teaching/instruction with participation experience in an area of special interest. Students in elementary and secondary education will be placed in a school setting which will give them an opportunity to observe current teaching methods and prepare and participate in the presentation of learning activities. Students need to check the transferability of this class.

EDU277



Children's Literature

3 cr. hr.

This class is a study of both traditional and modern literature for children through the middle school grades.

Emphasis will be placed on recognizing various genres of literature, traditional and modern aspects of the discipline, and use of children's literature across the curriculum. The course is recommended for Elementary Ed, and English Majors as well as professionals or parents who want to further their understanding of children and their unique literature.

ENGLISH

ENG005

Fundamentals of Writing

3 cr. hr.

Students in Fundamentals of Writing will address basic grammar and mechanics as they relate to the effective use of sentences and paragraphs. To successfully complete the course, students must demonstrate standard, formal grammar skills and write college level paragraphs as defined by course content. Earning an A or B in this course removes any additional 0-level writing course requirement and allows a student to enroll in English Composition I. Earning a C prepares students for ENG098 Basic Writing. Prerequisite: Appropriate placement scores.

ENG007

Fundamentals of Reading

3 cr. hr.

Fundamentals of Reading is a self-contained reading course, focusing on basic vocabulary and reading skills. These skills include fundamental word analysis, context clues, identifying main ideas, and identifying supporting ideas. Students will apply these and other skills to increasingly complex levels of readings and writings. In addition, students will review and practice study and test-taking skills. While this class does not count towards graduation, students who successfully complete this course are better prepared for future educational experiences and/or for entry into the workforce. Earning an A or B in this course removes any additional 0-level reading course requirement. Earning a C prepares students for ENG096 Basic Reading. Prerequisite: Appropriate placement scores.

COURSE NUMBER
ENG096**COURSE TITLE**
Basic Reading**CREDIT HOURS**
2 cr. hr.


Student success in the college classroom, in the workplace, and in life depends heavily upon the ability to read. Basic Reading is a self-contained course, focusing on vocabulary and reading skills to improve student success in college level courses. Using readings of various lengths and difficulty, students develop their basic reading skills. Additionally, students practice strategic reading and study skills which can be applied in any college course. While this class does not count towards graduation, students who successfully complete this course are better prepared for future educational experiences and/or for entry into the workforce. Prerequisite: Appropriate placement scores or successful completion of Fundamentals of Reading with a 'C' or higher.

ENG098**Basic Writing****2 cr. hr.**


Students enrolled in Basic Writing review grammar and mechanics related to the writing process. Paragraph skills will be reviewed and expanded into the production of college level essays. To successfully complete the course, students must write a college level essay. While this course does not meet graduation requirements, successful completion of the course should improve student success in other college classes. This class also prepares students for English Composition I. Students who qualify for this course must also enroll in a specific English Composition I course as listed in the current semester course schedule. Students who earn a course grade of C or higher will qualify for English Composition I. Prerequisite: Appropriate placement scores.

ENG135**Writing for the Workplace****3 cr. hr.**

This course is designed to prepare students for the writing they may encounter in the workplace. Basic elements of business communication will be taught including emailing, memo and letter writing, and report writing. Students will also practice completing paper and electronic forms and applications and technical writing as well as creating resumes and cover letters. Basic grammatical elements, such as spelling, punctuation, and sentence structure, will be reviewed. Writing for the Workplace is designed for students in technical programs.

ENG176 **English Composition I****3 cr. hr.**

Students in English Composition I develop the skills and concepts that enable a writer to control the mechanics and ideas of expository writing. Students also learn to organize their ideas and create structured essays. In addition, students learn basic research and essay test techniques. Readings in the class include a variety of materials. Prerequisite: Appropriate placement scores.

ENG177 **English Composition II****3 cr. hr.**

Students in English Composition II further develop their writing and thinking skills through short fiction and research. Readings in this class include short stories which describe the human condition. Students read and discuss the assigned work and then create essays reflecting an understanding of the story and the human condition. Students also review essay test format, study research techniques, and write a research paper. Prerequisite: English 176, English Composition I with a grade of "C" or higher.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<u>ELECTRICAL POWER TECHNOLOGY</u>		

EPD124	Electrical Theory	3 cr. hr.
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This course is designed to familiarize the student with basic electricity and with circuits familiar to the utility industry. The student learns the origin as well as the sources of electricity. Electrical Theory is designed for any student wanting an introductory course in electricity. (Previously EPD129)

EPD126	Underground Systems	3 cr. hr.
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Underground Systems will prepare the student in the field of underground construction. Students learn the tools of the trade as well as how to use the applications.

EPD130	CDL Preparation	2 cr. hr.
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The classroom portion of this course provides 40 hours of classroom training that will prepare the student to pass the "Knowledge Test" required to obtain a Class A CDL instruction permit. **Students must pass the written test and receive a learner's permit to begin the driving portion of the course.** The Range/Road portion of this course provides 80 hours of practical experience and training relating to performing and passing pre-trip inspection testing, air brake test, basic controls skills testing, and road skills testing.

EPD131	System Design, Construction and Maintenance	3 cr. hr.
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Tools and applications for constructing overhead lines are taught in this course, including redesigning, staking, setting, framing poles, string, sagging, and clipping wire are the major projects for apprentice linemen. Maintenance of overhead lines also includes troubleshooting, fusing, grounding, and sectionalizing procedures, hot line maintenance, hot stick, rubber and polyethylene protective equipment. Students study theory of single and polyphase metering, meter maintenance, etc.

EPD136	Lab and Field Training IA	4 cr. hr.
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Setting poles is the first experience students receive in the field. Students learn the basic skill of setting a pole by hand digging, and then learn to climb and work the poles. Skills learned in the classroom are applied to lab and field exercises.

EPD137	Lab and Field Training IB	4 cr. hr.
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Setting poles is the first experience students receive in the field. Students learn the basic skill of setting a pole by hand digging, and then learn to climb and work the poles. Skills learned in the classroom are applied to lab and field exercises.

EPD138	Lab and Field Training IIA	4 cr. hr.
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This class covers the first half of EPD142 Lab and Field Training II. When submitted to the Office of Instruction along with EPD139 Lab and Field Training IIB, their combination may be considered equivalent to EPD142 Lab and Field Training II.

COURSE NUMBER
EPD139

COURSE TITLE
Lab and Field Training IIB

CREDIT HOURS
4 cr. hr.

This class covers the second half of EPD142 Lab and Field Training II. When submitted to the Office of Instruction along with EPD137 Lab and Field Training IIA, their combination may be considered equivalent to EPD142 Lab and Field Training II.

EPD141

Laboratory and Field Training I

8 cr. hr.

Climbing is the first experience students receive in the field. Students learn the basic skill of climbing by repeating the technique as they certify at 15 feet and 25 feet. Skills learned in the classroom are applied to lab and field exercises.

EPD142

Laboratory and Field Training II

8 cr. hr.

Setting poles and working aloft are essential to a student's ability to do this as an occupation. Students learn the basic skill of setting a pole by digging and then learn to work with the poles. Framing and hanging of material and wire will be used to demonstrate a student's ability to work from the top of a distribution class pole.
 Prerequisite: EPD141

EPD143

Laboratory and Field Training III

6 cr. hr.

Grounding, the use of communication tools, and work order procedures are a crucial third step students receive in the field. Students learn the basic skill of grounding, communication through technological equipment and hand signals, and they learn proper work procedures to complete work in the field. Skills learned in the classroom are applied to lab and field exercises. Prerequisite: EPD142 Lab and Field Training II, Completion of EPD221 Occupational Work Experience, or Enrollment by Instructor Permission.

EPD144

Laboratory and Field Training IV

6 cr. hr.

In the final step of field training, students learn to safely operate a Class A vehicle, use proper rigging practices, and demonstrate a full understanding as well as practice OSHA rules and regulations. Students will prove competency in these areas by passing qualification demonstrations as set forth by industry standards. Prerequisite: EPD143.

EPD150

Electrical Essentials

3 cr. hr.

This course is designed to familiarize the student with electricity and with equipment familiar to the utility industry. The student learns how to apply the theory learned in the applied electricity course to the industrial electrical power systems.

EPD221

Occupational Work Experience

4 cr. hr.

Supervised work experience is required for certification. Students earn credit and must make regular reports while employed in a utility or a closely related business or industry.

COURSE NUMBER
EPD236

COURSE TITLE
Industrial Safety & Relations

CREDIT HOURS
3 cr. hr.

This course deals with Occupational Safety and Health Administration (OSHA) rules and regulations related to business as well as management employee relationships. Safe working habits and practices related to each student's occupational interests will be emphasized.

EPD251

Transformers & Metering

3 cr. hr.

Transformers and Metering is designed to reinforce the Electrical Powerline student's ability to recognize and work with electrical power lines and equipment. Students learn how to install, connect, protect, and troubleshoot distribution transformers.

ALLIED HEALTH

HOC100

Cardiopulmonary Resuscitation .5 cr. hr.

Needed for healthcare workers to maintain and obtain CPR skills. This course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies.

HOC101

Nurse Aide I

5 cr. hr.

This is a nursing techniques course designed to develop the skills of nurses' aides in the hospital or long-term care facility. Provides opportunities to work in Nursing Homes; Hospitals; assisted living facilities; many other health care positions where patient assistance is needed. This course will provide 56 hours classroom, 40 hours clinical.

HOC102

Medication Aide

5 cr. hr.

Successful completion of this course will allow the Certified Nurse Aide to pass medication in the Long Term Care Settings (nursing homes, assisted living facilities, any facility that requires a Medication Aide license to pass medication.) The purpose of this course will be to provide the student with instruction in various areas of specializations, such as gerontology health care and medication procedures. Prerequisite: Certified Nurse Aide

HOC103

Home Health Aide

2 cr. hr.

The Home Health Aide course is designed to provide Certified Nurse Aides with the additional training and knowledge needed to provide safe, effective, supportive personal care assistance in the privacy and comfort of the individual client's home setting. Additionally, the course will inform CNAs of the function and structure of the Home Care Industry, and their role within the industry in providing high quality nursing care.

HOC104

Medication Aide Update

1 cr. hr.

This course will provide the necessary learning opportunity to satisfy the requirements of continuing education for certified medication aides in the state of Kansas. Prerequisite: current Certified Medication Aide License.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
HOC183	Intravenous Fluid Therapy	3 cr. hrs.

This course is designed for the Licensed Practical Nurse under the supervision of a registered professional nurse to perform a limited scope of intravenous fluid therapy. This class will provide. 40 hours classroom; 16 hours clinical. Provides opportunities for a License Practical Nurse to work in long term care or hospital settings that requires intravenous skills.

HEALTH, PHYSICAL ACTIVITY & RECREATION

HPR101	Concepts of Physical Health	2 cr. hr.
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This course will stress the benefits of total health and wellness. Students will evaluate the health-related components of fitness and wellness. The student will then apply their results to a personal wellness program they will design at the end of the class.

HPR104	Yoga	1 cr. hr.
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For the beginning student, this course will introduce Hatha yoga (Yoga of exercise) for improved wellness, increased flexibility, relaxation, and reduced stress in daily living. Advanced students will be provided opportunities to improve his/her yoga knowledge. Prerequisites: none

HPR105	Fundamentals of Coaching	3 cr. hr.
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This is an introduction to the theory and practice of coaching sports at all ages and skill levels-from kindergarten to college age.

HPR112	Shooting Sports & Firearms Safety I	2 cr. hr.
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This course will teach the safe handling of firearms and provide the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

HPR118	Billiards, R & F	1 cr. hr.
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This course is an introduction to the sport of billiards, with emphasis on the rules of competition for common billiard games such as eight-ball, nine-ball, and 14.1 (championship billiards) and physical practice of the games. Structured practice for common shots will also be included.

HPR120	Rules & Officiating I	3 cr. hr.
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The purpose of this class is to provide a setting for the students to practice supervising and officiating athletic activities. The class serves as a laboratory providing students with an opportunity to develop the ideas and skills they have been taught in class. This class also promotes the experiences which will strengthen the background for the physical education major. This course teaches the student rules and techniques for officiating at sporting events and games. Emphasis on seasonal sports during the semester the course is taken.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
HPR123	Concepts & Applications of Exercise Science	3 cr. hr.

This course presents key topics and current research in exercise physiology, biochemistry, anatomy, biomechanics, endocrinology, sport nutrition, and sport psychology and discusses applications for the design of safe and effective strength and conditioning programs.

HPR125	Psychology of Sport	3 cr. hr.
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The course provides an opportunity to become acquainted with the many psychological aspects that coaches, athletes, and spectators face in their involvement with sports. Emphasis will be given on the psychological and social dimensions of coaching, practice and competitive preparation, and on the psychological traits common to specific sports and athlete personality.

HPR128	Beginning Archery	1 cr. hr.
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Archery is designed to promote and develop the basic skills and knowledge surrounding field shooting, competitive shooting, clout and flight shooting.

HPR129	Shooting Sports & Firearms Safety II	2 cr. hr.
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This course is the second in a series that teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

HPR130	Introduction to Sports Administration	3 cr. hr.
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There is definitely a need for managers who possess sound administrative skills in physical education, health, recreation, and athletics. Specifically, the sports administration curriculum is designed to focus on such concepts as business theory, business and finance, marketing and advertising, organizational behavior and corporate fitness programs.

HPR132	Pistol Safety & Shooting	1 cr. hr.
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This course will teach the safe handling of pistols and provide the opportunity for students to improve their understanding of different types of handguns as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for shooting sports while enjoying the recreational and social benefits they have to offer. All students must be at least 18 years of age to enroll. Valid state issued identification will be required for presentation on or prior to start of the class. Students are responsible for providing their own firearms, ammunition, and personal safety equipment. Each participant must purchase a membership to Ninnescah Valley Gun Club to be allowed to shoot at the NVGC range.

HPR135	Intro to Health PE, Recreation	3 cr. hr.
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This course will provide a general concept of Health, Physical Education, and Recreation for the student interested in going into this field as a profession. It will provide specific information about the three areas, the professional opportunities, personal rewards and satisfaction, and requirements of a sound professional program.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
HPR137	Beginning Weightlifting, Rules & Fundamentals	1 cr. hr.

This course is designed to educate the student in the proper method of physical development through the use of weight lifting. Conditioning through these sound methods of muscular development will occur. The use of cardiovascular and flexibility activities will also be encouraged to produce better overall conditioning.

HPR141	Beginning Body Conditioning	1 cr. hr.
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This course is designed to educate the student in the proper method of overall physical development. This course will allow the student to condition his/her body through the practical application of sound methods of flexibility training, muscular development, and a variety of cardiovascular endurance activities.

HPR155-158	Athletic Conditioning I: - IV:	1 cr. hr.
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Emphasis is on conditioning, exercise, and body mechanics and its relationship to competitive athletics. These conditioning classes must be taken in sequence.

HPR161 	Nutrition	3 cr. hr.
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This course introduces the basic scientific principles of nutrition with an emphasis on practical applications for nutrition. In addition to learning how the body handles food, students will learn to read and analyze food labels; analyze personal eating habits; design a personal fitness/health plan; design a personal weight control plan; distinguish between nutrition fact and fiction; identify relationships between nutrition and disease; and integrate nutrition information into their daily lives. (Previously BIO137)

HPR165-168	Varsity Athletics I: - IV:	1 cr. hr.
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This course will introduce the student/athlete to the theories and practical experience of the game through team practice, intra-squad games, scrimmage games and games at the varsity level. The student/athlete will be exposed to all areas surrounding the game, including defensive skill development, offensive skill development, game strategy, game situational experience, mental approach to the game, field management, diet & nutrition and physical conditioning. Practice and other activity participation can be held on any day of the week and may have varying starting and ending times. These varsity athletic courses must be taken in sequence.

HPR170	Practicum I: Fundamentals of Athletic Training	2 cr. hr.
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This course is designed to teach students the basics of athletic training. Students will be working in both the clinical setting of the training room and in the field with the athletic teams. Through this work setting, students will gain valuable experience in athletic training room procedures which include the following: practice and game set up, cryotherapy and thermotherapy, sanitary processes, restocking, biohazard use, dressing and behaving professionally, being responsible, and becoming familiar with athletic training products. Students will understand a wide variety of individuals in the medical field that athletic trainers work with on a daily basis. Students will learn about other health care professionals including Physical Therapist, Physician Assistant, Orthopedic Doctors, Emergency Medical Technicians, and many others.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS****HPR171****Practicum II: Taping Techniques****2 cr. hr.**

This course is designed to teach student athletic trainers taping, bracing, wrapping and padding techniques used in athletic training. Students will be working in both the clinical setting of the training room and in the field with the athletic teams. Through this work setting, students will gain valuable experience in how to apply toe, foot, ankle, shin, knee, hip, shoulder, elbow, hand, wrist, and finger taping techniques. (Prerequisite: HPR170)

HPR176**Lifestyle Management****2 cr. hr.**

This class is an introductory college course in physical fitness and wellness. The focus will be on altering a person's present lifestyle to a healthier degree of wellness. Two major aspects of daily life affecting our wellness, exercise and diet, will be the focus. Although additional issues such as stress reduction, preventing and treating exercise-related injuries, environmental effects on exercise and modifying unhealthy behaviors will be addressed. The student will develop and complete an exercise program during the semester. Self-motivation will play an important role in completing the individual exercise program. It is recommended that the student participate in pre and post physical fitness testing to determine their current fitness status.

HPR177 ▶**Personal & Community Health****3 cr. hr.**

This course is designed to teach the student the most important phases of healthful living and to give the student a workable knowledge of the best methods of developing good health habits and attitudes, both in physical and mental health, from the viewpoint of the individual and the community.

HPR224**Exercise Techniques****3 cr. hr.**

This course addresses provides techniques for warm-up, stretching, and resistance training exercises. For each exercise, accompanying photos and instructions guide readers in the correct execution and teaching of stretching and resistance training exercises. This course also provides the understanding and preparation for weightlifting and learning the technique of weightlifting related movements. Prerequisites (all must be taken with a "C" or better): HPR123 Concepts & Applications of the Exercise Sciences, HPR124 Testing & Evaluation/Program Design and HPR223 Organization & Administration.

HPR231 ▶**First Aid & Safety****3 cr. hr.**

The purpose of this course is to acquaint the student with the emergency treatment of injuries, wounds, poisoning, and burns that may occur in the home, school, or place of business. Safety education will be emphasized by presenting the historical development of safety and relating it to present day safety concepts. Safety concepts which apply to all aspects of daily living will be covered. Comprehensive coverage of cardiopulmonary resuscitation will be emphasized. Students can receive certification upon successfully completing the CPR unit.

COURSE NUMBER
HPR237**COURSE TITLE**
Advanced Weightlifting, R&F**CREDIT HOURS**
1 cr. hr.

This course is a continuation of HPR137, Beginning Weight Lifting. The student will continue with the program established in the beginning class, emphasizing muscular development and encouraging cardiovascular and flexibility. More advanced levels of fitness and techniques will be emphasized and encouraged.

HPR241**Advanced Body Conditioning****1 cr. hr.**

This course is a continuation of HPR 141, Beginning Body Conditioning. The student will continue with the workout program established in the beginning class, emphasizing flexibility, muscular development, and cardiovascular endurance. More advanced levels of fitness and techniques will be emphasized.

HPR259-260**Athletic Conditioning V-VI****1 cr. hr.**

Emphasis is on conditioning, exercise, and body mechanics and its relationship to competitive athletics. The Athletic Conditioning courses must be taken in sequence (I-VI).

HPR270**Practicum III: Orthopedic Anatomy****2 cr. hr.**

This course is designed to give student athletic trainers a sound foundation for medical evaluations by teaching in-depth orthopedic anatomy. Students will be taught to locate and palpate orthopedic landmarks, a critical aspect of medical evaluations. Students will utilize these skills on athletes while completing clinical hours. Prerequisite: HPR170 and Anatomy & Physiology.

HPR271**Practicum IV: Orthopedic Injury & Evaluation** **2 cr. hr.**

This course is designed to teach student athletic trainers how to do orthopedic medical evaluations. Students will be taught how to take a thorough history, what to observe, and how to apply the palpation techniques taught in Practicum III. Students will also be taught how to write soap notes. Prerequisite: HPR270.

HPR279-280**Varsity Athletics V-VI****1 cr. hr.**

These courses introduce the student/athlete to the theories and practical experience of the game through team practice, intra-squad games, scrimmage games and games at the varsity level. The student/athlete will be exposed to all areas surrounding the game, including defensive skill development, offensive skill development, game strategy, game situational experience, mental approach to the game, field management, diet & nutrition and physical conditioning. Practice and other activity participation can be held on any day of the week and may have varying starting and ending times. Varsity Athletics must be taken in sequence (I-VI.)

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
HPR285	Fitness Evaluation, Education, and Individualized Exercise Prescription	2 cr. hr.

This course is designed to educate the student in how to maintain an individualized exercise and wellness program that will be developed individually for each student according to their wants and needs. The student will participate in the exercise program through application of flexibility, muscular strength and cardiovascular training methods. Other methods of proper nutrition, stress reduction, weight control, smoking cessation, and other wellness topics will be maintained by the student based on the specific exercise prescription designed for the student.

HPR292	Care and Prevention of Sports Injuries	3 cr. hr.
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This course defines the role of the athletic trainer and the history and philosophy of the profession. Students are introduced to common sports and recreational injuries and methods of evaluation. Injury mechanism, prevention, rehabilitation, and taping techniques are also included.

HISTORY

HST131 ▶	Survey of Civilization I	3 cr. hr.
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The history of the world is a complex process in which many branches of the human community have played an active part, and the dominance of any one area of world has been, then, a temporary rather than a permanent phenomenon. This course's purpose is to present a balance in World history, including the rich diversity of many cultures prior to 1500 with special emphasis on the rise of the West.

HST132 ▶	Survey of Civilization II	3 cr. hr.
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Beginning in 1650 and ending with the present, this survey course traces the historical development of Western Europe, Russia, and Asia. It includes the political and social history of nations from the Age of Discovery, through the Enlightenment, the Age of Revolution and Industrialization, the two world wars and political ideologies of contemporary times.

HST134	Current History	3 cr. hr.
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This is a contemporary history study from a historical background for current national and world affairs events. The course is specifically designed in a critical thinking format to assist the student in evaluating current historical events in light of historical analysis.

HST176 ▶	American History to 1865	3 cr. hr.
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This is a survey history course of the formative factors leading to colonization of the United States of America to the post-Civil War era. This includes colonial life, American Revolution, building a nation, expansion and conflict, the Civil War and Reconstruction. Political, social, and economic development of the United States will be emphasized.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
HST177 	American History 1865 to Present	3 cr. hr.

This is a survey history course from the time of Reconstruction to contemporary times. This will include reconstruction through populism and progressivism, becoming a world power through industrialization and militarization, the two World Wars and America's involvement with world affairs and wars. Political, social, and economic development of the United States will be emphasized.

HUMANITIES

HUM140	Foundations of Western Culture	3 cr. hr.
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Students will become acquainted with and gain an appreciation for the places and events of major importance in the development of western civilization through a tour of Europe and the British Isles, with guidance by a qualified instructor. Prerequisite: Permission of the instructor.

INFORMATION NETWORK TECHNOLOGY

INT105	Introduction to Game Theory	3 cr. hrs.
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This course is designed to introduce the student to the concepts of video/computer game development. This course will introduce the student to the history of video games, game development concepts, and current technology used for video game presentation. The course will also discuss simulation software used in a variety of fields for training.

INT107	CompTIA A+ Essentials	3 cr. hr.
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CompTIA A+ Essentials focuses on the knowledge needed to identify and explain PC components, put together a basic PC workstation, conduct basic software installation, identify compatibility issues, preventive pc maintenance, and recognize/prevent basic security risks. This course is designed for students with little or no personal computer experience and is a prerequisite to the INT206 CompTIA A+ Practical Applications course.

INT109	Introduction to Network Technology	3 cr. hr.
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The demand for well-trained, qualified employees with knowledge of information networking and telecommunications is a growing field. In order to meet this demand, people must be trained so that their skills meet the requirements of the networking world. This course is designed to provide key skills for persons desiring to be computer networking professionals. This course is the first of a two course series, which will prepare the student to take the COMPTIA Network+ (NET+) Certification examination. This course covers basic network hardware, protocols, and the OSI model.

INT155	Server Administration I	3 cr. hr.
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Server Administration I focuses on the knowledge needed to install and secure servers, as well as perform server maintenance and backups. This course is designed for students with little knowledge of networking or servers and is a prerequisite to the INT255 Server Administration II course.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
INT160-161	Occupational Work Experience I-II	1 cr. hr.

The demand for well-trained, qualified employees with knowledge of and skills in current (leading edge) technology is always in demand. In order to meet this demand people must be trained so that their skills meet the requirements of the information technology world. This course is designed to provide students with additional job-related IT skills while working at an approved IT work environment. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of work performed.

INT165-170	Varsity eSports I – VI	2 cr. hr.
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Varsity eSports I-IV provides an introduction to the world of competitive gaming through practices, live events, networking, and wellness. Each level is taken in progressive sequence.

INT206	CompTIA A+ Practical Applications	3 cr. hr.
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Students will have an extensive overview of the fundamentals of computer technology, networking, and security and develop the skills necessary to identify hardware, peripheral, networking, and security components. Students will understand the basic functionality of the operating systems and basic troubleshooting methodology, practice proper safety procedures, and how to effectively interact with customers.

INT209	Network System Technology	3 cr. hr.
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This course is designed to provide key skills for persons desiring to be computer networking professionals. This course is the first of a two course series which will prepare the student to take the CompTIA Network+ Certification examination.

INT218	Introduction to Computer Programming	3 cr. hr.
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This course is designed to introduce the student to computer programming skills, using Microsoft's Visual Basic language. This is a graphical user interface language that is used extensively with the Windows environment. The student will learn the fundamentals of programming with this language along with procedures to successfully understand the routines of programming. Upon completion of this course the student should be able to perform various programming skills using the Visual BASIC programming language. These skills will cover the fundamentals of this language, the procedures, decisions, repetition and arrays.

INT230	Linux Operating System	3 cr. hr.
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The demand for well-trained, qualified employees with knowledge of and skills in, Linux system administration is critical. In order to meet this demand, people must be trained so that their skills meet the requirements of the information technology world. This course is designed to introduce the student to Linux and Unix operating systems. The course will prepare the student for CompTIA Linux+ certification.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
INT238	Advanced Visual Basic Programming	3 cr. hr.

This course is designed to build on the skills developed in INT218 Introduction to Programming. This course covers advanced topics in Visual Basic and the Visual Studio.Net program development environment. It covers advanced object-oriented programming concepts as well as three-tier application development, and deployment using Visual Basic.Net.

INT240	CompTIA Security +	3 cr. hr.
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This course will prepare the student to take the COMPTIA Security+ (CompTIA SYO-401) certification exam. Successful students will be able to work with important security concepts such as network security, compliance and operational security, threats and vulnerabilities, application security, data security, host security, access control and identify management, and cryptography. (Previously Computer Security & Ethics).

INT250	CompTIA Cloud+	3 cr. hr.
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This course will prepare the student to take the COMPTIA Cloud+ (CompTIA SV0-001) certification exam. The student will understand standard Cloud terminologies and methodologies, will implement, maintain, and deliver Cloud technologies and infrastructures (e.g. server, network, storage, and virtualization technologies), and understand aspects of IT security and use of industry best practices related to Cloud implementations and the application of virtualization.

INT255	Server Administration II	3 cr. hr.
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Server Administration II focuses on the knowledge needed to integrate your server with the rest of your network, including domain setup, security, and management. Prerequisite: INT155 Server Administration I.

LITERATURE

LIT176	World Literature	3 cr. hr.
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Students enrolled in this course explore literature from a variety of countries and time periods. The course is survey in nature and begins with writings from the Early Greek Period and concludes with modern classics.

LIT177	Modern World Literature	3 cr. hr.
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While emphasizing modern writers and their work (1900-present), this course explores literature from a variety of countries. The course is survey in nature and will include the four major literary genres of poetry, short story, drama, and novel. The multi-cultural aspects of literature and their connection to the human experience will be stressed.

LIT202 	American Literature I	3 cr. hr.
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American Literature I is a survey of American writing from pre-colonial to 1865, with emphasis on the major writers and movements.

COURSE NUMBER
LIT232

COURSE TITLE
English Literature 1800 to Present

CREDIT HOURS
3 cr. hr.

Students enrolled in this course read and discuss English writings from the Romantic Period (1800s) through today's work. Students will read and discuss specific works from the genres of poetry, drama, and short story in order to develop an appreciation and understanding of English literature.

LIT237 

Introduction to Literature

3 cr. hr.

Students in this course read and discuss various forms of literature. The course is designed to develop student appreciation and understanding of drama, short stories, and poetry. Selections reflect different cultures and time periods throughout history with an emphasis on more modern writings.

LIT298

Special Topics in Literature

3 cr. hr.

The Directed Studies in Literature class provides an opportunity for students to further connect their travel in Europe to their lives. Students enrolled in this class will use the literary genre of the personal essay to discover and discuss connections between the various European cultures they visit. As part of their essays, students will also discuss the connections between these European cultures and their own American culture.

MODERN LANGUAGES

MLN176 

Elementary Spanish I

5 cr. hr.

This is an introduction to the Spanish language stressing four skills; listening, speaking, reading, and writing. Emphasis is on basic grammatical structures, pronunciations and conversational skills.

MLN177 

Elementary Spanish II

5 cr. hr.

This is a continuation of Spanish I. The course is a complete study of basic Spanish grammar necessary for continued study. Emphasis is on reading and writing, practice of conversational skills and introduction of Hispanic cultural topics. Prerequisite: MLN 176 Spanish, two years of high school Spanish or consent of the instructor.

MATHEMATICS

MTH075

Basic Applied Mathematics

3 cr. hr.

This course is for the college student whose grasp of basic arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of integers, decimals and fractions, as well as ratio, percent, and simple equations will be emphasized. This course does not meet requirements for a degree program. A student receiving an ACT Math score of 18 or lower, a Next-Generation Accuplacer Arithmetic test score of 200 or lower, must enroll in this course to satisfy prerequisites for Beginning Algebra.

COURSE NUMBER
MTH076**COURSE TITLE**
Beginning Algebra**CREDIT HOURS**
3 cr. hr.

Topics include basic mathematics, number operations, beginning algebraic notation, solving simple algebraic equations, geometric measures, and graphing. This course does not meet requirements for a degree program. Prerequisite: (a) a grade of "C" or above in MTH 075, Basic Applied Math, (b) ACT score of 19 or above, (c) Next-Generation Accuplacer Arithmetic test score of 251 or higher.

MTH126**Technical Mathematics****3 cr. hr.**

This course is designed for students enrolled in Technical Education programs. Prerequisites: (a) a grade of "C" or better in MTH 075, Basic Applied Mathematics or (b) ACT score of 19 or above or (c) Next-Generation Accuplacer Arithmetic test score of 251 or higher.

MTH130**Intermediate Algebra****3 cr. hr.**

This course is for the college student whose grasp of algebra is currently weak or marginal. The usual topics contained in a first or second course in high school algebra are covered. Successful completion of this course should prepare the student for College Algebra. Prerequisites: (a) a grade of "C" or above in MTH 076, Beginning Algebra, (b) ACT score of 20 or above, or (c) Next-Generation Accuplacer Quantitative Reasoning, Algebra & Statistics test score of 250 or higher.

MTH131**Intermediate Algebra with Review****3 cr. hr.**

This course is a combination of Intermediate Algebra and a review of introductory algebra concepts. It will include the study of systems of linear equations, functions, rational exponents and radicals, polynomial division, advanced factoring techniques, solving quadratic equations, rational expressions, and appropriate application problems.

MTH178**College Algebra****3 cr. hr.**

College Algebra is a minimum requirement course for many AS, AA, BS, and BA degree programs. College Algebra may not transfer in an engineering or mathematics curriculum. This course is a study of algebraic functions and their graphs, set theory, complex numbers, systems of equations, etc. Prerequisites: (a) a grade of "C" or above in MTH 130, Intermediate Algebra (b) ACT score of 23 or higher (c) Next-Generation Accuplacer Quantitative Reasoning, Algebra & Statistics test score of 263 or higher.

MTH181**Elementary Statistics****3 cr. hr.**

The purpose of this course is to acquaint the beginning student in the biological, social, and physical sciences as well as those in business with the fundamentals of modern statistics. Topics covered are frequency distributions, measures of location, probability, standard deviation, regression, and correlation. Prerequisites: Any one of the following: (a) MTH 178, College Algebra with a grade of "C" or better, (b) MTH 191, Analytic Geometry and Calculus I with a grade of "C" or better. (c) ACT score of 24 or above, or (d) Next-Generation Accuplacer Advanced Algebra and Functions Test of 261 or higher.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
MTH183 ▶	Trigonometry	3 cr. hr.

Students should include those similar to the ones enrolled in algebra. It is necessary to have had a course in trigonometry before starting Calculus I or Physics. This course is a study of the trigonometric functions as related to triangles and real numbers, logarithms, complex numbers, etc. Prerequisite: Any of the following: (a) MTH178, College Algebra, with a grade of "C" or better, (b) ACT score of 24 or above, (c) Next-Generation Accuplacer Advanced Algebra and Functions Test of 261 or higher.

MTH187 ▶	Calculus Methods	4 cr. hr.
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This course is a condensed study of calculus and its methods for the non-mathematics major. The focus of the course will be on the understanding and computation of limits, derivatives and integrals. This course will enable students to solve quantitative and applied problems in business, economics, social and behavioral sciences and other fields. Prerequisites: any one of the following: (a) MTH178, College Algebra, with a grade of "C" or better, (b) ACT Math Score of 24 or higher, (c) College Next-Generation Accuplacer score of 261 or higher on the Advanced Algebra and Functions exam.

MTH191 ▶	Analytic Geometry and Calculus I	5 cr. hr.
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This course includes some basic analytic geometry of lines, a study of limits, and the derivatives and ant derivatives of algebraic functions. Business, Engineering and mathematical majors should enroll in Calculus I. Prerequisite: any one of the following: (a) MTH 178, with a grade of "C" or better, (b) a minimum ACT score of 26 (c) Next-Generation Accuplacer Advanced Algebra and Functions 275 or higher.

MTH193	Analytic Geometry and Calculus II	5 cr. hr.
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This is a continuation of MTH191 to include the study of exponentials, logarithms, and trigonometric functions. A study of formal integration and applications of calculus are also included. Prerequisites: MTH191 Calculus I with a grade of "C" or better.

MUSIC

MUS111-112	Band I-II	1 cr. hr.
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Band is designed to provide students the opportunity to play within an ensemble setting. The primary performance obligation of the ensemble is the home basketball games. These courses are open to all students and community members. Courses must be taken in sequence. Prerequisite: Consent of instructor.

MUS113-116	Choir I-IV	1 cr. hr.
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Choir is open to all students interested in singing choral literature. Training in singing, choral techniques and concepts of group singing are taught. Choir members have the opportunity to perform four major concerts each year. Choir courses must be taken in sequence.

COURSE NUMBER
MUS118**COURSE TITLE**
Applied Music I**CREDIT HOURS**
1 cr. hr.

MUS118 Applied Music I is designed for those students looking for a more intensive learning experience by working in a one-on-one lesson setting. This course will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of a 30 minute lesson held once a week. Students of all skills levels are welcome.

MUS145**Jazz Band I****1 cr. hr.**

A course designed to provide laboratory ensemble experience in Jazz Band music. The ensemble will explore literature for performance on and off campus. This literature will be determined by the instrumentation of the ensemble and the performance level of the ensemble musicians. This course is open to all students and community members who audition and/or receive permission from the course instructor/director. Prerequisite: Consent of instructor/director.

MUS146**Jazz Band II****1 cr. hr.**

This is a continuation of MUS145 Jazz Band I. A course designed to provide laboratory ensemble experience in Jazz Band music. The ensemble will explore literature for performance on and off campus. This literature will be determined by the instrumentation of the ensemble and the performance level of the ensemble musicians. This course is open to all students and community members who audition and/or receive permission from the course instructor/director. Prerequisite: Jazz Band I

MUS147**Jazz Band III****1 cr. hr.**

This is a continuation of MUS146 Jazz Band II. A course designed to provide laboratory ensemble experience in Jazz Band music. The ensemble will explore literature for performance on and off campus. This literature will be determined by the instrumentation of the ensemble and the performance level of the ensemble musicians. This course is open to all students and community members who audition and/or receive permission from the course instructor/director. Prerequisite: Jazz Band II.

MUS148**Jazz Band IV****1 cr. hr.**

This is a continuation of MUS147 Jazz Band III. A course designed to provide laboratory ensemble experience in Jazz Band music. The ensemble will explore literature for performance on and off campus. This literature will be determined by the instrumentation of the ensemble and the performance level of the ensemble musicians. This course is open to all students and community members who audition and/or receive permission from the course instructor/director. Prerequisite: Jazz Band III.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
MUS151	Show Choir I	1 cr. hr.

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance. Audition required.

MUS152	Show Choir II	1 cr. hr.
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Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, building on skills learned in previous semester. Pre-requisite: Show Choir I.

MUS153	Show Choir III	1 cr. hr.
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Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, building on skills learned in previous semester, as well as providing mentoring for new students. Pre-requisite: Show Choir I & II.

MUS154	Show Choir IV	1 cr. hrs.
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Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, perfecting skills learned in previous semesters, as well as providing leadership in the ensemble. Pre-requisite: Show Choir I, II, and III.

MUS176 	Introduction to Music	3 cr. hr.
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This is a course designed to aid the student in achieving a better understanding of what music entails. Study includes the elements of music, the instruments and ensembles used to produce music, styles of music and contemporary forms. A portion of class time is devoted to ear training in listening to and commenting on recorded and live examples. This course can be used toward fulfillment of degree requirement in humanities.

MUS211-214	Band III-VI	1 cr. hr.
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Band is designed to provide students the opportunity to play within an ensemble setting. The primary performance obligation of the ensemble is the home basketball games. These courses are open to all students and community members. Courses must be taken in sequence. Prerequisite: Consent of instructor.

NURSING

KSPN 110	Foundations of Nursing	4 cr. hr.
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This course provides an introduction to practical nursing and roles of the practical nurse as well as profession-and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides the student with a framework for decision making. Prerequisites: admission to the program, BIO278, ENG176, PSY176, PSY132).

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
KSPN111	Foundations of Nursing: Clinical	1 cr. hr.

This course provides an introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing process to client-related situations. (Prerequisites: admission to the program, PSY176, BIO278, ENG176, PSY132.)

KSPN112	Nursing Care of Adults I	4 cr. hr.
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This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed. (Prerequisite: KSPN110, KSPN111)

KSPN113	Nursing Care of Adults I Clinical	1 cr. hr.
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This course focuses on the care of adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings. (Prerequisites: KSPN110, KSPN111)

KSPN114	Care of Aging Adults	2 cr. hr.
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This course is designed to explore issues related to the aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care. (Prerequisite: KSPN112)

KSPN116	Nursing Care of Adults II	4 cr. hr.
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This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. (Prerequisite: KSPN113, KSPN114)

KSPN117	Nursing Care of Adults II Clinical	1 cr. hr.
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This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience provides the student an opportunity to build on the theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients. (Prerequisites: KSPN113, KSPN114)

KSPN118	Maternal Child Nursing	2 cr. hr.
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This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders. (Prerequisites: KSPN116, KSPN117)

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
KSPN119	Maternal Child Nursing Clinical	1 cr. hr.

This clinical course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences. . (Prerequisite: KSPN116, KSPN117).

KSPN120	Mental Health Nursing I	2 cr. hr.
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This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the client with a mental health disorder. (Prerequisites: KSPN118)

KSPN122	Leadership, Roles, and Issues	1 cr. hr.
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This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

KSPN182	Fundamentals of Pharmacology & Safe Medication Administration	2 cr. hr.
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This course provides an introduction to the principles of pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medications to clients across the life span. (Prerequisites: KSPN118, & KSPN120)

PHILOSOPHY

PHL105 	Introduction to the Old Testament	3 cr. hr.
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Introduction to the Old Testament (OT) is a general education course which equips students with the tools to analyze Old Testament/Hebrew Bible characters, major historical and literary themes, as well as apply their interpretations in the context of popular culture.

PHL106	Introduction to the New Testament	3 cr. hr.
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Introduction to the New Testament will provide an overview of the New Testament through an exploration of the four gospels. The gospels will be used to analyze the cultural, historical, and purpose reflected through the writings. A paper on a selected passage will be used to drive critical engagement and practice critical thinking. Students who successfully complete this course will have a working knowledge of the gospels, will have viewed the early Christian community through multiple perspectives, and will have applied critical thinking within a theological and literary setting.

PHL123 	Comparative Religions	3 cr. hr.
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This course will enable the student to develop a historical understanding of five of the world's major, living religions. The course is designed to create a knowledge of, understanding of, and appreciation for the world's five prominent religions. The student will learn the known religion's features, customs, beliefs, and practices of each presented religion. The student's exploration will include Christianity,

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

Buddhism, Islam, Judaism and Hinduism through historical exploration and analysis of the principal and distinguishing features of these religions. The student will develop an understanding of the impact of religion in today's world events. (Previously World Religion)

PHL130  **Introduction to Philosophy** **3 cr. hr.**

This is an introductory course in which major world philosophies, past and present, are studied and analyzed. Students will learn philosophical terms, will develop an understanding of various major philosophies and learn to apply philosophical principles to events in their own lives.

PHL218 **Business Ethics** **3 cr. hr.**

This course examines the ways in which people evaluate problems concerning human conduct and moral conflict. It explores the connection between personal conduct, work-related behavior, and the challenges of working relations in the marketplace and the business environment. Current business and ethical dilemmas will be presented.

PHL276  **Introduction to Ethics** **3 cr. hr.**

This is a survey of the nature and history of ethical theory including Greco/Roman, Judeo/Christian and modern theories with emphasis on how ethical principles are applied to practical issues.

PHYSICS

PHS251  **General Physics I** **5 cr. hr.**

This is a general course in physics which satisfies most physics requirements. The course includes the study of mechanics, physical properties of matter, heat, and thermodynamics for those students who have had trigonometry. Students must also enroll in General Physics I Laboratory. Prerequisite: Completion of MTH178 College Algebra, or higher, with a "C" or better.

PHS252  **General Physics II** **5 cr. hr.**

This is a continuation of PHS 251. The study of magnetism, electricity, light, sound, and nuclear topics are included in this course. Students enrolling in General Physics II must also enroll in General Physics II Laboratory. Prerequisite: PHS 251.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS****POLITICAL SCIENCE****POS176** ▶**American Government****3 cr. hr.**

This is a survey of the structure, function, and processes of American national government and the American political system. Specific topics include: the constitution and its interpretations; the branches of government, their functions and their development; and American political behavior as it affects national government. (Previously POS 131 American Government and Politics)

PHYSICAL SCIENCE**PSC175** ▶**Introduction to Geology****4 cr. hr.**

Introduction to Geology is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences, as well as those majors that require a geology course. Studies include the rock and mineral structure of the earth, plate tectonics, weathering, erosion, mountain building, as well as other topics of modern geology. An understanding of geology can enhance one's enjoyment of the beauty of the natural world. Students must concurrently enroll in PSC175 Laboratory.

PSC176 ▶**Physical Science****5 cr. hr.**

Physical Science is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences. Studies include most of the areas of science that are not directly related to living organisms. Some knowledge of mathematics related to each area will be explained as the area is introduced. Much emphasis is placed on the principles and processes of the physical to the various disciplines and everyday life. Beginning Algebra, Math076 or a higher level of math course is a required prerequisite.

PSC177 ▶**Introduction to Geology****5 cr. hr.**

This five credit hour online course in Introduction to Geology is a one semester survey course that will introduce students to the study of the earth, its processes and materials. It is designed to be for non-science majors as well as students that need an introductory course before starting a program of study requiring several semesters of science

PSC178 ▶**Introduction to Astronomy****3 cr. hr.**

This is a general astronomy course designed to acquaint the student with the heavenly bodies and their seasonal migration throughout the sky. Emphasis will be placed on the methods and tools used in exploring the solar system and the local galaxy. Theories about the rest of the universe will be included. Students will spend time observing the night sky as an important part of the course.

COURSE NUMBER**COURSE TITLE****CREDIT HOURS****PSYCHOLOGY****PSY132** ▶**Developmental Psychology****3 cr. hr.**

A study of human development from conception to death. Special emphasis is given to physical, emotional, social, intellectual, and linguistic development. This course is designed to provide the student with an understanding of development within the context of the social and physical environments.

PSY176 ▶**General Psychology****3 cr. hr.**

This course is designed to provide an introduction to the problems and methods of studying behavior, to present the basic principles underlying human behavior, and to give the student a rational basis for understanding much of what s/he and others do.

SOCIOLOGY**SOC123** ▶**Criminology****3 cr. hr.**

This online course is an introduction to the history, philosophy, and theory of crime and deviance. This course will explore the complexities and causation of crime and deviance. Students will focus on the sociological factors that influence deviance and popular approaches to understanding and responding to these behaviors. The course will explain the different types of crime: violent crime, property crime, white-collar crime, victimless crime, political crime, and organized crime. The course will also cover mass killers and terrorism.

SOC132**Multicultural Study****3 cr. hr.**

This course is designed to provide students with an understanding and appreciation of the diverse ethnic groups in the United States, their contributions to American culture, and to facilitate the development of critical thinking skills. Issues related to dominant-minority group interaction will be explored.

SOC138**Perspectives in Human Sexuality** **3 cr. hr.**

This is a study of human sexuality based upon an interdisciplinary and comprehensive program planned to generate socially and ethically desirable attitudes and practices. The course content includes sociological, psychological, and biological aspects of human growth and development. Cultural values based upon historical evolution will be emphasized.

SOC176 ▶**Introduction to Sociology****3 cr. hr.**


A survey of the primary elements of sociological analysis, the course is organized to allow the student to develop a sociological perspective, to enable the student to understand his/her social environment, and to appreciate his/her self-development at the group level. (Previously SOC 131 Elements of Sociology)

COURSE NUMBER
SOC177**COURSE TITLE**
Juvenile Delinquency**CREDIT HOURS**
3 cr. hr.

Students will learn about such topics as teen suicide, gangs, school violence, bullies, child abuse, and how we deal with these problems in American society. The course will also deal with the Psychological, Sociological, and Biological causes of Juvenile Delinquency. The course will also cover the juvenile court, juvenile police, social service agencies, and juvenile detention facilities.

SOC178**Human Relations****3 cr. hr.**

Included in this course are behavioral concepts and theories as they relate to: *Intrapersonal Skills*, *Interpersonal Skills*, *Leadership and Team Building Skills*, and *Organizational Structuring*. The optimal outcome upon completion will allow students to use practical applications of concepts and theories in both their personal and professional lives.

SOC182 **Sociology of Families****3 cr. hr.**

This course combines a functional and a sociological approach to the study of marriage and the family. It examines marriage and the family within the context of an intimate relationship as well as within the framework of sociological theory and research. It includes an examination and comparison of patterns of behavior surrounding these institutions historically and cross-culturally, with an emphasis on contemporary U.S. society. Students are encouraged to analyze the causes and probable consequences of current trends and social problems surrounding the family. Topics explored are building successful relationships, intimacy, marriage in America, gender convergence & role equity, communication, dating, sexual mores, changing attitudes, mate selection, expectations of marriage, legal aspects of marriage, human sexuality, family planning, parenthood, family finances, family life stages, family, crises, divorce, growth & fulfillment. (Previously SOC134 Marriage & the Family)

SOC233 **Social Problems****3 cr. hr.**

The study of Social Problems is rooted in the scientific discipline of Sociology. This Social Problems class will utilize fundamental sociological concepts to present a systematic analysis of contemporary social issues. Throughout the course, students will be asked to develop an understanding of these problems that is ground in empirical evidence instead of myth and misinterpretations. Students will also be asked to apply the principles of Critical Thinking in their analysis of these social issues and in considering the possible solutions to these problems.

SOCIAL SCIENCE**SSC161****Introduction to Law Enforcement** **3 cr. hr.**

An introduction to law enforcement operation and procedures including organization and administration. Emphasizes the police role in society and operational procedures including trial processes, human relations, career orientation, and research areas. (3 cr. hours)

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
SSC176 	World Regional Geography	3 cr. hr.

A geographic survey course based on regional studies of world resources, economics, politics, environment, and lifestyles to provide a global perspective. (Previously SSC131)

SSC177 	Cultural Anthropology	3 cr. hr.
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This course includes the study of the social and cultural systems of various people, especially primitive societies, including both those of the past and present times. A brief look at the evolution of man, kinship, religion, magic, science, economic systems, law, government, race, art, and the social institution. The American Indian is included.

SSC212	Introduction to Corrections	3 cr. hr.
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This 3 credit hour course is an introduction to the philosophy and history of corrections, identifying multiple facets of the correctional system, including: Jails and Detention Facilities, Probation, Intermediate Sanctions, Imprisonment and Parole. This course focuses on how today's correctional subsystems function within a larger criminal justice system and covers correctional systems as they apply to the individual and to society.

VESI PROFESSIONAL DEVELOPMENT (for Professional Educators Only)

VES 200	Advanced Classroom Management: Children as Change Agents	2 cr. hr.
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Advanced Classroom Management is primarily for professionals (e.g., regular or special educators, instructional assistants, school psychologist, counselors) serving children and youths presenting behavior problems the school or community. Focuses on cognitive- and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES201	ATTENTION DEFICIT DISORDER	2 cr. hr.
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Attention Deficit/Hyperactivity Disorder: Information & Interventions for Effective Teaching is an interactive distance learning course designed to help you achieve a better understanding of ADHD and provide intervention strategies to facilitate positive student change. *Attention Deficit/Hyperactivity Disorder* provides information on the history of the disorder, accepted methods to assess and identify students with the disorder, and various treatment methods that are currently being used to treat the disorder. The course helps you through the referral process when you feel a student needs services beyond what you are capable of or comfortable providing in your classroom environment. This course also lists resources for both teachers and parents who would like more help or information about ADHD. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES202**AUTISM & ASPERGER'S DISORDER****2 cr. hr.**

Autism & Asperger's Disorder is designed to help you achieve a better understanding of Autism and Asperger's Disorder, intervention strategies to enhance communication and learning and to teach more conventional behaviors. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses, and various intervention strategies that have proven to be successful when working with students with Autism spectrum disorders. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES203**BEHAVIOR IS LANGUAGE****3 cr. hr.**

Behavior is Language is designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the "language" of their behavior. The course teaches techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, and reduce your workloads and burnout. This program helps you, as well as students, find creative, effective solutions to problems. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES204**CHILD ABUSE****2 cr. hr.**

Child Abuse is designed to help you identify and effectively teach students affected by child abuse and/or neglect. This course teaches you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect, and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of the abused or neglected child and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES205**DRUGS & ALCOHOL IN SCHOOLS****2 cr. hr.**

Drugs & Alcohol in Schools is designed to give you a more comprehensive understanding of alcohol, drugs, and their influences in your classroom. This course provides a contextual framework for understanding what students may be experiencing through their own substance use or the impact of substance use around them. The course provides a basic historical perspective of substance use along with descriptions of biological, psychological, and social factors that comprise the disease of addiction. This program will help you better understand a multitude of complex dynamics that

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

contribute to this biological and social phenomenon. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES206**EARLY CHILDHOOD: FAMILY-CENTERED SERVICES****2 cr. hr.**

Early Childhood: Family-Centered Services is a course that seeks to promote the development of thoughtful, knowledgeable, effective educators for a diverse society. The course provides conceptual frameworks for working with families of children from a variety of backgrounds. Course content places an emphasis on family-centered practices designed to help early childhood professionals involve and support families in the care and education of children. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES207**EARLY CHILDHOOD: OBSERVATION & ASSESSMENT****3 cr. hr.**

Early Childhood: Observation & Assessment is an interactive distance learning course which explores observation and assessment instruments, as well as recommended practices and available resources for infants, toddlers, and preschoolers. Content includes an emphasis on observing young children and assessing their early childhood learning environments. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES208**EARLY CHILDHOOD: PROGRAM PLANNING****3 cr. hr.**

Early Childhood: Program Planning is an interactive distance learning course designed to give you a new perspective on planning and implementing developmentally appropriate programs for young children from birth through age eight. In this course you will learn what is meant by curriculum, assessment, evaluation, and program planning as these terms apply to early childhood education. We will discuss several historical perspectives and theories on child development and examine best practice for early childhood education. We will also examine key concepts and specific activities for teaching various curricular content areas, including language and literacy, mathematics and science, and the expressive arts. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES209**EARLY CHILDHOOD: TYPICAL & ATYPICAL DEVELOPMENT****3 cr. hr.**

Early Childhood: Typical & Atypical Development is an interactive distance learning course which explores contemporary best practice and perspectives on early childhood development. Content includes patterns and sequences of typical development for children from birth to six years. Emphasis is on individual differences, cultural influences, and the impact of developmental delay and disability

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

during infancy, toddlerhood, and the preschool years. Discussion will also include instructional technology (IT) and assistive technology (AT) applications for this population. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES210**EDUCATIONAL ASSESSMENT****2 cr. hr.**

Educational Assessment is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals and implement meaningful instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming. The course will outline procedures for designing or selecting, administering and interpreting, a variety of informal assessment measures typically used in schools. The use of a range of informal assessment measures in the academic and social skills areas will form the core of the content to be covered. The presentation of assessment information in an acceptable format to parents and teachers will also be addressed. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES211**HARASSMENT, BULLYING, CYBER-INTIMIDATION IN SCHOOLS****2 cr. hr.**

Harassment, Bullying & Cyber-Intimidation in Schools will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. The course will address what we know about these troubling areas. We will then explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES212**INCLUSION: WORKING WITH STUDENTS WITH SPECIAL NEEDS****2 cr. hr.**

Inclusion: Working with Students with Special Needs in General Education Classrooms was written to help teachers understand concepts and terms related to educating students in inclusive classrooms. The course also helps teachers learn about the continuum of placements school systems can use in providing special education services to students with disabilities. The course helps you understand the federal definition of students entitled to special education services, as well as procedures you can use in determining whether these students can be educated in the regular classroom. The course also identifies and describes the roles and responsibilities of special and general educators in providing special education services to students educated in inclusive classrooms. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES213 INFANT & TODDLER MENTAL HEALTH (EARLY CHILDHOOD) 2 cr. hr.

Infant & Toddler Mental Health: Issues & Information for Educators is an interactive computer-based instruction course designed to help you achieve a better understanding of infant and toddler mental health, child development, and strategies you can use to promote positive relationships with children and their families. This course provides information that will help you to understand and identify your role as a child care provider, educator, and early childhood professional. *Infant & Toddler Mental Health* will provide you with research-based information on child development, attachment, temperament, and curriculum. This course also lists resources for both teachers and parents who would like more help or information about infant and toddler mental health. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES214 LEARNING DISABILITIES: Practical Information 3 cr. hr.

Learning Disabilities is designed to provide an introduction to the field of Learning Disabilities for special teachers, general classroom teachers, integration teachers and related professionals, especially those working in the areas of language, psychology and counseling. This course will cover diverse theoretical approaches, lay the foundations for sensitive and appropriate assessment and evaluation of students, provide directions for program planning and implementation, indicate the importance of and the need for a close and positive partnership with parents (or alternative caregivers) and consider ways for ensuring that the home-school axis is effective and meaningful. This program will also consider some major trends and unresolved issues in the field of Learning Disabilities. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES215 READING & WRITING IN CONTENT AREA 2 cr. hr.

Reading & Writing in Content Area offers instruction in teaching reading and writing in various subject matter fields at the secondary level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area. The strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

COURSE NUMBER
VES216**COURSE TITLE**
READING FUNDAMENTALS #1**CREDIT HOURS**
2 cr. hr.

An Introduction to Scientifically-based Research, the first in the three-course Reading Fundamentals series on effective reading instruction, was designed to give background on scientifically-based instruction as it applies to the federal legislation of 2001. The course discusses the research that supports scientifically-based research as it applies to phonetically-based instruction, assessment, and evaluation. The course explores myths and misconceptions concerning reading instruction and remediation. It also presents an evaluation checklist designed to assess the effectiveness of your current reading program. The goal of the course is to present you with research, trustworthy evidence, and background information that support the need for a reading program that is based on scientific research and proven methods. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES217**READING FUNDAMENTALS #2****2 cr. hr.**

The purpose of this second course in this three-course series is to lay the foundation for effective reading instruction. As part of this course, you will learn about the elements of effective instruction. It is important that all teachers have a firm understanding of effective instructional procedures. Teachers benefit, and more importantly, students benefit, both in terms of their behavior and their academic performance. Further, you will learn about the importance of reading instruction and read some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES218**READING FUNDAMENTALS #3****3 cr. hr.**

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Further, we discuss information on teacher preparation in learning about comprehension strategy instruction and reading instruction, as well as how to integrate computer technology into the classroom. Additionally, the course will provide information on important assessment terms and definitions and will explore how reading assessment fits within federal mandated programs, including the Common Core State Standards in English Language Arts. This analysis includes specific recommendations for understanding student reading needs using screening, diagnostic, and progress-monitoring assessments. Finally, the course describes how teachers can conduct and use pivotal curriculum-based measurement procedures in their classrooms. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

COURSE NUMBER
VES219**COURSE TITLE**
TALENTED & GIFTED**CREDIT HOURS**
2 cr. hr.

Talented & Gifted is designed to help you achieve a better understanding of the talented and gifted student, methods used in identification, and strategies for instruction of these students in an inclusive classroom. The course provides information on the history of the exceptional in relation to education, current law, and accepted methods for referral, assessment, and identification of these students. The course also covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. The course gives you an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom. This course also lists resources for teachers and parents who would like more information about the talented and gifted. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES220**TEACHING ELEMENTARY MATH CONCEPTUALLY****2 cr. hr.**

Teaching Elementary Math Conceptually is an interactive computer-based instruction course designed to expand your methodology for teaching Mathematics. The course will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and to explore the principles of teaching those concepts to learners. The course will also explore the teaching methodology that supports learning the Common Core State Standards (CCSS). This course will focus on the topics of number sense, basic operations, and fractions. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES221**TEACHING DIVERSITY****2 cr. hr.**

Teaching Diversity is designed to give you the knowledge, tools and dispositions to effectively facilitate a diverse classroom. The course will help you understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. You will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES222**TRAUMATIZED CHILD****2 cr. hr.**

Traumatized Child is designed to help you identify and effectively teach students affected by stress, trauma, and/or violence. The course teaches you to recognize the signs of stress, trauma, or violence in students. It also discusses the specific factors that exist in families and communities where stress and violence are common. A major emphasis in this course is on helping the participant understand the

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

special learning needs of the student who is experiencing stress, trauma, or violence in his/her life and how to meet his/her needs in the regular classroom. Working with parents and community agencies is also emphasized. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES223**WHY DI: AN INTRODUCTION TO DIFFERENTIATED INSTRUCTION****3 cr. hr.**

Why DI?: An Introduction to Differentiated Instruction, is an interactive computer-based instruction course, designed to give you an understanding of the framework of and need for creating supportive learning environments for diverse learning populations. In this course you will learn what is meant by Differentiated Instruction (DI) and the common myths associated with creating the differentiated classroom. We will discuss the legal, theoretical, and pedagogical foundations in the field of education that support the utilization of differentiated instructional practices and principles. We will reflect on best practices and national trends in the design of the educational setting to meet the needs of a diverse learning population. *Why DI?: An Introduction to Differentiated Instruction* will also provide connections to a variety of concepts, variables, and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES224**UNDERSTANDING AGRESSION****3 cr. hr.**

Understanding Aggression is about violence in America. This course is about the aggression in our schools, classrooms, streets, homes, and elsewhere. The course speaks to the hate, the fights, the anger, the crimes committed and the victims in our schools and society. It is a course about students, children, teenagers, adults, and neighbors, all of us. The course will consider the many forms of aggression, both criminal and otherwise; its costs and motivation; its perpetrators and targets; its likely and unlikely locations; its impact on our schools, the children; and, most especially, its several causes and promising solutions. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES225**UNDERSTANDING & IMPLEMENTING COMMON CORE STANDARDS****3 cr. hr.**

Understanding & Implementing Common Core Standards, has been divided into four chapters. The organization of the course covers the rationale for and design of the Common Core State Standards, the "Common Core Mindset" practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

COURSE NUMBER
VES226**COURSE TITLE**
VIOLENCE IN SCHOOLS**CREDIT HOURS**
2 cr. hr.

Violence in the Schools is designed to give you a better understanding of school violence and increase your interventions strategies. The course provides a foundational understanding of violence and motivational purposes behind aggression. The correlation and impact of the media, community and family upon violence will be investigated. The course teaches identification and intervention approaches to working with out-of-control behaviors. In addition, each student will receive information on national resources available for both parents and teachers. This course will help each person to increase his or her understanding of violence, the motivations behind the use of violence and specific strategies to minimize the occurrence of violence in a school and community. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES227**TRY DI! PLANNING & PREPARING****3 cr. hr.**

Try DI! is designed to provide you an opportunity to learn about an instructional framework, Differentiated Instruction (DI), aimed at creating supportive learning environments for diverse learning populations. Students will be presented a method for self-assessment of the extent to which their current instructional approach reflects the perspective, principles, and practices of the DI approach. The course reflects an approach that aligns the principles of DI with the practices of DI. The concept of a "theory of action" will also be provided within a DI context. The course has also been designed to introduce students to a range of strategies associated with a DI approach. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K-12 settings. This course follows *Why DI?: An Introduction to Differentiated Instruction*, which addressed the **What, Why, and Who** of a classroom that reflects a DI approach. The focus of *Try DI!: Planning & Preparing a Differentiated Instruction Program* is on the **When, Where, and How** of the DI approach. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES228**Six Traits of Writing Model: Teaching & Assessing****2 cr. hr.**

This course, *Six Traits of Writing Model: Teaching & Assessing*, will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. The first chapter of this course will discuss why teaching writing is important and give you an introduction to the Six Traits of Writing Model. Through chapters 2, 3, and 4 we will discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

COURSE NUMBER
VES229

COURSE TITLE
Teaching Secondary Math Conceptually

CREDIT HOURS

3 cr. hr.

The course *Teaching Secondary Math Conceptually: Meeting Mathematics Standards* is designed to explain and connect the major concepts, procedures, and reasoning processes of mathematics. Current standards and practices in math education will be discussed to outline a teaching methodology that is conceptual, contextual, and constructive. Activities are presented to explain underlying concepts, and illustrate constructive teaching. The course has been divided into four chapters covering four math topics, i.e. integers, fractions, factoring, and functions. Emphasis is on exploring how to develop mathematical understanding in learners. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES230

English Language Learner: Methods & Materials

3 cr. hr.

English Language Learner: Methods & Materials was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses how to apply instructional methods in creating lessons; how to create a motivating and caring learning environment; how to integrate teaching reading, writing, speaking, and listening skills; how to differentiate instruction for English language learners; and how to identify culturally appropriate curriculum and instructional resources. This computer-based instruction course is a self-supporting program that provides instruction, structured practice, and evaluation all on your home or school computer. Technical support information can be found in the HELP section of your course. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES231

Language Acquisition for ESL Students

3 cr. hr.

Language Acquisition for ESL Students was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses developmental theories and how they apply to English language learners. The focus of this course is on the process of second language acquisition and the role of the classroom teacher. Included in this course is information about the legal obligations of schools and teachers to provide services and about the types of programs schools might provide. Included is information on communicating with parents/guardians. This computer-based instruction course is a self-supporting program that provides instruction, structured practice, and evaluation all on your home or school computer. Technical support information can be found in the HELP section of your course. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

COURSE NUMBER
VES232

COURSE TITLE
Response to Intervention

CREDIT HOURS
3 cr. hr.

Response to Intervention is a process schools can and should use to help students who are struggling with academics or behavior. Even though RTI is primarily linked to special education and the early identification of learning problems, RTI is not just for students in special education. RTI is for all students and is based on the premise that a student might be struggling due to instruction or the curriculum in the past, or in the current classroom. Every teacher will have students who are struggling and whether it's short term or long term, RTI is a valuable tool. So, welcome to the class on Response to Intervention where you will learn what RTI is and how to use it in your classroom. This computer-based instruction course is a self-supporting program that provides instruction, structured practice, and evaluation all on your home or school computer. Technical support information can be found in the HELP section of your course. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

VES233

Build School Communities: Brain Smart Classroom Management

2 cr. hr.

This course helps teachers build genuine bonds between themselves and their students and between students and their classmates, to create "kindred class homes" with a foundation of acceptance, respect, and shared purpose. For many of our students, our classrooms may be a safe, nurturing refuge...the eye of the hurricane they experience as life. This course will help you develop strategies, rituals, and environmental design skills to create these safe havens of learning: kindred class homes where students and teachers work together in synergistic ways that benefit all members of the school family. Students will learn how to differentiate for classroom management and discipline similarly to differentiating for students' diverse academic needs. One size does not fit all, but all sizes can fit together. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure. This computer-based instruction course is a self-supporting program that provides instruction, structured practice, and evaluation all on your home or school computer. Technical support information can be found in the HELP section of your course.

VES234

English Language Learner: Linguistics

3 cr. hr.

English Language Learner: Linguistics was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses how to understand theoretical foundations of linguistics and how to apply the knowledge and skills in linguistics in ELL classrooms and content classrooms. This computer-based instruction course is a self-supporting program that provides instruction, structured practice, and evaluation all on your home or school computer. Technical support information can be found in the Help section of your course. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
VES235	Educational Assessment: Assessing Student Learning in the Classroom	3 cr. hr.

This course is designed to further develop the attitudes, knowledge, and conceptual and technical skills required by teachers to help them identify the educational goals of students and to select or design and implement relevant, meaningful, and beneficial instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming. The course will outline procedures for designing or selecting, administering, scoring, and interpreting a variety of informal assessment measures for use in schools. A range of informal assessment measures in the academic, social and behavioral skills areas will form the core of the content to be covered. The presentation of assessment information in an acceptable format that is responsive to the needs of parents and teachers will also be addressed. This computer-based instruction course is a self-supporting program that provides instruction, structured practice, and evaluation all on your home or school computer. Technical support information can be found in the Help section of your course. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at www.virtualeduc.com. We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

WELDING TECHNOLOGY

WLD101	Welding I	3 cr. hr.
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This is a course in the fundamentals of arc welding and an introduction to oxyacetylene welding. Prerequisite: None.

WLD102	Welding II	3 cr. hr.
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Welding II is designed to give the Welding I students additional experience in out-of-position welding with both Shielded Metal-Arc Welding (SMAW) and Oxy-acetylene Welding (OAW) welding process, use of different types of gas and fuel are explored and practiced. Projects may be a part of this class. The course is designed for the welder who may be looking for a career in this field.

WLD104	Shielded Metal Arc Welding I	3 cr. hr.
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Shielded Metal Arc Welding I (SMAW) is a beginning study for students interested in becoming a welder. E-6010, E-6011, E7018, and E-7024 filler materials will be used. Welding will be done in the F1, G1, F2, and G2 positions. This course is beneficial to beginning Students that want to work toward certification.

WLD110	Material Handling & Plant Layout	1 cr. hr.
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This course covers three major topics. 1) Students will begin learning the details involved in effective shop design and workflow. Business visitations will allow students to see first-hand how shops are laid out. 2) Shop management will be discussed: equipment repairs, facility maintenance, and record keeping required to run a manufacturing business. 3) Students will also learn safe material handling procedures. Operation of a forklift will be practiced while maneuvering around obstacles. Class will be completed with a forklift driving certification test.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
WLD111	Blueprint Reading & Welding Symbols	2 cr. hr.

This course covers detailed drawings and their interpretation. Understanding and construction of drawings for many factories are also discussed. We will be training welders to read, interpret, understand and build projects for industry. Successful completion of this courses learner profile awards college credit toward a Level 1 Certificate, Associate Degree and/or Associate of Applied Science Degree.

WLD112	Oxy-acetylene Welding & Cutting Processes	3 cr. hr.
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This course is design for students to learn various cutting procedures and oxy fuel welding skills. Students will practice metal cutting and shaping materials with oxy fuel equipment, plasma, abrasive cutting, and CNC cutting. Students will also expand their knowledge of oxy fuel welding procedures in all welding positions.

WLD114	Gas Metal Arc Welding I	3 cr. hr.
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This course is beginning skill level development into the Gas Metal Arc Welding (GMAW) process. Instruction includes safety, equipment operation, gas selection, filler metal selection and welding techniques. Welding will be performed in the F1, G1, F2 and G2 positions. This course is beneficial to beginning students that want to work towards certification.

WLD115	Gas Tungsten Arc Welding I	3 cr. hr.
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This course is beginning skill level development into Gas Tungsten Arc Welding (GTAW) process. Instruction includes safety, equipment operation, gas selection, filler metal selection, and welding techniques. Welding will be performed in the F1, G1, G2, and G2 positions. This course is beneficial to beginning students that want to work towards certification.

WLD130	Machine Tool Proc	3 cr. hr.
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Lecture and demonstration in the set-up operation. Safety and care of lathes, surface grinders, drill presses, vertical and horizontal mills, numerical control lathes and mills. Prerequisite: WLD 132 Machine Tool Operations recommended.

WLD131	Pipe Welding I	3 cr. hr.
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Pipe Welding I is a beginning skill level development for welders interested in pipe fitting. Basic welding techniques, pipe preparation, layout and assembly will be discussed. Welding will be done in the 1G, 2G, 5G, and 6G positions. SMAW and GMAW welders will be used. This course is beneficial to students that want to work toward certification.

WLD132	Design & Fabrication I	3 cr. hr.
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This course employs hands on project based learning of previous welding skills. Students will read blueprints, design projects, select metal, prepare metal and weld projects together to completion. Students will also be introduced, to customer relations purchasing supplies, billing, and employee/employer relations. This course is beneficial to student that want to seek certification.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
WLD136	Welding Safety &/or OSHA 10 or 30	1 cr. hr.

This course provides safety and health training for entry level welders. AWS recommended competencies and OSHA-authorized training will be used as curriculum for this class. Topic areas include personal safety wellness training, accident reporting, employer responsibilities, employee rights and complaint filing.

WLD181	Welding Metallurgy	2 cr. hr.
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This course is designed to give practical instruction on the basic properties, production and application of Ferrous and Non Ferrous metals. Explanation on how metals react to stress, thermal changes, compaction, corrosion and electrical conductivity will be presented. Students will examine through study and laboratory experimentation desired properties of metal and how they are obtained.

WLD200	Welding Internship	5 cr. hr.
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This course is designed for students to learn on the job welding skills. With instructor and employer approval, student will be placed in a work environment. Both instructor and employer will provide training and skill development for student who wish to begin working as a welder.

WLD204	Shielded Metal Arc Welding II	3 cr. hr.
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Shielded Metal Arc Welding II (SMAW) is an intermediate to advanced study for students interested in becoming a welder. E-6010, E-6013, E-6011, and E-7024 filler materials will be used. Welding will be done in the F2, G2, F3, G3, F4 and G4 positions. This course is beneficial to students that want to work toward certification.

WLD214	Gas Metal Arc Welding II	3 cr. hr.
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This course is an advanced skill level developed in to Gas Metal Arc Welding (GMAW) process. Instruction includes metal preparation, fit up, construction techniques and welding skill development. Welding will be performed in the F2, G2, F3, G3, F4 and G4 positions. This course is beneficial to students that want to work toward certification.

WLD215	Gas Tungsten Arc Welding II	3 cr. hr.
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This course is advanced skill level development in to Gas Tungsten Arc Welding (GTAW) process. Instruction includes metal preparation, fit up, construction technique and welding skill development. Welding will be performed in the F2, G2, F3, G3, F4 and G4 positions. This course is beneficial to student that want to work towards certification.

WLD231	Pipe Welding II	3 cr. hr.
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This course is an advanced skill level development for welders interested in pipe fitting. Advanced level welding techniques, pipe preparation, layout and assembly will be discussed. Welding will be done in 1G, 2G, 5G, positions. TGAW and SMAW welders will be used. This course is beneficial to stat want to work towards certification.

COURSE NUMBER
WLD232**COURSE TITLE**
Design & Fabrication II**CREDIT HOURS**
5 cr. hr.

This course employs advanced hands on project based learning of previous welding skills. Students will read blue prints, design projects, select metal, prepare metal and weld projects together to completion. Students will continue to develop customer relations, purchasing supplies, billing and employee/employer relations.

WLD234**Robotic Welding****2 cr. hr.**

Course will provide theory and operational fundamentals of automated welding processes. Lab and activities will include basic robot operation, Jig, fixture set up and welding parameter. Machine trouble shooting and repair will also be discussed. This course is beneficial for students interested in mass production techniques.

WLD235**Specialty Welding Processes****2 cr. hr.**

Student will be able to become proficient in identification of various ferrous and non-ferrous metals. Students will also discuss the use of metals as alloying elements. The instructor will provide safety, filler metal selection, preparation, cutting and proper welding techniques. Students will also practice welding skills.

WLD241**Special Projects Welding****3 cr. hr.**

This course is designed for the student who is interested in designing and building a welding project. It will include project design, strength and selection of materials, computation of project costs, safe work habits, and completion of a welding project. Prerequisite: Special project welding has a prerequisite of one previous college welding course.

WILDLIFE OUTFITTING & OPERATIONS**WOO270****Wildlife Business Basics****1 cr. hr.**

This course includes instruction and benefits of wildlife management. Students will be given a drug test and a background check. Common terminology will be covered throughout this course. Knowledge about careers in the outdoor industry will be discussed along with how this program will benefit a student's interest in the outdoors.

WOO271**Hunter Education Instructor Training****1 cr. hr.**

This course will get the student certified to become an assistant Hunter Safety Course Instructor through Kansas Department of Wildlife, Parks, and Tourism. Students will participate in instructing a Hunter Safety Course.

WOO272**Firearms Handling & Range Safety Certification****1 cr. hr.**

This course includes structured hands-on activities in the areas of Kansas regulations and firearm safety with emphasis on use in the wildlife management industry. The student will be working with pistols, rifles, and shotguns on range and in field situations. Gun safety practices will be strictly

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

adhered to. Students are expected to handle a firearm safely and courteously around other students and instructors on and off the shooting range.

WOO273**Bowhunting Equipment****1 cr. hr.**

This course includes structured hands-on activities in the areas of archery and bowhunting equipment. Students will learn the proper way to handle and use archery equipment in a safe environment with supervisors. This course will help the student develop an understanding of hunting safety and hunting techniques using archery equipment.

WOO274**Wildlife Habitat & Food Plot Installation** **2 cr. hr.**

This course covers existing wildlife habitat management techniques plus the renovation of deteriorated habitats and the creation of new habitat areas/food plots to support wildlife species. The student will be working with agricultural equipment, hand tools, chemicals, and seeds. Safety practices and regulations will be strictly adhered to. Students are expected to handle equipment safely and courteously around other students, instructors, and landowners.

WOO275**Wildlife & Outdoor Media Production** **3 cr. hr.**

This course covers basic techniques used in wildlife, outdoor and nature based photography/videography. It will include hands-on experience constructing photo and video sets such as blinds, hides and stands. The student will be working with high quality cameras, audio devices and editing software while in a live ammunition situation. Safety practices and regulations will be strictly adhered to. Students are expected to handle equipment safely and courteously around other students, instructors, and landowners.

WOO276**Guiding in the Outdoors****3 cr. hr.**

This course introduces the basic concepts needed to be an apprentice outdoor guide or outfitter. Learning will take place in the indoor classroom and in the great outdoors. Students are required to participate in all camping, hiking, backpacking and overnight excursions. Modern and traditional equipment will be used. Topics will include trip planning, safety, event preparedness, client relations, and campsite essentials. Emphasis will be placed on the basic principles of "leave no trace" and environmental awareness.

WOO280**Waterfowl Management Techniques****3 cr. hr.**

This course includes structured hands-on activities in the areas of waterfowl hunting and guiding. The student will be working with shotguns, decoys, calls, and other field equipment for waterfowl hunting. Gun safety practices will be strictly adhered to. Students are expected to handle a shotgun safely and courteous around other students and instructors. All hunting trips and outings will follow all legal requirements.

WOO281**Upland Game & Turkey Management Techniques** **3 cr. hr.**

This course includes structured hands-on activities in the areas of upland game, turkey and guiding. The student will be working with shotguns, decoys, calls, and other field equipment for upland game and turkey. Gun safety practices will be strictly adhered to. Students are expected to handle a

COURSE NUMBER**COURSE TITLE****CREDIT HOURS**

shotgun safely and courteous around other students and instructors. All hunting trips and outings will follow all legal requirements.

WOO282**Deer Management Techniques****3 cr. hr.**

This course includes structured hands-on activities in the areas of mule deer and white-tailed deer hunting and guiding. The student will be working with firearms, archery equipment, food plot equipment, and all other big game hunting and managing equipment. All hunting trips and outings will follow all legal requirements.

WOO283**Freshwater Fishing Management Techniques 3 cr. hr.**

This course includes structured hands-on activities in the areas of freshwater fishing. Students will learn the proper way to manage fisheries as well as harvest and enjoy catching a variety of fish species. Each student is required to provide their own fishing equipment.



Pratt Community College
2021-2022 Student Handbook



PRATT COMMUNITY COLLEGE does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. Complete notice can be found at:
<http://prattcc.edu/notice>

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PRATT COMMUNITY COLLEGE
LEARNING CALENDAR
 2021-2022

NOTE: ALL DATES, including start/end, holiday, etc., are SUBJECT TO CHANGE BASED ON COVID-19 SITUATION. In addition to listening to announcements from individual instructors, students are expected to frequently check their PCC email and any other communication format(s) as announced by their instructors and or the college for updates. During the 2021-2022 academic year, students should be flexible and be prepared to move to remote learning. Students may also be asked to leave college and/or move out of the residence halls upon short notice due to unforeseen action taken because of the COVID-19 pandemic. Such sudden action taken by the college would occur in the best interest of the health and safety of our students and other stakeholders.

SUMMER 2021

May 19	Beaver Building Day
May 31	Memorial Day Holiday
June 1	Registration Day at Pratt Campus
June 2	Beaver Building Day
June 2 – July 2	First Mini-Session (Certification Date: June 9, 2021)
June 2 – August 5	Full Session (Certification Date: June 17, 2021)
June 25	Last day to withdraw from 1 st mini-session
July 6 – August 5	Second Mini-Session (Certification Date: July 13, 2021)
July 14	Beaver Building Day
July 21	Last day to withdraw from Full Session
July 29	Last day to withdraw from 2 nd Mini-Session

FALL 2021

August 1	Late Processing Fee of \$100 Assessed
August 9-13	Faculty In-Service and Preparation
August 9	State of the College Address (President and Chairman of the Board of Trustees) 9:00 a.m.-10:00 a.m.
August 15	Residence Hall Check-In as scheduled below

Residence hall check-in will be conducted on Sunday, August 15 between 9 a.m. and 5 p.m. All students must follow the check-in schedule outlined below to ensure social distancing and other COVID-19 safety precautions are conducted.

- Sunday, August 15 from 9 a.m. to 1 p.m. = Last names beginning with A - K
- Sunday, August 15 from 1 to 5 p.m. = Last names beginning with L - Z

Additional information will be made available to enrolled students through their College email address, the College social media, and on the College website at <http://prattcc.edu>.

August 16 & 17	Registration Days (9:00 a.m.-5:00 p.m.). Students should email or call advisors/student success for appointments. Check website for email/phone information.
August 17	Orientation for All New Students and Student-Athletes (PASS Program) will be conducted virtually. Additional information will be made available to enrolled students through their College email address and text alerts.
August 18	Fall Semester Classes begin (day and evening--all locations).
September 6	Labor Day – No Classes
September 15	Certification Date for full-semester classes
October 4-8	Mid-Term Week
October 11	Fall Break – No classes. Faculty workday. Mid-Term grades are to be posted in Self-Service gradebook no later than 5 p.m.
October 12	Early spring enrollment begins.
October 20	Current Student Advising Day (Faculty Work Day – No Classes)

November 8	Last day to initiate withdrawal from classes (full-semester)
November 24-26	Thanksgiving Break
December 7, 8, 9	Final Exams
December 10,13	Faculty Work days
December 14	Final Grade entry on Self-Service is due by 5:00 p.m. 1 of 3 choices for the optional faculty work day if faculty did not work one Summer 2021 Beaver Building Day. (Work either Dec. 14, Jan. 4, or May 17.) Each faculty member should inform the Dept. Chair & the Asst. to the VP of Instruction as to which date is selected.

*Note: Final grade entry on Self-Service for all short-term courses completed on or before mid-terms due by October 11. For courses ending after mid-terms but before final week, final grade entry is due within 7 days of completion of course.

Updated 3-9-2021

SPRING 2022

NOTE: ALL DATES SUBJECT TO CHANGE BASED ON COVID-19 SITUATION

January 4	1 of 3 choices for the optional faculty work day if faculty did not work one Summer 2021 Beaver Building Day. (Work either Dec. 14, Jan. 4, or May 17.) Each faculty member should inform the Dept. Chair & the Asst. to the VP of Instruction as to which date is selected.
January 5, 6, 7	All Faculty Return – Faculty Preparation Days 8 a.m.- 5 p.m.
January 10	Residence Halls Open (see schedule on website) PASS meeting (all athletes) 3 p.m.-5 p.m.
January 10-11	Registration - Pratt Campus (9:00 a.m.-5 p.m.)
January 12	Classes begin (day and evening--all locations)
January 17	Martin Luther King, Jr. Holiday – No classes
February 9	Certification Day for full-semester classes
February 28	Academic Olympics – No classes (faculty workday)
March 7-11	Mid-Term Week
March 11	Mid-term Grade entry on Self-Service is due by 5:00 p.m.
March 14-18	Spring Break
March 21	Early enrollment begins
March 30	Current Student Advising Day (Faculty Work Day, No Classes)
April 13	Last day to initiate withdrawal from full-semester classes.
April 15	Good Friday- No classes
April 18	Faculty Workday – No classes
May 2	Awards & Recognitions Ceremony 7:00 p.m.
May 10, 11, 12	FINAL EXAMS
May 13	Commencement and Nursing Pinning Ceremony 2:00 p.m. (Faculty Work Day)
May 16	Faculty Work Day.
May 17	Final Grade entry on Self-Service is due by 5:00 p.m. 1 of 3 choices for the optional faculty work day if faculty did not work one Summer 2021 Beaver Building Day. (Work either Dec. 14, Jan. 4, or May 17.) Each faculty member should inform the Dept. Chair & the Asst. to the VP of Instruction as to which date is selected.

*Note: Final grade entry on Self-Service for all short-term courses completed on or before mid-terms due by March 11. For courses ending after mid-terms but before final week, final grade entry is due within 7 days of completion of course.

On-line courses proceed as scheduled throughout both semesters.

Updated 3-9-2021

THE COLLEGE

Founded in 1938, Pratt Community College offers broad-based educational programs that meet the diverse needs of South-Central Kansas. Situated on an 80-acre campus in Pratt, Kansas just 75 miles west of Wichita, the campus offers modern, state-of-the-art facilities. The main campus facilities, completed in 1968, included the main building and Novotny Residence Hall. Porter Residence Hall was built in 1982, Gwaltney Hall was added in 1983, Beck Residence Hall was added in 1985, the indoor rodeo facility was added in 1986, the auto/diesel facility was added in 1987, the Student Conference Center was added in 1989, and the Electrical Powerline Technology building was added in 1991 and enhanced in 2005. In 1998, North Residence Hall was completed. The campus also consists of outdoor rodeo facilities, Dennis Lesh Sports Arena, and Stanion Baseball Field. Stanion Practice Facility was added in 2001 and Dudrey Hall and Chandler Hall were added in 2002. The newest addition to the campus is the Dr. William Wojciechowski Hall Apartments which opened Fall of 2010. The College also includes Winfield and the eLearning Service Center in Wichita.

PCC is an educational institution open to all who desire to continue their education. High school graduates will find that PCC offers the general education courses they need to transfer to a four-year institution. Those interested in entering the work force after one or two years of college will find technical programs designed to prepare them to compete for jobs in their chosen fields.

ACCREDITATION

PCC is an accredited institution of higher education, having been formally recognized and accredited by a number of agencies. The accreditation assures the acceptance of PCC credits on an equal standing with all accredited institutions, not only in Kansas, but also throughout the United States. PCC is accredited by the Higher Learning Commission. For accreditation information: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. 1-800-621-7440 <https://www.hlcommission.org/>

Programs are approved by the Kansas State Board of Nursing, approved for veterans training, the Kansas Department of Social and Rehabilitation Services, the American Council on Education General Education Development Program and many other state and federal educational agencies. Industry specific accreditation has been granted by Automotive Service Excellence (ASE), the Association of Collegiate Business Schools and Program and the Kansas Department of Health and Environment.

The Pratt Community College (PCC) Accounting and Business Department is one of only five community college business programs in the state of Kansas accredited by the Association of Collegiate Business Schools and Programs (ACBSP). This requires the department to annually prove that it meets the high academic standards set by the accrediting body. This assures that students attending this program receive some of the finest business instruction and training available in Kansas. To find out more about ACBSP visit their website at www.acbsp.org.

The Automotive Program at PCC has received ASE Training Program accreditation by the ASE Education Foundation. To achieve this coveted recognition, the PCC's Automotive Program underwent rigorous evaluation by the ASE Education Foundation. Nationally accepted standards of excellence in areas such as instruction, facilities, and equipment were used.

STATEMENT OF PHILOSOPHY

Students are provided opportunities for academic, personal and career growth in a student-centered learning environment.

Elaboration: The Board of Trustees and the college administration are accountable to the public to provide for open admissions and accessibility through both traditional and non-traditional delivery systems.

Consistent with this philosophy, Pratt Community College supports the policy of open admissions believing it is critical to assuring a viable educational opportunity for all potential students. The policy will be administered to assure access to the college and all of its services. While Pratt Community College is an open admissions institution, selected programs and courses may require testing and/or prerequisites to ensure student readiness. Implicit in the college's mission statement is producing graduates qualified to perform in their fields of study. Therefore, open admissions provide the first step to qualifying entrance into a program of choice while recognizing varying abilities

and backgrounds of students. Remedial and developmental study programs are used to bridge the gaps between students' preparation and course/program requirements. Quality instructional programs based on the assessment of learning outcomes provide the means for student learning and fulfilling educational objectives.

MISSION STATEMENT

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

STATEMENT OF INSTITUTIONAL PURPOSE

Striving for excellence, Pratt Community College has publicly adopted the following specific institutional purposes. To:

1. Provide associate degree programs consisting of a general education core and other courses that satisfy lower division requirements of selected baccalaureate programs.
2. Provide associate degree and certificate programs consisting of a general education core and other courses that qualify students for employment.
3. Provide continuing education courses that respond to more immediate career and personal learning needs.
4. Provide educational programs that advance student achievement.
5. Provide access to college credit coursework and associate degrees to south central Kansas and beyond.
6. Provide academic and support services that respond to personal, social and career planning needs of students.
7. Provide customized training and services that assist businesses/industry and aid economic development.
8. Engage the community by ensuring public access to information and providing social and cultural programs and services that address responsible citizenship, diversity, and improve the quality of life.
9. Collaborate with state and private higher education institutions to provide additional, lower division, upper division and graduate instruction.
10. Foster an institutional environment that promotes the freedom of inquiry necessary for exceptional learning and teaching.

Pratt Community College is also a participating institution in the EDUKAN Online Consortium.

DIVERSITY IN HIGHER EDUCATION

America's colleges and universities differ in many ways. Some are public, others are independent; some are large urban universities, some are two-year community colleges, others small rural campuses. Some offer graduate and professional programs, others focus primarily on undergraduate education. Each of our more than 3,000 colleges and universities has its own specific and distinct mission. This collective diversity among institutions is one of the great strengths of America's higher education system and has helped make it the best in the world. Preserving that diversity is essential if we hope to serve the needs of our democratic society. Similarly, many colleges and universities share a common belief, born of experience, that diversity in their student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality education. The public is entitled to know why these institutions believe so strongly that racial and ethnic diversity should be one factor among the many considered in admissions and hiring. The reasons include:

Diversity enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.

It promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students learn to communicate effectively with people of varied backgrounds.

It strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.

It enhances America's economic competitiveness. Sustaining the nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

American colleges and universities traditionally have enjoyed significant latitude in fulfilling their missions. Americans have understood that there is no single model of a good college, and that no single standard can predict with certainty the lifetime contribution of a teacher or a student. Yet, the freedom to determine who shall teach and be taught has been restricted in a number of places, and come under attack in others. As a result, some schools have experienced precipitous declines in the enrollment of African-American and Hispanic students, reversing decades of progress in the effort to assure that all groups in American society have an equal opportunity for access to higher education.

Achieving diversity on college campuses does not require quotas, nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that colleges and universities continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for their missions. The success of higher education and the strength of our democracy depend on it.

INSTITUTIONAL CORE VALUES

PCC is committed to the success of its students, the institution and its service area. The following values, of equal weight and importance, are stated as a guide to Pratt Community College present and future operations in the performance of its mission and supporting functions.

Quality Learning

To foster a community of well-prepared learners who can successfully meet the demands of advanced academic study or entry-level employment. To provide both personal and professional development opportunities for the college's employees.

Integrity

To be fair, honest and objective in all PCC internal and external practices.

Customer Service

To provide the highest quality of customer service by delivering personal, individualized attention, and anticipating and responding to all customers' needs in a professional, polite and prompt manner.

Collaboration and Teamwork

To value the contributions of internal constituents – Board, administration and employees, working to achieve common goals and celebrating accomplishments. To develop mutually beneficial objectives and relationships with the community, business and industry.

Innovation

To use a creative, mission- driven approach, capitalizing on existing resources, to develop new growth opportunities and continuously improve internal operations.

Fiscal Viability

To maintain financial responsibility with all resources entrusted to Pratt Community College.

Diversity Statement

Pratt Community College respects, values and celebrates the diversity of our students, faculty, staff and the communities we serve, believing that diversity enriches the educational experience.

Enrollment

Enrollment stability is fundamental to Pratt Community College remaining a dynamic, student-centered institution. Enrollment stability will occur when Pratt defines in measurable terms the value it wants to create for its students and other stakeholders, including the intended outcomes. Setting and achieving enrollment goals will drive student success and support fiscal viability as well.

General Learning Outcomes

The mission of Pratt Community College compels us to seek maximum student learning through quality instruction and service. To ensure that the college is continually striving to comply with this mission as an institution of higher education, the faculty has established core competencies identified with each academic degree offered by the

college. All students who graduate from PCC with an associate degree or certificate must demonstrate their ability to:

For the 2021-2022 academic year:

1. Students will be able to communicate effectively.
The following are under construction:
2. Students will demonstrate critical thinking.
3. Students will be able to adequately utilize technology.
4. Students will demonstrate an understanding of diversity/social awareness.

Associate of Science and Associate of Arts graduates must further demonstrate their ability to:
Understand and apply mathematical and/or algebraic concepts.
Understand and appreciate aspects of the humanities.
Understand and appreciate aspects of the social sciences.
Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
Understand the basic concepts of physical and/or biological science.
Exhibit knowledge and understanding of the United States governmental, social, economic and/or Cultural systems.
Other peoples & cultures of the world.

Associate of Applied Science graduates must further demonstrate their ability to:
Understand and apply mathematical and/or algebraic concepts.
Understand and appreciate aspects of the social sciences.
Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
Demonstrate basic workplace skills.

Associate of General Studies graduates must further demonstrate their ability to:
Understand and apply mathematical concepts.
Understand and appreciate aspects of the humanities.
Understand and appreciate aspects of the social sciences.
Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
Develop a degree of depth of learning in an area of concentration.

Occupational Certificate graduates must further demonstrate their ability to:
Demonstrate basic workplace skills.
Understand and apply mathematical and/or algebraic concepts.

Admissions

Admission Requirements

Any person who qualifies in one or more of the following categories is eligible for general admission:

- A high school or home school graduate.
- A holder of a G.E.D. Certificate of high school equivalency.
- A student in good standing who is transferring from another college.
- Person 18 years or older with the ability to benefit.

Any person who qualifies in one or more of the following categories is eligible for guest admission:
A high school student, who is of sophomore, junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from the student's high school principal.
A gifted student who's IEP specifies college study. A copy of the IEP must be filed with the college registrar.

Specified programs and/or courses may have additional admission requirements. These requirements are published by the individual department or the Associate Director of Special Programs.

Students who do not qualify under the criteria listed above may be admitted by the registrar as guest students. Students on probation at other institutions may be admitted. Each applicant is considered individually. While there are no examination requirements for general admission, Pratt Community College requires all degree-seeking students to take an assessment test for placement in English, reading, and mathematics prior to registration in classes. The assessment is offered during pre-scheduled early enrollment days, on the day of registration and at other publicized dates or by appointment.

Special Students

Special students are identified as people who have already earned a degree or who do not wish to complete a degree from PCC, but wish to enroll for personal enrichment.

Application Procedures

All students applying for admission should complete the following steps prior to enrollment:

- Complete an application for admission.
- Submit an official high school transcript with graduation date.
- Submit an official college transcript from each college attended.
- Submit a copy of GED certificate, if applicable.
- Submit an official copy of ACT scores if they are to be considered for course placement. Submit a copy of ACCUPLACER reports if completed at another institution.
- Make arrangements for the ACCUPLACER test through the Student Success Center, if needed

The college reserves the right to deny admission or re-admission to an individual determined by the administration to be a threat to the college community.

Transfer Students

Students transferring from another post-secondary institution are required to follow the same admission procedures stated for admission of first-time students. An official transcript of all post-secondary course work is required to be on file in the Student Services Office prior to enrollment.

INTERNATIONAL STUDENT ADMISSIONS REQUIREMENTS:

To be considered for admission to PCC, a student must have graduated from the equivalent of a U.S. High school (12 years of education) and submit the following documents. Items 1-11 below must be on file at PCC before an I-20 will be issued.

1. Online Application for Admission
2. Students whose first language is not English are required to document their English proficiency in one of the following ways:
 - a. TOEFL Scores of: 58 (Writing: 14; Speaking: 14; Reading: 14; Listening: 16)
 - b. Duolingo English Test Score of 85 or higher
 - c. Completion of the ELS 109
 - d. Completion of [KAPLAN INTERNATIONAL Intensive English](#).
 - e. Successful completion of the [ESL](#) (English as a Second Language) level 9 at the [Hays Language Institute](#).
 - f. Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
 - g. One year from a U.S. High school with a minimum of a 2.5 grade point average.
 - h. Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.

3. Prepayment of first semester *does not include housing deposit
4. Copy of Passport
5. High School Transcript *must include full graduation date: month, day and year
6. College Transcripts (if any)
7. Completed Housing Contract and immunizations
8. Certificate of Financial Support
9. Transfer form from previous U.S. college (if applicable)
10. TB Questionnaire * Student must provide a negative skin test and/or chest scan if they answer yes to any question
11. Proof of Medical Insurance

DEADLINES FOR THE REQUIREMENTS ABOVE:

- June 1 for Fall Semester
- November 1 for Spring Semester
- April 1 for Summer Semester

Admissions requirements and procedures for international students are subject to change according to the recognized needs of students and the college.

THE FOLLOWING DOCUMENTS MUST BE PROVIDED UPON ARRIVAL/ENROLLMENT:

Student copy of PCC I-20

Copy of I-20 from transferring school (if applicable)

Passport, F-1 Visa, and I-94 card

Admissions requirements and procedures for international students are subject to change according to the recognized needs of students and the college.

Veterans and Children of Deceased or Disabled Veterans

Pratt Community College has been approved to offer educational benefits under the various G.I. Bills. The college and students must comply with all procedures and requirements governing the act under which the student is being granted educational funds. A veteran's representative is located in the Office of the Registrar to maintain liaison between the Veteran's Administration and students who are veterans or children of deceased or disabled veterans.

Enrollment Services

Early Enrollment

An early enrollment period is designated each semester to give students the opportunity to enroll for the next regular semester or summer. Students are to meet with an assigned faculty advisor to complete their class schedule. Advisors will inform students about course prerequisites, the transferability of courses, and course sequencing. When a schedule of classes is completed, the students and advisor will process the class schedule online in Self Service. Students who complete tuition and fee payment obligations at the time of early enrollment do not have to attend the official registration session. Designated dates for early enrollment are published throughout the year and are available in the Student Services Office.

Registration

A designated registration session is held each semester. All students are required to attend a registration session unless early enrollment and payment of tuition and fees have been completed. Registration dates are published throughout the year and are available in the Student Services Office.

Incomplete Registration

Registration is not complete until:

- All fees have been paid or arrangements have been made with the Business Office.
- Official transcripts are on file in the Student Services Office.
- The Assessment Test has been completed. All types of credit cards may also be used to pay for all educational costs. Failure to satisfy any of the admission or registration requirements is sufficient cause for a student to be dropped from all classes.

Auditing a Class

If a student wishes to audit a course, the student must make this request at the time of enrollment in the course to the Vice President of Instruction. The student is required to pay tuition and fees for the course. If the student is granted permission to audit the course, the student will receive zero credit, zero grade points per semester hour.

Change of Address

Students are asked to keep the Student Services Office current with any change of address, marital status or name. This can also be updated online at prattcc.edu/AddressChange.

Students with Special Needs/Disabilities

Pratt Community College does not discriminate on the basis of handicap in employment, education, admissions or activities. The design and layout of the campus makes it possible for physically disabled persons to access most activities and programs of study offered at the college. Any person needing additional assistance should contact the Student Success Center. Students with documented disability needs should report to the Student Success Specialist for accommodations. See student success information for more details.

Adding a Class (On Campus Students)

Student picks up an Add/Drop form from the Student Services Office or from their Advisor. Then the student fills out all the requested information. The form must be returned to Student Services before adding the class will be official.

To add a full semester-long class, the student has 5 business days to add after the first class period with the Instructor's signature and Advisor's signature. Students will not be able to enroll in a class after that week. The student then brings the form back to the Student Services Office to be processed within 5 days of being picked up in the Student Services Office. Once the add form has been processed the student must visit the Business Office for changes to their account.

Dropping / Withdrawing from a Class

On Campus Students:

Student obtains an Add/Drop form from the Student Services Office (51) or from their Advisor. Then the student fills out all the requested information and collects the required signatures.

To drop a class on or after the start date of the class the student needs the Instructor signature and Advisor's signature. After the first full week of class the student needs their Advisor's signature and their Instructor's signature to drop the class. If the student withdraws from the class after certification date (the 20th day of class or when it is 25% completed) and no later than one week after the mid-term of the class, the student will receive a "W". No student-initiated withdrawals are permitted after 75% of a course is completed.

After proper signatures have been obtained the student returns the form to the Student Services Office (51) no later than the guidelines specify to be processed. The form must be returned to Student Services before the drop/withdrawal will be official. After the form is processed the student needs to go to the Business Office to address any changes to their account.

Complete Withdraw – On Campus Students

Student picks up the Complete Withdraw form from the Student Services Office. Then the student fills out all the requested information.

The student must get all the required signatures:

- Academic advisor
- Student Success Center representative
- Vice President of Instruction or the Vice President of Instruction's Administrative Assistant will sign for instructors
- Coordinator of Residence Life (if applicable)
- Financial Aid
- Bookstore (If they received a Book Scholarship)

Return the form to the Registrar's Office to be processed. Student goes to the Business Office to address any changes to their account.

Adding / Dropping EDUKAN Classes

Adding / Dropping EDUKAN Classes EDUKAN online courses may be dropped through the student's EDUKAN.edu account

Adding / Dropping Classes for Pratt Online, Coffeyville and Winfield Students

Please contact your advisor to add, drop, withdraw, or process a complete withdrawal or contact the Coordinator of Enrollment Services, 620-450-2171.

Self-Service

Self-Service provides students with "anytime, anywhere" access to Pratt Community College information services in a flexible yet secure manner. Such information includes the following:

- Grades
- Class Schedules
- Academic Calendar
- Personal Calendar
- Course Offerings
- Enrollment
- Admissions Application Status
- Items Needed for Enrollment
- Financial Information
- Unofficial Transcript

To access Self-Service, visit prattcc.edu and click the login for Self-Service on the top menu bar.

Viewing Grades on Self-Service

Students can see a grade history of every semester at PCC under the Self-Service tab.

Click on the Grades tab at the top of the page

Click on the Grade Report link in the blue bar

Choose the semester for which you would like to view grades

Your midterm and final grades will be displayed along with GPA information for all courses in the chosen semester.

Academic Services

NEXT-GENERATION ACCUPLACER/ACT Testing

Students come from a variety of educational backgrounds and possess varying degrees of readiness for college level academic work. To help ensure students are placed at appropriate levels in English, mathematics, and other courses requiring college level skills, the following students are required to take the reading, writing, and mathematics sections of the ACT or Next-Generation ACCUPLACER test prior to advising/enrollment at Pratt Community College:

- All students, whether full-time or part-time, who are or will be pursuing a degree or certificate at PCC.

- Graduating high school seniors who will be entering PCC as regular degree or certificate-seeking students.
- High school students who have not graduated but plan to take any PCC course(s) while still enrolled in high school.
- All persons planning to take an English or mathematics course.

The requirement to take the Next-Generation ACCUPLACER test may be waived for the following categories of students:

- Non-degree or non-certificate seeking students who are taking courses deemed "self-improvement" or "recreational."
- Students who have completed the equivalent English and/or math course(s) with a grade of "C" or better from an accredited college or university and the official transcript is on file at PCC.
- Students who have completed an associate degree or higher from PCC or another accredited college or university.
- Full-time students at another college or university who are taking non-English or non-math courses at PCC.
- Students who have taken the complete ACT/Next-Generation ACCUPLACER at another college and whose official scores are on file at PCC.
- Students who have ACT scores less than 2 years old which meet PCC's minimum course placement cut offs.

To avoid delays in the registration process, official ACT/Next-Generation ACCUPLACER scores and/or transcripts should be on file prior to advising/enrollment.

Writing, Reading and Numerical Skills

Students who score below the institutionally defined minimum score on the adopted placement instruments must:

- Complete the required developmental course(s) with a grade of "C" or better as early as possible in the student's program of study or,
- May retake the placement test and achieve the minimal score required for college level courses.

When possible, a reading deficiency should be addressed by enrollment during the first semester and continuous enrollment is needed until the required reading competency is achieved. Enrollment in further non-developmental course work will be allowed in succeeding semesters if a student has demonstrated continuous and satisfactory progress in basic skills within the student's first two semesters of enrollment in an approved program of study.

Declaring a Major and Academic Advising

Academic advising helps students realize the maximum educational benefits available to them by better understanding themselves and learning to use the educational resources of our educational institution. Each full-time or degree-seeking student who is admitted to PCC is required to declare a major. The Student Success Center assigns the student an academic advisor based on their declared major. If they are unsure about a major, they may choose liberal arts. They will be assigned an academic advisor or a vocational advisor based upon this information. If a student wishes to change their major or advisor, they may do so by obtaining a Change of Major/Advisor form from the Student Success Center. The student fills out the necessary information on the form, obtains the necessary signature and returns it to the Student Success Center.

Acting as the coordinator of the student's educational experiences, the advisor can help the student define and develop realistic goals, identify special needs, find available resources, plan programs consistent with the student's interests and abilities, monitor progress toward the student's educational/career goals, and discuss the linkage between academic preparation and the world of work. In addition, the academic advising program at Pratt Community College gives the student the opportunity to establish a continuing, caring, and supporting relationship with a faculty or staff professional.

The final responsibility for planning a course of study and for fulfilling all requirements and regulations rests with the student. Advisors are provided to assist students in planning their academic program. They are not authorized to change established policies of the college. Students are solely responsible for assuring that their academic progress complies with the policies of the college. Any advice which is at variance with established policy must be approved by the Vice President of Instruction.

Policy on Vocational-Technical School Credits

Students enrolled at Pratt Community College may request that credits earned in a postsecondary area vocational-technical school be evaluated and converted to college credit. Credit will be granted in compliance with the Kansas Board of Regents policies pertaining to "Statewide Guidelines for Awarding of College Credit toward the Applied Science Degree to Students Who Have Successfully Completed Vocational Courses" and "Statewide Guidelines for Articulation between Kansas Community Colleges and Area Vocational Technical Schools."

The credits will be evaluated by a committee that includes the Registrar, Vice President of Instruction and the instructor(s) involved.

CREDIT FOR PRIOR LEARNING EXPERIENCES

The Kansas Board of Regents (KBOR) defines Credit for Prior Learning (CPL) as follows: "A comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. Prior Learning Assessment (PLA) is also used to describe CPL. CPL involves the evaluation and assessment of an individual's learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering or doing community service. CPL may take the form of postsecondary credit, certification, or advanced standing toward further education or training. Postsecondary level credit is the optimal outcome."

https://www.kansasregents.org/resources/PDF/Academic_Affairs/May_2019_Kansas_Credit_for_Prior_Learning_Guidelines.pdf

A key component of Credit for Prior Learning is that the learning must be considered college level. If the level of learning is determined to not meet this standard, then credit will not be awarded. To be considered college level, learning must:

- Be measurable and verified
- Be considered at a level of achievement consistent with students engaged in college studies
- Have a knowledge base that demonstrates practical and theoretical understanding
- Be connected to the learner's academic major and/or goal.

Following KBOR guidelines, Pratt Community College recognizes the following as Credit for Prior Learning Experiences:

Advance Placement Courses

The college accepts College Board Advance Placement courses. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by Kansas Board of Regents and endorsed by Instructional Council. The student is required to have an official College Board Score Report mailed directly from the College Board to the Registrar. AP Courses will be posted on the student's transcript at no additional cost to the student pending initial PCC enrollment and provided the score is 3 (qualified) or better on AP's 5 -point scale. Credit hours will correspond to the PCC equivalent course (see chart below). Course equivalency will be determined either by the Vice President of Instruction or Instructional Council. Advance Placement courses are not included in the student's grade point average (GPA). Advance Placement courses posted on the student's transcript will count toward degree requirements. It is important to note, upon transferring to another two-year college and/or four-year institution, a P grade for Advance Placement courses may be converted to the letter grade of C, which would potentially have a negative impact on the cumulative GPA. Students are encouraged to review Transfer Policies to determine how P grades will be transcribed upon transfer. The following Advanced Placement Exams have been approved by Instructional Council as described in the chart below:

AP SUBJECT EXAMINATION	MINIMUM SCORE REQUIRED FOR TRANSFER CREDIT	PCC COURSE EQUIVALENCY	CREDIT HRS	GRADE
Art-General	3	ART139 Art Appreciation	3	P
Art-Drawing	3	ART131 Drawing	3	P
Art-History	4	ART176 Survey of Art History I and ART177 Survey of Art History II	4	P
Art-2D Design		ART134 2D Design	3	P
Biology	3	BIO125 General Biology	5	P
Calculus AB	3	MTH191 Anal Geom & Calc I	5	P
Calculus BC	3	MTH193 Anal Geom & Calc II	5	P
Chemistry	3	CHM181 General Chemistry	5	P
English Language & Composition	3	ENG176 English Composition I	3	P
English Literature & Composition	3	LIT232 English Literature 1800-Present	3	P
Environmental Science	3	BIO123 Environmental Science or BIO121 Environmental Science and BIO122 Environmental Science Lab	4 3 2	P
German Language & Culture	3	MLN153 German I and MLN154 German II	5 5	P
Government & Politics – U.S.	3	POS176 American Government	3	P
History – U.S.	3	HST176 American History to 1865 and HST177 American History 1865 to Present	3	P
History - World	3	HST131 Survey of Civilization I and	3	P

		HST132 Survey of Civilization II	3	
Macroeconomics	3	BUS276 Principles of Macroeconomics	3	P
Microeconomics	3	BUS277 Principles of Microeconomics	3	P
Music Theory	3	MUS176 Introduction to Music	3	P
Physics I: Algebra Based	4	PHS251 General Physics I	5	P
Physics II: Algebra Based	4	PHS252 General Physics II	5	P
Psychology	3	PSY176 General Psychology	3	P
Spanish Language	3	MLN176 Elementary Spanish I	5	P
Statistics	3	MTH181 Elementary Statistics	3	P

College-Level Examination Program (CLEP)

College credit may be awarded for each approved CLEP Subject Examination in which the student's scaled score equals or exceeds the PCC's Required Minimum Score. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by Kansas Board of Regents and endorsed by Instructional Council. The standards are published and are effective until replaced by new standards. Some subject examinations also require additional local examination components. CLEP General Examinations are not considered for the awarding of credit by PCC. Not all CLEP subject examinations are accepted; see list below of approved subjects.

The following CLEP exams have been approved by Instructional Council for the equivalent credit listed. Transcripts will indicate the course as a Credit by Exam course with a "P" grade. No letter grade will be assigned for courses taken through a CLEP exam. Any other CLEP exams not on this list will need to be reviewed and approved for transfer by Instructional Council prior to awarding the student credit.

CLEP SUBJECT EXAMINATION	MINIMUM SCORE REQUIRED FOR TRANSFER CREDIT	PCC COURSE EQUIVALENCY	CREDIT HRS AWARDED	GRADE
American Government	50	POS176 American Government	3	P
American Literature	50	LIT202 American Literature I	3	P
Biology	50	BIO125 General Biology	5	P
Calculus	50	MTH191 Analytic Geometry & Calculus I	5	P
Chemistry	50	CHM176 Fundamentals of Chemistry	5	P

College Algebra	50	MTH178 College Algebra	3	P
College Composition	50	ENG176 English Composition I	3	P
History of United States I	50	HST176 American History to 1865	3	P
History of United States II	50	HST177 American History 1865 to Present	3	P
Human Growth & Development	50	PSY132 Developmental Psychology	3	P
Information Systems & Computer Applications	50	BUS235 Microcomputer Office Applications I	3	P
Introductory Psychology	50	PSY176 General Psychology	3	P
Introductory Sociology	50	SOC176 Introduction to Sociology	3	P
Principles of Macroeconomics	50	BUS276 Principles of Macroeconomics	3	P
Spanish Language Level I	50	MLN176 Elementary Spanish I	5	P
Western Civilization I	50	HST131 Survey of Civilization I	3	P
Western Civilization II	50	HST132 Survey of Civilization II	3	P

Credit for International Baccalaureate (IB) Exams

As stated on the KBOR site, the Diploma Programme of the International Baccalaureate (IB) Organization is a two-year curriculum typically for high school juniors and seniors and includes over 30 courses from six subject areas. Students take subject exams for each course, whether at the Standard Level or Higher Level, and earn scores of 1 to 7. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by Kansas Board of Regents and endorsed by Instructional Council. Students who earn a 4 or higher shall be awarded credit for the equivalent course or courses.

Credit for Military Training

Students may earn college credit for experiences and training obtained during service in the military. Credit is awarded based on the recommendations of the American Council in Education Guide to Evaluation of Educational Experiences in the Armed Forces. The Vice President of Instruction must approve the award of credit. Students must submit appropriate military records and documentation with their application for credit. Students must have received an honorable discharge or be currently active to be considered to receive credit.

Vocational, Technical and Professional Training Submission Credit Guidelines

Training programs where learning is documented by employer, industry, regional, or national certification of completion can be submitted for evaluation for CPL. Employer provided training records detail specific training and objectives of training may also be submitted to strengthen case for credit. These records will be evaluated by content expert(s). Learners may be asked to perform certain tasks or create material related to the subject area by a content expert. Example: Auto instructor may ask learner to demonstrate ability to complete a tune-up on a vehicle.

CPL Policies and Procedures

1. CPL recognizes that college-level learning may occur outside the college classroom and that the institution must have a means of recognizing and evaluating CPL learning to grant credit.
2. There is NO guarantee credit will be awarded for CPL submission. Work submitted must meet or exceed "C" level work to receive credit. All learning must meet college-level expectations; this applies to tests as well.
3. CPL is limited to no more than 30 credit hours.
4. The learning demonstrated must have academic equivalence of college-level learning. Developmental/remedial/or courses numbered below 100 are not deemed college-level learning and will not count for CPL credit.
5. CPL requests and submissions will be reviewed by PCC faculty who are subject matter experts in the area.
6. CPL is recorded as Credit for Prior Learning credit with the course/subject title and number of credits awarded. Students earning credit will be awarded a Pass grade (P) which will not impact GPA. Credits will go towards degree/certification requirements.
7. Learners may request to have their credit transferred, but they should inquire with receiving school if they accept CPL prior to beginning the process.
8. The learner, evaluator, and CPL Director should avoid duplication of credit already earned through previous course work. The learner must submit transcripts for any other institutions attended to avoid this.

For more information, please contact the Vice President of Instruction's office.

Payment for Credit for Prior Learning Process

Payment for the Credit for Prior Learning Process will involve students enrolling in 6 credit hours with Pratt Community College (this may be waived) along with being charged \$66 per credit hour that is being petitioned through CPL. This is in accordance with CAEL guidelines. The rationale for this is to make sure that the process is not a "buying credit" situation. Payment must be received in full and processed before the student's transcripts will be released with awarded credit. CLEP Scores online cannot be charged for credit, but assessment services can be charged.

Vocational-Technical School Credits

Students may receive college credit for study completed at a Kansas Area Vocation-Technical school. The credit awarded will be in compliance with PCC [Policy 400-03](#).

Course by Arrangement

A course by arrangement may be established to provide students with learning experience not available in a regularly scheduled course. To apply for a course by arrangement, a student must complete the Course by Arrangement Contract and obtain permission of the instructor, the chairperson of the division originating the course, and of the Vice President of Instruction. The Course by Arrangement contract must be approved in writing by the Vice President of Instruction before the course begins.

The Course by Arrangement Record must be accurately completed to document student work and student-instructor interaction. Date and time detail must be reported for each session. The Record must clearly detail the date, time and location of the final examination.

All requirements of the Kansas Board of Regents guidelines for directed study must be met before the student is awarded credit.

Credit for Co-Curricular Work

Students may earn credit towards graduation through satisfactory participation in the coursework in the following; Show Choirs, Band, Choir, Jazz Band I-IV, Weightlifting, Body Conditioning, Applied Ag Techniques I-VI, Athletic Conditioning I-VI, Technical Production, Theater Production and Varsity Athletics I-VI.

A student may elect to use up to four credit hours of these courses toward an occupational certificate and up to eight credit hours toward an associate degree. Credits are counted as electives in the student's program of study and do not supersede any of the program requirements. Students are advised that these credits may or may not transfer and may not meet required credit hours of study in some programs. Students are required to enroll for credit for every semester of participation in the listed courses.

Credit by Examination

A student may receive credit on the basis of a comprehensive examination in a course taught at Pratt Community College. When feasible, the designated instructor will be a full-time instructor on the faculty of the College. The Vice President of Instruction will designate the instructor and must approve the examination.

A special examination preparation and grading fee must be paid in advance. When feasible, the student may take the regular final examination in the course, provided that the instructor judges that examination is sufficiently comprehensive for this purpose. Otherwise, the examination may be taken at a time mutually convenient for the student and the instructor. If the outcome of the examination will affect the student's College program for the following semester, the examination should be scheduled early enough to be graded and reported to the student prior to registration for that semester.

Students may petition for an examination to determine whether they have acquired sufficient prior learning to be awarded college credit. The Petition for Credit by Local Examination form is available in the Office of the Vice President of Instruction. Courses with required lab, clinical, or field work are not eligible. Note: only a "P" or "F" will be posted on the transcript for credit by examination. Following the examination, students will be notified of the results. The student's signature on the petition form verifies whether or not they want the College credit on their transcript. Students will be charged the current tuition rate (no fees).

Class Load:

Full-time students normally carry between twelve-to-eighteen credit hours per fall or spring semester or nine credit hours per summer semester. Students may take up to twenty credit hours per fall or spring semester or twelve credit hours during the summer session, upon approval of their academic advisor. Credit hours for Varsity Sports, Athletic Conditioning, and the P.A.S.S. program do not count toward the twenty-hour limit. Additional credit hour enrollment must be specifically requested and approved prior to enrollment. This enrollment restriction has been established to prevent excessive enrollments that do not benefit students.

Students may petition the Vice President of Instruction to exceed twenty credit hours per fall or spring semester or twelve credit hours per summer session if the following criteria are met:

1. Have maintained a minimum cumulative grade point average of 2.80 for a minimum of sixteen college credit hours (transcript must be attached to the Overload Petition).
2. Show proof of good recent academic performance (transcript).

The request must be submitted on the Overload Petition that documents the student's reasons for the special request. The petition must be signed by the academic advisor as well as the Vice President of Instruction. The Vice President of Instruction's decision whether to grant the special permission will be based on the factors provided by the student and the recommendation of the student's advisor.

COVID-19 Classroom Guidelines

Students who are not feeling well and experiencing any symptoms of Covid-19 (running a fever, coughing, having trouble breathing, etc.) should contact College Health (initial contact should not be in person—620.450.2150) and then contact their instructors (not in person).

An instructor may require that all students wear face coverings during class, especially if social distancing is not possible. Being respectful of individual choices regarding the wearing of face coverings and use of social distancing is expected.

As stated in the student handbook, "If you choose not to be vaccinated, please act responsibly around others and wear a face covering and/or social distance while you are on the Pratt Community College campus."

In addition to general classroom and PCC COVID19 guidelines, students should be prepared to follow additional instructor guidelines regarding alternate delivery modes for any classes other than online. Changes in the delivery of courses with any level of face-to-face instruction, including hybrid, etc., could occur suddenly and could become necessary for an individual class, multiple classes, or for the college at large. To stay informed, students should check PCC email and Canvas accounts as well as other means of contact identified by instructors daily.

COVID-19 guidelines and protocols exist to keep everyone as safe as possible; they also exist to maintain face-to-face interactions in classrooms, sports, activities, etc. As with all information related to the COVID-19 pandemic, classroom and other COVID-19 guidelines are subject to change.

Free Tutoring Center

Although instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC have access to the Tutoring Center which is located in the Linda Hunt Memorial Library. Peer tutoring is available for a variety of subjects. Individual appointments are not needed, and tutor schedules are posted in the library and around the campus. Tutoring services are free of charge.

Linda Hunt Memorial Library and Learning Resource Center

The mission of the Linda Hunt Memorial Library is to support and enhance the student, faculty, and staff of Pratt Community College [including all constituents] with a quality reference and information resource. These services sustain the associate degree, certificate programs, business/industry training programs, and continuing education programs creating an umbrella of social and interactive learning services.

The LRC/Library has a collection containing an assortment of volumes. Through the Pratt Community College web-page students access online learning resources, and additionally access the State Library of Kansas database and research sites. This facility is designed for research, study, as well as a place to 'hang out' with friends and work/project groups. The library is located on the north end of the main building of PCC.

Library services include 24 computer work-stations plus free Wi-Fi, all of which may be used to access the Internet and on-line catalog system. Library services includes Windows 10. 1 laptop checkout service, inter-library loan, free student B&W-printing, color-printing, copier and scanning. The library service includes free tutoring during Fall/Spring academic school year. Books may be checked out by students and community members for three weeks at a time and may be renewed as needed. Assorted services include hot/cold beverages and candy are available for student purchase. Snack purchases support free printing for students.

The library catalog is available on all library computers and by visiting prattcc.edu/librarycatalog

The *Reference Resources* tab also provides the following information:

- Job & Career Accelerator
- ProQuest Nursing & Allied Health
- Digital Book eLending
- Learning Express Library
- Academic Search
- Fuente Academica
- Cited Reference help: EasyBib.com (MLA), CitationMachine.net (MLA & APA), and Purdue Owl (The Online Writing Lab).

These electronic resources are at your fingertips 24/7/365.

There is a charge of 50 cents per page for color copies. Students are responsible for the cost of replacement of material if it is lost, damaged, or not returned at the end of each semester.

Academic Honesty

Students at Pratt Community College are expected to demonstrate honesty and integrity as they work to complete their academic requirements. Students must refrain from cheating, plagiarizing, misrepresentation, or other acts of academic dishonesty.

Students engaged in academic dishonesty may be disciplined by their instructor. The discipline may involve the following action: recording a zero grade for a paper or exam, deducting points or letter grades, requiring repetition of work or exam, or failing the course. Instructors are required to file an Incident Report for each incident of academic dishonesty that identifies all students involved and the actions taken. Additional disciplinary sanctions including academic probation, suspension, or expulsion from college may be imposed by administration.

Students charged with academic dishonesty have the right of appeal of any action or decision and are assured of due process by the college. The Academic Due Process outlines the time restraints and procedures to be followed in exercising an appeal. It can be found in the policies section of this handbook. A student who files an appeal will be allowed to attend the course in question until a final decision is rendered. A student has the right to select a designated representative to assist in the appeal process, if desired.

ETS Proficiency Profile, WorkKeys Exam

All Associate in Science, Associate in Arts, and Associate in General Studies degree graduates are required to take the ETS Proficiency Profile exam during the last semester of attendance prior to graduation. Students who fail to sit for the exam will not receive their diplomas until the exam has been taken. The ETS Proficiency Profile test is used as one measure to assess students' competency levels in the foundational skills: reading, writing, mathematics, and critical thinking. The ETS Proficiency Profile scores will become part of the students' permanent records.

All Associate in Applied Science degree graduates and those who meet the requirements for certificates are required to take the ACT WorkKeys exam. The WorkKeys exams measure the level of basic skills that are deemed necessary for success in the work place. Score levels will become part of the students' permanent records.

College Wide Attendance Policy

Students are expected to attend all classes, laboratories, shop sessions and other scheduled class activities and have full responsibility for accounting to their instructor for any absence. Make-up work will be provided when prior arrangements have been made for the absence with the instructor. Make-up work may be allowed at the discretion of the instructor for absences without prior arrangement. Students missing three or more unexcused class periods from the first day of class may be withdrawn from the course by the instructor.

This policy applies to regular session classes. Attendance policies for short term, mixed term, hybrid, and online classes will differ. Attendance policy for these classes will be included in all individual class syllabi.

Both the College-Wide Attendance Policy and any instructor attendance policy shall be included in each class syllabus for regular session classes.

Grading System

Course grades at Pratt Community College are earned by students and awarded by faculty. Upon completion of the class the instructor certifies all final course grades on the official grade roster according to the time-line established by the Registrar.

The final course grades awarded by faculty are based on the work and grades earned by students through the official end-date of the course. No grading consideration can be given for late work that has not been received and graded prior to the completion of the final grade roster.

Under exceptional circumstances as outlined below, an instructor may issue an "I" grade that provides the student with additional time to complete course work before her/his course grade is calculated and posted on the student's transcript. The "I" grade is the only institutionally approved method of allowing students to submit work for grade consideration following the official end-date of the class.

Grade changes can only be made by the instructor with the approval of the Vice President of Instruction or through successful appeal through the Academic Due Process.

Pratt Community College awards one of the following grades to each student officially enrolled in each course:

- **A:** Excellent achievement, course outcomes standards met, credit given, four grade points per semester hour.
- **B:** Above average achievement, course outcomes standards met, credit given, three grade points per semester hour.
- **C:** Average achievement, course outcomes standards met, credit given, two grade points per semester hour.
- **D:** Below average achievement, course outcomes partially met, credit given, one grade point per semester hour. A student who receives a "D" grade should strongly consider repeating the course in an effort to achieve a stronger outcome. Many courses require "C or better" grade in prerequisite course work.
- **F:** Failing achievement, course outcomes and/or participation requirements not met, zero credit given, zero grade points calculated per semester hour.
- **I:** Incomplete, zero credit given, zero grade points per semester hour. Temporarily recorded as a grade when the instructor of the course determines that the student should be granted an extension of time to complete the course work. Typically, this extension is granted only for circumstances beyond the student's control. The incomplete grade is not intended for use to extend time because the student failed to complete course work during the officially scheduled class dates. To issue an "I" grade, the instructor must process an Incomplete Grade Contract that includes the plan and approved time-line for completion of the course. The contract may provide for extended time up to a maximum of one semester. At the date specified, or after one semester from the date of issuance, an "I" grade automatically converts to an "F" grade unless the instructor has previously awarded another letter grade. When the grade is changed from an "I", it is included in the student's grade point average calculation.
- **W:** Withdrawal, zero credit, zero grade points per semester hour. This grade is automatically given when a student officially withdraws from a course not later than one week after the mid-term of the class. No student-initiated withdrawals are permitted after 75% of a course is completed.
- **P:** Passing work, credit given, zero grade points per semester credit hour. This grade is not included in the grade point calculation. This grade may only be used if the instructor has received permission from the Vice President of Instruction prior to offering the course. The request to take a course on a Pass/Fail basis must be made before the course begins.
- **AU:** Audit, zero credit, zero grade points per semester hour. A student must receive permission of the course instructor and the division dean to audit a course.

Administrative Dismissal

A student may be dismissed at any time for violation of the Pratt Community College's Code of Conduct, failure to meet financial obligations, or failure to meet academic standards and college standards. A student who is administratively dismissed will receive a grade of F in classes that have certified, will be dropped from classes that have not been certified and the administrative dismissal will be notated on the official transcript. Students have the right to appeal by following the established Academic Due Process Procedure as stated in the current College Catalog.

Mid-Semester Report

By a designated date near the mid-term of the fall and spring semesters, instructors calculate each student's mid-semester grade which is intended to be a progress report. The mid-semester grade does not necessarily reflect 50% of the final grade of the class. Mid-semester grade reports are not normally provided for summer or short-term classes. It is the student's responsibility to seek desired feedback concerning graded work and performance.

Grade Appeals:

Final course grades are to be awarded as per the criteria established in the course syllabus. If the student believes a grading error has been made, they have 120 days from the end of the semester to appeal and must follow the established Academic Due Process as printed in the current College Catalog.

Academic Probation and Dismissal

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown in the Financial Aid and Costs section of the College Catalog, a student is considered to be doing probationary level work. After one semester of unsatisfactory work, a student is placed on academic probation with the expectation

that grades will improve the following semester. A student on probation may be dismissed at any time for failure to attend classes regularly or for failure to make satisfactory academic progress. Students performing probationary level work will be informed of such status by letter. Students who are placed on Academic Probation for two subsequent semesters are to be marked as being academically dismissed if they have not shown improvement during the second semester of their probation. Student transcripts will be marked to indicate "Academic Probation" or "Academic Dismissal." A list will be forwarded to the Vice President of Instruction for dismissal/action. A student who is suspended **will not** be readmitted without written permission from the Vice President of Instruction. All degree seeking students as well as high school students are eligible for inclusion in the probation/suspension report calculation.

Repeating a Course

Students may repeat a course. Each grade is recorded on the student's transcript. Repeated course(s) will have brackets around the grade. Previous grades are not used in grade point or credit earned calculations. The latest grade earned is used even if it is a lower grade than earned in previous attempts. The original grade will stand if student repeats the course and withdraws or receives an incomplete.

Courses designed for multiple enrollments may be repeated with the multiple grades recorded and used in grade point average and credit earned calculations.

Final Examinations:

Final examinations will be given according to the schedule of examinations distributed by the Vice President of Instruction each semester. All classes must meet at the time and place designated by the final examination schedule unless an exception has been approved in writing by the Vice President of Instruction. Short-term class finals will be scheduled per department. Final examinations are expected to be a rigorous assessment of the student learning expectations of the class. Alternatives to traditional examinations such as project or portfolio presentations, oral reports, etc. shall be approved in advance by the appropriate division chair. Instructors are to ensure final examinations and/or alternative instruments require students to utilize all, or most, of the time scheduled.

Students are expected to take the final exam at the scheduled time. Only true emergencies will be considered for exception. **Students are not to make any arrangements (including travel) that conflict with the final exam schedule.** Students who have three or more consecutive exam periods on the same day may request a special exam schedule by contacting the Vice President of Instruction by the deadline noted on the final examination schedule which is available online.

Requirements for Graduation:

Graduation requirements for all students enrolled in PCC associate degree and certificate programs are listed in the current edition of the PCC College Catalog and online. The degree requirements must be successfully completed for the academic year when the student first became a full-time student or when a part-time student earned more than 15 credit hours from PCC. A student who fails to earn credit from PCC for two or more consecutive semester must meet the requirement of the catalog for the year of their return. The summer session does not count as a semester for catalog compliance purposes.

A post assessment examination such as ETS Proficiency Profile or WorkKeys is required of every graduating student.

Candidates for graduation must have earned at least 15 credit hours from PCC. To be eligible for graduation, a minimum cumulative GPA of 2.0 is required.

Academic Awards

The following honor and awards will be recognized at Pratt Community College:

President's Honor Roll 4.0

Dean's Honor Roll 3.5-3.99

Graduation Honors

***Summa Cum Laude – With Highest Academic Distinction (GPA 3.90-4.0)

**Magna Cum Laude – With Great Academic Distinction (GPA 3.75-3.89)

* Cum Laude – With Academic Distinction (GPA 3.5-3.74)

A minimum of 24 credit hours of courses deemed eligible for graduation must be taken through Pratt Community College in order to qualify for Summa Cum Laude, Magna Cum Laude, and Cum Laude honors. All full-time students (taking 12 credit hours or more), including high school students, are eligible for inclusion in the President's and Dean's Honor Roll report calculation.

Degree Requirements for Major and Transfer

Degree requirements apply to all students who will receive a degree, regardless of their major. For the Associate of Arts and Associate of Science Degrees, certain courses in the major area are highly recommended in order to stay on track for a bachelor degree program in that major area. Associate of Applied Science and Certificate programs of study are listed in the catalog and should be followed. Special assistance in course selection will be provided by a designated advisor.

Each student's advisor and the Registrar will assist students in determining the specific courses needed for the chosen major. All transfer students should establish contact as early as possible with the institution where they plan to earn a bachelor degree. The Registrar can recommend a reliable contact at each of the six state universities and at most of the private colleges in Kansas. Advisors maintain close ties with their departmental counterparts at other colleges and universities. However, it is the student's responsibility to select a major and to see that the major courses, electives and other variable requirements for the bachelor degree are met.

Exception to Degree Requirements

A student who provides evidence that the institution where he or she plans to complete a bachelor degree has degree requirements which are in conflict with the degree requirements of Pratt Community College may petition for a waiver of PCC requirements in the Office of the Registrar.

Many students who attend Pratt Community College intend to transfer to a four-year university. These students are strongly advised to begin narrowing their choices of four-year universities as soon as possible. Universities and most major departments within universities have their own specific degree requirements. PCC works closely with all six state universities in Kansas to help ensure general education courses will be accepted with no loss of credit. This does not, however, diminish the responsibility that the student has to be familiar with degree requirements at the four-year institution and to take the appropriate courses toward those requirements.

Degree Audits

Degree Audits are an official record of a student's graduation status that indicates the courses completed by the student and the courses needed by the student to graduate. A Degree Audit is an essential record of the student's progress. Students should complete a Degree Audit Request form on the PCC website at the beginning of each semester after they have completed 25 to 30 hours of college credit. A copy of the degree audit is to be kept in the student's digital file.

Academic/Attendance Alerts:

Academic/Attendance Alerts are an early indication that students are having difficulties meeting course requirements. Experience has shown that early contact with struggling students is critical for student success. Academic/Attendance alerts are generated at the discretion of individual instructors. Academic/Attendance Alerts are distributed to the student, advisor, coach, or activity sponsor, The Student Success Center, and other key stakeholders with a need to know.

Transfer Information

Students needing college transfer information should contact the Office of the Registrar for assistance.

Transfer Agreement and Articulation Guide

The Kansas Board of Regents worked with faculty members from Kansas community colleges and universities to create Systemwide Transfer (SWT) courses which transfer to any Kansas public institution offering an equivalent course. Faculty develop and update learning outcomes that will be taught for a particular course by all Kansas public colleges offering that equivalent course. Note: the decision of lower division courses to count toward upper division credit hours is at the discretion of the *receiving institution*. For more information, please access the KBOR

website and open the [Transfer Kansas portal](https://www.kansasregents.org/academic_affairs/transfer-articulation). https://www.kansasregents.org/academic_affairs/transfer-articulation. For transfer information at a specific institution, visit: [kansasregents.org/institutional-transfer-information](https://www.kansasregents.org/institutional-transfer-information).

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met the requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities.

This voluntary commitment reaffirms the intent to cooperate with sister colleges and universities in matters of student transfer and articulation for the ultimate benefit of all transfer students in the State of Kansas.

POINTS OF CLARIFICATION

This Agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.

Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that: Each receiving institution has the right to determine admission standards to the various majors in their institutions. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

General education is defined as follows:

General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It insures that each graduate will have experienced some of the content, method and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary school studies.

Although the following distribution of courses does not correspond to the General Education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.

A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

12 hours of Basic Skills courses, including:

- 6 hours of English Composition
- 3 hours of Public Speaking or Speech Communication
- 3 hours of college level Mathematics, College Algebra and/or (Statistics will be required of transfer students where the curriculum of the receiving institution requires it)
- 9 hours of Humanities courses from at least three of the following disciplines: Art, Theater, Philosophy, Music, History, Literature. Performance courses are excluded.
- 9 hours of Social and Behavioral Science courses from at least three of the following disciplines: Sociology, Psychology, Political Science, Economics, Geography, Anthropology
- 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).
- 3 hours of Lifetime Fitness and Health, which includes one lecture course and one physical activity course.
- 3 hours of Computer Skills

Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.

Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas regents universities are to be considered outside of the terms of this agreement.

Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Each institution will define its own graduation requirements. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.

A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.

Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.

The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

Graduation Requirements for the Associate Degree

For a student to be a candidate for graduation and to have the student's name on the commencement program, the student must file an application for graduation. A candidate should enroll in a sufficient number of hours to total 64 by the end of the summer session. Students must have a minimum of 2.00 cumulative grade point average for graduation. Cumulative grade point average is calculated only for those credit hours taken through PCC.

The student's diploma will bear the same date as commencement exercises each year. A student who has applied for graduation must complete the graduation requirements within the same calendar year or must re-apply.

Although faculty advisors and department chairpersons assist in checking degree requirements, the student is responsible for meeting graduation requirements, completing a graduation degree check with the Office of the Registrar, and making application for graduation.

Schedule adjustments and deviations from the general requirements will be permitted by the Office of the Registrar and Vice President of Instruction for students following a prescribed curriculum for transfer to a particular transfer college. However, the student must demonstrate the need.

Programs of Study

Degree specifics are available online in the college catalog at www.prattcc.edu.

The Associate of Applied Science degree program is to prepare the students to enter an occupation or a closely related cluster of occupations after two years of full-time study. It is a technical or occupational degree program. Students seeking an Associate of Applied Science Degree must major in an occupational program of study. PCC holds certification as an area vocational school, and thus the programs consist of courses which are accredited as college level credit, but are also recognized as fulfilling the competency-based requirements of vocational training schools.

The Associate of Arts degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education, including a multi-cultural course. College majors which typically may lead to Bachelor of Arts degree are English, Humanities, Foreign Language, Philosophy, and sometimes History and Fine Arts. Colleges which award Bachelor of Arts and Bachelor of Fine Arts degrees will specify which majors qualify for this degree.

The Associate of Science degree at Pratt Community College is designed for students who wish to transfer into a Bachelor of Science degree program. The Associate of Science degree emphasizes a broad array of general education, including natural science, social science, communication, and mathematics.

The Associate Degree of General Studies (AGS) is a degree option for a variety of students. While the Associate of Arts (AA) and the Associate of Science (AS) degrees better prepare students for transfer to university study, the AGS aligns with the Bachelor of General Studies (BGS) degree offered by most universities. Student who do not plan to pursue a baccalaureate degree and are not interested in obtaining an Associate of Applied Science (AAS) degree may choose the AGS option. The AGS degree may be appropriate for students who wish to explore various career options before narrowing their study to one major field.

Occupational Certificates are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards. The courses are based in theory and are of such complexity, rigor and theory as to be acceptable as college credit. Most certificate programs are designed to allow a full-time student to complete a program within one academic year.

Pratt Community College provides programs of instruction consisting of college credit courses that are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards.

Educational Partnerships

Outreach Education

Pratt Community College offers special interest courses, job training, re-training, business and employee educational programs, fine arts programs, and agricultural management training. Adults, recent high school graduates and high school students who need courses or any other service from PCC should contact the Director of Admissions to request such services in their local community.

College Start Programs/Concurrent Enrollment

Pratt Community College and the 13 unified school districts in its service area have completed contractual agreements that allow qualified high school sophomores, juniors and seniors to earn college credit for successful completion of selected classes. The student may also be eligible to earn high school credit at their high school's discretion. Courses in the academic and technical areas are available to these high school students. All students who desire to enroll in English, Math, or Chemistry must complete placement testing or have qualifying ACT or Next-Generation ACCUPLACER scores to determine eligibility. High school students from within and outside the PCC service area may earn college credit via online classes. Students should check with their high school counselor for more information.

Coffeyville Community College

Pratt Community College and CCC cooperatively deliver the Electrical Power Technician (EPT) program at Coffeyville.

Dodge City Community College

Pratt Community College and DCCC cooperatively deliver the Electrical Powerline Technology (EPT) program at Dodge City.

South-Central Career Pathway Center

In collaboration with Attica, Chaparral and Medicine Lodge High Schools, Pratt Community College offers hands-on training at the South-Central Career Pathway Center in Attica for which students may earn a certificate in Automotive Technology.

Kingman High School

Pratt Community College and Kingman High School cooperatively deliver both Welding Technology and Automotive Technology classes at Kingman High School.

WSU Campus of Applied Sciences and Technology

Pratt Community College and WSU Tech cooperatively deliver the Electrical Powerline Technology (EPT) program at WSU Tech in Wichita.

Barclay College

Barclay College and PCC have entered into a cooperative agreement that allows Barclay students to obtain college credit via PCC courses.

Click2Connect

Click to Connect offers a path to move from an associate's degree to a bachelor's degree at Fort Hays State University. There is no college algebra required, and available degrees are Bachelor of General Studies and Bachelor of Technology Leadership. Visit prattcc.edu/click2connect for more information.

Cooperative Degree Completion Programs

To encourage and enhance educational advancement, additional cooperative degree completion programs are available through; Franklin University, Southwestern College, National American University, Baker University, Friends University, Kansas Wesleyan University, University of Phoenix, University of Kansas, Newman University, Wichita State University, Fort Hays State University, Kansas State University, Washburn University.

EDUKAN

A consortium of partnering Kansas community colleges is bringing you an online way of receiving your college courses via the Internet. Students who enroll will be able to take course work that may lead to an associate degree at any of the four institutions. Payment for EDUKAN courses are handled through the business office. More information is available at www.EDUKAN.edu.

Financial Aid and Costs

Financial Aid

The administration, faculty, and staff at Pratt Community College believe in quality education. They also realize that financial assistance is necessary to make education possible for many students. More than \$200,000 is available annually in academic scholarships through the PCC Foundation. The following information is intended as a brief overview of the types of financial aid available. Detailed information may be obtained from the Financial Aid Office.

Schedule of Tuition and Course Fees

NOTE: All amounts are subject to changes in the policies of the Pratt Community College Board of Trustees, the Kansas State Board of Education, the Kansas Board of Regents, and the Kansas State Legislature.

Tuition and Fee Costs are available on the college website at: www.prattcc.edu/cost.

Tuition and Fee Payment Policy

All students are required to pay in full all charges for tuition, fees, room and board or set up a payment plan by the beginning date of classes. Those students eligible to receive federal financial aid (Pell Grant, FSEOG Grant, student loans) and for whom the college has received all required documents for financial aid prior to August 1 will be required to pay only the difference between the amount awarded and the amount due by the beginning date of classes. Students that have not returned and/or completed required documents, including verification, by August 1 must pay in full or sign up for a payment plan. The college accepts all major credit

cards including Visa, MasterCard, Discover, and American Express. A late processing fee of \$100 will be assessed if all financial aid paperwork is not completed by August 1.

Students without financial aid in place will be required to set up an online payment plan or pay in full to be able to move into residence halls or attend classes.

Payment Plan

A payment plan is available and requires that you have a credit card or a bank account. If you elect to set up a payment plan, there is a one-time charge of \$35. Payments can be set up over a period of two to five months and a down payment of 0 to 25% is due at the time you sign up. The payment plan options available are dependent upon when the payment plan is established. More information is available at <http://prattcc.edu/sites/default/files/pdfs/how-set-payment-plan-updated-jan-2021.docx.pdf>

Students Not Receiving Federal Financial Aid

Refunds will be calculated and disbursed to eligible students who officially withdraw from classes. An eligible student is one who has paid all charges by cash, check or credit card. Official withdrawal is defined by the date the withdrawal form is picked up from the registrar. Refunds will be made to eligible students within twenty (20) working days of the official withdrawal date.

Add/Drop forms are available in the office of the Registrar.

Full-time students (Enrollments of 12 hours or more):

- One full week after first class period = 100% refund of tuition and fees on classes
- After first week = No tuition and fee refund.
- Classes of less than seventeen weeks: No refund will be given after attending two class sessions.

If personal circumstances warrant exceptions from the published tuition and fee refund policy, a student may seek a written waiver.

Financial Aid Refunds

Any financial aid amounts above the student's charges at PCC will be refunded by the 60th day of classes. Students have the option to receive financial aid refunds by direct deposit or a check by filing paperwork with the Financial Aid Office.

Scholarships & Grants

Above & Beyond Honors Scholarship

A&B Honors Scholars are selected based on academic achievement, demonstrated community engagement, involvement in activities and recommendations. A letter from the student outlining this information, a letter of recommendation from the high school counselor or principal, the high school transcript and ACT scores must be sent to the Vice President of Instruction's office for review on or before the January 31 deadline. The student must also complete the online scholarship application. Note: Only current year high school graduates are eligible to apply. Full tuition and books plus \$500 stipend per semester.

To qualify for consideration, a new applicant must achieve a minimum of 23 on the ACT composite. If that score has been achieved, the applicant must then meet or exceed two of the three following criteria:

- Must have an ACT composite score of 25 or higher
- Must have a minimum high school GPA of 3.6 or higher
- Must rank in the top 10% of the student's high school class

Board of Trustees Scholarship – Tuition Remission

Full tuition

Awarded to employees, their spouses and their unmarried children living at home. Contact the Personnel Office for more information.

Departmental Scholarships

Award varies

Pratt County High School Senior Grant

The Pratt County High School Senior Grant has been established by the Pratt Community College Board of Trustees to provide tuition assistance for all graduating high school seniors who are residents of Pratt County or from a Pratt County high school, for the academic term (summer, fall, or spring) within three years of high school graduation. The grant will be given for an academic, technical, or health related program or for participation in extracurricular activities or athletics.

There are two levels of grants available.

1. The first level of the Pratt County High School Senior Grant entitles the student to a maximum of \$350 per semester, not to exceed a total award of \$1,400. Students must maintain a GPA of 2.0 or higher. Recipients are expected to demonstrate leadership in community service/college service and must document a minimum of 20 hours annually.
2. The second level of the Pratt County High School Senior Grant entitles the student to a full-tuition scholarship. Students must maintain a GPA of 2.5 or higher. Recipients are expected to demonstrate leadership in community/college service and must document a minimum of 50 hours annually.

*** The community service requirement is waived for the 2021-2022 academic year due to the continuing global pandemic.**

Community service may be performed at a Pratt County non-profit organization, K-12 schools, service club and/or religious institution. Service may not be for an immediate family member. Students are expected to track service hours, which will be reported monthly through a "Community Service Tracking Form".

The student is responsible for the remainder of tuition (if applicable), fees, and book costs. Students may apply for other scholarships offered by the college. If the total scholarship award, i.e., the Pratt County High School Senior Grant plus other scholarships, is \$800 or more per year (which includes the Level 2 scholarship above), the student must enroll in and maintain a minimum course load of 16 credit hours per semester or 32 credit hours per year. Application deadline for the Pratt County High School Senior Grant is August 1 of each year.

Transfer Scholarships

Laura E. Porter Transfer Scholarship

This scholarship was established by Laura E. Porter of Pratt, Kan., to aid young men graduating from PCC in continuing their education at a college or university. There are two phases to the scholarship:

A financial award to select male graduates each year. Scholarship, participation in activities and general contributions to the life of the college are taken into consideration in making these awards.

Application for loan privilege to any PCC male graduate wishing to continue his education beyond the community college level. This may be obtained in the Financial Aid office.

The Miss America/Waterford Crystal/Tara Holland, Miss America 1997 Scholarship

The scholarship was established by the Miss America Organization and Waterford Crystal, Inc. in honor of Tara Holland, Miss America 1997. Candidates must be female and pursuing a major or minor in music and/or music education, or be enrolled in a minimum of six (6) credit hours per semester in music (MUS) curriculum courses. Entering freshmen must have graduated with a 3.25 high school GPA, have participated in high school music education or activities and be recommended by a high school music educator or an administrator. Candidates who have completed one year of study at PCC must have attained a 3.0 GPA.

Linda Hunt Memorial Scholarship

This scholarship was established to aid young male graduating from PCC in continuing their education at a college or university. A committee will select female graduate(s) each year. Scholarships obtained, participation in activities, and general contributions to the life of the college are taken into consideration in awarding this scholarship.

Irene Krueger Transfer Scholarship

This scholarship was established to aid a student graduating from PCC in continuing their education at a college or university. A committee will select one recipient each year. Scholarships obtained, participation in activities, and general contributions to the life of the college are taken into consideration in awarding this scholarship.

Dr. Pamela Dietz Family Scholarship

This scholarship was established to aid young women graduating from PCC in continuing their education at a college or university. A committee will select female graduate(s) each year. Scholarships obtained, participation in activities, general contributions to the life of the college, must have a 3.0 GPA, and non-traditional are taken into consideration in awarding this scholarship.

Foundation Scholarships

The PCC Foundation was formed in 1968 to support the educational programs of Pratt Community College by receiving and administering property and funds for the use of the college and by carrying out the wishes of those making gifts to the college. Approximately 200 scholarships are offered through the Foundation to deserving students each year.

Awards for academic scholarships are based on academic achievement as indicated by the transcript, GPA, ACT scores, and personal recommendations. Recipients of scholarships of \$500 or more must enroll in a minimum of 16 credit hours each semester and maintain a 2.0 cumulative GPA or higher to ensure continuance of the scholarship unless otherwise determined by the college. Students in the Nursing Program must maintain at least 12 credit hours.

The Kansas Board of Regents Scholarships and Grants

More Information available at: https://www.kansasregents.org/scholarships_and_grants

All scholarships require FASFA submittal.

Kansas Career Technical Workforce Grant

The Career Technical Workforce Grant is available to students enrolled in an eligible career technical education program at Pratt Community College earning a technical certificate or associate of applied science degree program in a high cost, high demand, or critical industry field. Only technical certificate and associate of applied science degree programs are included among the eligible programs. Preference in awarding goes to applicants with financial need.

Kansas Ethnic Minority Scholarship

The Kansas Ethnic Minority Scholarship program is designed to assist academically competitive students who are identified as members of any of the following ethnic/racial groups: African American; American Indian or Alaskan Native; Asian or Pacific Islander; or Hispanic. Scholarship selection is based on financial need as determined by federal methodology.

Kansas Military Service Scholarship

The Kansas Military Service Scholarship is available for the payment of tuition and fees at a public Kansas institution for students who are a resident of Kansas and has:

- served in military service in international waters or on foreign soil in support of military operations for which the person received hostile fire pay for at least 90 days after September 11, 2001, or served less than such 90 days because of injuries during such military service;
- has received an honorable discharge or under honorable conditions (general) discharge from military service or is still in military service; and

- has provided copies of military discharge papers (DD-214 form) or active duty orders whichever such paper or order indicate the location of such person's deployment and indicate the person has served after September 11, 2001, in any military operation for which the person received hostile fire pay.
- Once your school considers you as a graduate status student, you are not eligible for this scholarship.

Kansas National Guard Educational Assistance

The Kansas National Guard Educational Assistance provides a percentage of tuition and fees paid; up to a maximum rate not to exceed the maximum rate that would be charged by the state educational institutions for enrollment. The percentage is determined by the number of eligible students and available appropriations. Students may be pursuing a certificate, diploma or degree program and must be an enlisted member of a Kansas Air/Army National Guard unit. Full-time enrollment not required. Students must have a GED or high school diploma to qualify for this assistance. The member must not already have obtained a bachelor's degree.

Kansas Nursing Service Scholarship

The Kansas Nursing Service Scholarship requires an obligation to practice as an LPN or RN in Kansas and work for a sponsor. A sponsor means any adult care home, psychiatric hospital, medical care facility, home health agency, local health department or any state agency, which employs LPNs or RNs, licensed by the State of Kansas. The sponsor will provide partial scholarship funding and provide employment upon licensure of the recipient. If the sponsor is a mental health center or treatment facility, the sponsor does not share the cost of the scholarship assistance. The obligation for the scholarship is to work for the sponsor for one year for each year of the scholarship support received.

Kansas State Scholarship

The Kansas State Scholarship is designed to assist financially needy students in the top 20-30% of Kansas high school graduates who are designated as state scholars during the senior year of high school. To be eligible to apply for the Kansas State Scholarship, in the senior year of a Kansas high school you would have:

1) received a certificate stating that you completed the required curriculum

AND

2) received a letter stating that you were *designated* by the Kansas Board of Regents.

Kansas Teacher Service Scholarship

The Kansas Teacher Service Scholarship is a merit-based service obligation scholarship program that provides financial assistance to both students pursuing bachelor's degree programs and currently licensed teachers pursuing an endorsement in hard-to-fill disciplines or master's degrees in hard-to-fill disciplines or either group planning to teach in an underserved geographic area. Recipients sign agreements to teach one year for each year of scholarship support in Kansas. Recipients are eligible to receive this scholarship for up to ten semesters, which includes both undergraduate and graduate work.

Kansas Promise Act Scholarship

The Kansas Promise Scholarship was created during the 2021 Kansas Legislative Session to assist students attending Kansas community colleges enrolled in specified programs of study, At Pratt Community College eligible programs are Electrical & Power Transmission, Welding Technology, AA in Elementary Education, Home Health Aide, Medication Aide, Nursing, Practical Nursing, Nursing Aide, Information Network Technology and Automotive Technology. This scholarship may be used toward tuition, required fees, books, and required program materials. Your educational institution will determine the amount of your Promise Scholarship award based on information from the Free Application for Federal Student Aid (FAFSA) along with other financial aid that you may be receiving. This scholarship has a residency requirement, and you must work and live in Kansas for two consecutive years after graduating to avoid repaying the loan.

https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

*This scholarship is applied for in e-central.

Kansas Teacher Service Scholarship

The Kansas Teacher Service Scholarship is a merit-based service obligation scholarship program that provides financial assistance to both students pursuing bachelor's degree programs and currently licensed teachers pursuing an endorsement in hard-to-fill disciplines or master's degrees in hard-to-fill disciplines or either group planning to teach in an underserved geographic area. Recipients sign agreements to teach one year for each year of scholarship support in Kansas. Recipients are eligible to receive this scholarship for up to ten semesters, which includes both undergraduate and graduate work.

Kansas ROTC Service Scholarship

Student agrees to accept a commission as a Second Lieutenant and serve for not less than four years as a commissioned officer in the Kansas Army National Guard. This program is only available at Kansas State University, Pittsburg State University, University of Kansas, Washburn University and some community colleges. Contact the ROTC program at one of the participating schools for more information.

How to Apply for Scholarships

Applicants for an academic scholarship must submit a scholarship application online through the E-Central portal at <http://prattcc.edu/financial-information/scholarship-application>. Supporting documents include a transcript of high school grades and ACT results (recommended but not required). Scholarships covering tuition are limited to a maximum of 18 credit hours per semester, excluding athletic scholarships, performing arts, and rodeo which cover up to 21 credit hours (if they are enrolled in the PASS program). Full tuition and books scholarships do not cover fees or room/board and must be paid by the student.

Nursing students will need to complete a separate scholarship application which is available at <http://prattcc.edu/financial-information-nursing/nursing-scholarship>.

Federal Financial Aid Programs - FAFSA

Federally financed educational assistance programs are determined on the basis of income and assets of both the parents and the student. The family contribution is determined by considering the adjusted gross income, the number of dependents, other children in college, etc. Assets considered include, but are not limited to, the student's savings and the parents' savings, bank accounts, and other investments. The difference between the reasonable cost of attending college and the reasonable amount the parents and students can provide is called NEED and is the amount that the Financial Aid Office will endeavor to provide from one source or a combination of sources. The student should submit a Free Application for Federal Student Aid (FAFSA) to determine the reasonable expectation of what the student and parents can contribute. The FAFSA is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

The federal school code for PCC is **001938**.

The FAFSA application opens October 1 for the following academic year.

How to Apply for Federal Financial Aid

Application procedures for students applying for the PELL Grant, Supplemental Educational Opportunity Grant, Work Study and Federal Student Loans are as follows:

- Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- Provide official high school transcripts and official transcripts from any and all prior colleges.
- Check with the financial aid office or your student portal as more documents could be requested.

Financial Aid Deadlines

In order to provide efficient student service and receive timely payment of tuition, fees and other charges, Pratt Community College requires students to complete the financial aid package by August 1. After August 1, a late fee of \$100 will be assessed to the student. The financial aid will then be applied to the student's outstanding bill; any amounts still due must be paid by the first day of classes or have a payment plan in place, see page 33 for more information. If the student has additional funds after all authorized charges have been paid, he/she will be given a voucher for books up to the amount of the remaining funds.

Any refund due will be made by the 60th day of class when financial aid is distributed. Failure to pay will result in the administrative withdrawal of that student unless waived by the Vice President of Finance and Operations because of a documented hardship.

Financial Aid Eligibility Requirements

To be eligible to receive aid, a student must meet the following requirements:

- Have an official high school diploma, a GED
- Be enrolled as a regular student in an eligible program. A regular student is one who is enrolled in an institution to obtain a degree or certificate. An eligible program is a course of study that leads to a degree or certificate at a school that participates in one or more of the student aid programs described.
- Be enrolled in at least 3 credit hours to receive PELL grants, and at least 6 hours to receive student loans
- Be a U.S. citizen or eligible non-citizen. Check with the Financial Aid Office for categories of eligible non-citizen.
- Make satisfactory academic progress.

Federal Pell Grant

The Federal Pell Grant program awards money to eligible undergraduate students. Unlike other Federal financial aid, the Federal Pell Grant Program does not need to be repaid. Pell Grants are needs-based grants that are intended to provide low-income students access to post-secondary education. Grant amounts are determined by the students' expected family contribution (EFC), the cost of attendance, whether the student is full- or part-time and whether or not the students attends a full academic year.

Federal Supplemental Education Opportunity Grants (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) program provides funds for undergraduate students who demonstrate exceptional financial need. FSEOG is similar to the Federal Pell Grant Program, in that funds awarded do not need to be repaid. Grant amounts are issued between for \$100-4,000 per year for eligible students, based on financial need and funding provided by the Department of Education at the student's school.

The William D. Ford Federal Direct Loan Program

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the lender. Federal Direct Loans usually have lower interest rates and have more flexible repayment options than loans from banks or other private sources.

Students must be enrolled and attending at least 6 credit hours per semester to be eligible for Federal Direct Loans. Before students borrow a federal student loan, it is important to understand that a loan is a legal obligation that the student will be responsible for repaying with interest. The student may not have to begin repaying their federal student loans right away, but the student does not have to wait to understand the student's responsibilities as a borrower. Please visit the Federal Student Loan website at www.studentaid.ed.gov for additional loan information. For repayment calculator please visit www.studentloans.gov. Pratt Community College requires the student to complete a FAFSA before certifying all loans. Entrance Counseling and a signed Master Promissory Note (MPN) are a requirement under the federal default-reduction regulations before disbursing the loan funds. Please complete at www.studentloans.gov. Exit Counseling is required shortly before the student borrower ceases at least half-time study at Pratt Community College. This includes graduates and transfer students. Please complete at www.studentloans.gov.

Direct Subsidized Loans

For undergraduate students who have financial need; US Department of Education pays the interest while the borrower is in school and during grace and deferment periods; the institution determines the amount the student can borrow, and the amount may not exceed the student's financial need; first time borrowers may not receive this type of loan for more than 150% of the length of their program of study; US Department of Education may stop paying interest if a student who received Direct Subsidized Loans for maximum period continues with enrollment.

Direct Unsubsidized Loans

For undergraduate, graduate, and professional students; financial need is not required; borrower is responsible for all interest.

Direct PLUS Loans

For parents of dependent undergraduate students and for graduate and professional students; borrower is responsible for all interest; financial need is not required.

For additional information please visit the <https://studentaid.gov/app/launchPLUS.action> website.

Preparatory Coursework

Preparatory coursework loans allow a student to attend Pratt Community College and receive a Direct Loan for a maximum of one consecutive 12-month period to take pre-arranged program coursework required for admission to another college or university. Federal provisions limit the amount of Direct Subsidized & Unsubsidized loans students may borrow each academic year.

The limits outlined below do not apply to Direct PLUS loans for parents.

	Maximum Annual Loan Amount	
	Dependent Student	Independent Student
Grade Level 1 (less than 32 completed hours) - FRESHMAN		
Base Direct Loan Eligibility (subsidized & unsubsidized)	\$3,500	\$3,500
Additional unsubsidized Direct Loan eligibility	\$2,000	\$2,000
Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan		\$4,000
Maximum Grade Level 1 Total	\$5,500	\$9,500

	Maximum Annual Loan Amount	
	Dependent Student	Independent Student
Grade Level 2 (32+ completed hours) - SOPHOMORE		
Base Direct Loan Eligibility (subsidized & unsubsidized)	\$4,500	\$4,500
Additional unsubsidized Direct Loan eligibility	\$2,000	\$2,000

Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan		\$4,000
Maximum Grade Level 2 Total	\$6,500	\$10,500

Aggregate Loan Limits		
Student Type	Total Aggregate Limit	Maximum Subsidized Limit Within the Aggregate
Dependent Student	\$31,000	\$23,000
Dependent Student whose parent is ineligible for PLUS	\$57,500	\$23,000
Independent Undergraduate Student	\$57,500	\$23,000

These amounts are based on full time enrollment status and all federal aid may not exceed the school's budget or cost of attendance. The interest rate for a William D. Ford Direct Loan is variable, and is adjusted every July 1, and will be set by Congress. Loan funds are to be used towards education related expenses. Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement the borrower receives. This means the money the student receives will be less than the amount actually borrowed. The student is responsible for repayment of the entire amount borrowed. Please borrow responsibly.

Federal Work-Study Program

The Federal Work-Study Program is considered self-help and provides jobs for students who wish to earn a portion of their college expenses, while gaining practical work experience. At Pratt Community College, a student will normally be employed for one academic year (August through May) and summer employment (June and July) may also be available. The Work-Study positions may be located on or off campus, and the pay rate is at least the current Federal Minimum Wage. The scheduled hours may vary according to the job position. The student and their supervisor are expected to cooperate in ensuring that the student does not work more than the contracted hours. Failure to stay within the contracted hours may bring about a department without assistance of a Work-Study student.

Satisfactory Academic Progress (SAP)

To establish and maintain eligibility for federal student financial aid at Pratt Community College, the student must meet satisfactory academic progress (SAP) standards. Federal regulations require that a student make satisfactory academic progress toward an eligible degree, certificate, or transfer program leading to a bachelor's degree. To comply with this regulation, the following SAP standards have been established. SAP evaluation will occur prior to being awarded and at the end of each enrolled semester, including summer. All prior institution transcripts must be on file before financial aid can be awarded. Evaluation is based on **cumulative Pratt Community College and transfer credit course work** as appearing on the student's official academic transcript from accredited institutions. (Note: Clock hour programs are computed as credit hours for SAP purposes.)

The three SAP standards are evaluated by the following criteria:

1. Cumulative Grade Point Average (GPA)

Students must attain a minimum cumulative GPA of 2.0. (Pratt Community College and transfer hours are considered.)

2. Pace (Percentage of Completion)

Students must successfully complete 67% of all credit hours attempted as appearing on their official academic transcripts. This includes all enrollment periods whether or not financial aid was requested or received. **The following grades do not affect the cumulative GPA, but will be counted as attempted (but not completed) credit hours: "I" (incomplete) or "W" (withdrawn).** Self-paced courses that are not completed by the end of the semester in which the student enrolled will be recorded with a grade of "I" until the course is completed. An incomplete course may delay future federal financial aid disbursements until a final letter grade is posted. (Students who have not completed 67% or more credit hours for which aid was paid may become ineligible for financial aid.)

Attempted Credit Hours	Required Credit Hours Complete
12	9
15	11
18	13
24	17
30	21

3. Maximum Time Frame

The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program. For example, if the published length of the program is 64 credit hours, the maximum number of attempted credit hours may not exceed 96. After 83% of the published length of the program has been attempted (including Pratt Community College and all transfer credit hours from accredited institutions), students are no longer eligible for federal financial aid.

Financial Aid Warning Status

New Students entering into Pratt Community College for the first time will automatically be placed on "Warning" status for the first term. Students may continue to receive financial aid during the warning period. However, students not making SAP at the end of the warning period will be ineligible for financial aid and placed on Suspension status. To attempt to regain eligibility, students will need to submit an SAP appeal.

Financial Aid Suspension and Appeals

Students may appeal their Suspension status by completing and submitting a **SAP appeal** to the Financial Aid Office. Forms are available in the students E-Central Account. The student must meet with their Academic Advisor and outline all required courses that will be taken during the following semester. **Students are only allowed to appeal financial aid eligibility one time.** Once an appeal is reviewed by the SAP appeal committee, the decision or recommendation is final and the student will be notified via mail.

If the appeal is denied, the student must pay for educational costs until SAP standards are met. This denial takes precedence over any previous award notification the student may have received.

If the appeal is approved, the student's federal financial aid eligibility will be reinstated and placed on a Probation status. To maintain eligibility, the Financial Aid Academic Plan conditions listed below must be met, but might also include additional conditions such as reducing the number of enrolled credit hours or working with a Student Success Advisor throughout the semester. If the conditions of the student's appeal and Financial Aid Academic Plan requirements are not met during the following term, then the appeal becomes void and the student is placed on federal financial aid denial and may not submit another appeal.

Financial Aid Academic Plan Status

Financial Aid Academic Plan status is granted after students have had an SAP appeal or Educational Plan approved. Students on Financial Aid Academic Plan status are eligible and may continue to receive financial aid funding, as long as the following requirements are met:

1. Successfully follow the academic program plan created with the Academic Advisor up through the final semester listed in the student's appeal and/or meet other conditions, if required, as stated in the approval letter.
2. Receive a minimum of a 2.0 (C) GPA average for all classes taken in each subsequent term.
3. Successfully complete at least 67% of all courses attempted during each subsequent term.

4. Do not drop all courses without a "W" and receive financial aid.

If a student does not satisfactorily complete the above criteria, the student will be placed on financial aid denial and will not receive any federal financial aid until SAP standards are attained. Students denied aid must take credit courses at their own expense until SAP standards are met. To remove Financial Aid Academic Plan status after an appeal is approved, the student must meet minimum GPA AND Pace standards AND have attempted less than 150% of the published length of his or her program.

Maximum Time Frame

Students who are close to reaching their maximum time frame and are meeting all other SAP requirements may be notified by the Financial Aid Office to submit an **Academic Plan**. The Academic Plan is an option to avoid financial aid ineligibility due to the maximum time frame requirement. The Academic Plan will be reviewed by a committee, just like the SAP appeal.

Grades for Financial Aid Calculation

A grade for each student in each course will be given at the end of the semester according to the system described below:

A 4 grade points per semester hour

B 3 grade points per semester hour

C 2 grade points per semester hour

D 1 grade points per semester hour

F 0 grade points per semester hour

I- Incomplete 0 grade points per semester hour

W- Withdrawal 0 grade points per semester hour

P- Passing work 0 grade points per semester hour

NC- No credit 0 grade points per semester hour

Repeating a Course

If the student needs to repeat any course, financial aid can count these courses towards enrollment and award Title IV funds to a student who is repeating, for the first time only (i.e., one repetition per class) a previously passed course. For this purpose, passed means any grade higher than an "F", regardless of any school policy requiring a higher qualitative grade or measure to have been considered to have passed the course.

Notification of Awards – Aid Offer

Notification of awards will be in the form of an Aid Offer in the student's E-Central Account inbox as soon as awards are packaged by the Financial Aid Office. Contained in the letter will be further instructions and paperwork needed to finalize their aid for the year. Disbursement Notification letters will be mailed to students before their scheduled disbursement. For those students who have been awarded aid and completed the necessary paperwork, will be disbursed before the 60th day of the semester start. Aid is awarded for one academic year (summer, fall, spring). Students are able to fill out the FAFSA in October for the following school year.

Student Services

Services for Students

The student is the number one priority at Pratt Community College. A variety of services are offered, including financial aid, work-study, social activities, residence life, college relations, tutoring, special needs services, advising, counseling and college health.

Student Activities

Student Activities at Pratt Community College are developed using student development theory. We realize that that students spend more than half of their time outside of the classroom, and activities are planned to

help them develop and mature. Activities fall into three major areas: social, recreational, and academic/personal development. Theme weeks, such as back to school events and Beaver Fever Week add to the fun of student activities. In addition, educational programs are hosted regularly to discuss a topic concerning students. Pratt Community College is also home to a variety of clubs and organizations.

Internet Access

Pratt Community College has free wireless internet across campus. Log on to PCC-Students in the classroom buildings, and in the residence halls, using your Self-Service login information.

Beaver Lounge Recreation Center

The Beaver Lounge Student Recreation Center is located next to Beaver Bites in Area 53. Students can play pool and ping pong. A television and gaming systems are also available. Students should feel free to take advantage of the Beaver Lounge Student Recreation Center between classes and in the evenings, making it a place to relax with friends. Note: During the 2020-2021 academic year, the Beaver Lounge Recreation Center will be closed during the Fall semester due to the COVID-19 pandemic. Spring semester availability will be determined at a later date.

Art Exhibitions

The Delmar Riney Art Gallery is located in the Riney Student Conference Center and features exhibitions throughout the year. The exhibits include a variety of media and techniques from a variety of artists and/or photographers

Athletics

Intercollegiate sports for men include basketball, baseball, soccer, tennis, track and cross-country, cheerleading and wrestling. Women participate in volleyball, basketball, track, soccer, tennis, softball, cross-country, cheerleading and rodeo. Pratt Community College competes in the Jayhawk Conference of the National Junior College Athletic Association. In addition to the Dennis Lesh Sports Arena which seats 2,500. Stanion Baseball Field seats approximately 500. The softball team competes at Jerry Angood Field in Pratt's Lemon Park. The Men's and Women's Soccer Team and the Men's and Women's Track team compete on the field at a new Soccer/Track & Field Complex completed in 2019. The Complex is located off campus and directly east of the Green Sports Complex. The Men's and Women's tennis teams compete off campus at the Walter Blake Tennis Complex.

Performing Arts

There are numerous opportunities for students to get involved through theater productions, vocal music and instrumental music. Students are able to participate with other students as well as with community members. The theater department presents two to three public productions annually. The music department features four major performing groups: choir, Encore, and pep and band. Public performances are presented each semester.

Block & Bridle

This club is for students with an interest in agriculture. The objectives of the club are to promote scholarship, student interest and leadership in agriculture, and to strengthen, improve and promote the profession of agriculture. Members attend regional, state, and national Block & Bridle meetings, where they get to meet and share ideas with students from other colleges and universities as well as participate in educational tours around the U.S.

Club International

This organization strives to provide social, cultural and educational support among international students, their PCC peers, faculty, staff and community. The club meets monthly around social events, service projects and educational forums.

Peer Educators

The Peer Educators group is students helping students make more responsible, healthier lifestyle choices. The group is an affiliate of the National BACCHUS network.

Phi Theta Kappa

PTK is an International Community College Honor Society whose members are chosen on the basis of scholastic achievement, leadership abilities and contributions to the college and faculty recommendations. To be eligible for membership, students must be enrolled on a full-time basis, must be in a degree-seeking program, and must maintain the required cumulative GPA.

Kappa Beta Delta

Kappa Beta Delta is an honor society for business, management and administration majors at accredited two-year schools. Top students in our business programs are invited to become members. In order to join KBD students must rank in the upper 20 percent of students pursuing a business degree at the time of the invitation, must have completed at least 15 hours with at least six of those hours being in business subjects and they must have at least a 3.0 GPA.

Beavers on Stage

Beavers on Stage is the official organization of the performing arts department. All students involved in choir, band, show choir, theatre or production work are a part of this group. In addition to our other department activities, students participate in community service activities throughout the community, take trips to professional shows, go Christmas caroling and provide support to their peers in each of the areas of the performing arts. The group also fundraises for an end-of-the-year trip each May.

Rodeo Club

This co-curricular organization is for students who are on the rodeo team or interested in assisting the rodeo club with special events and activities. The objectives of the club are to promote student interest and leadership in rodeo and throughout the year, as well as host rodeo events as scheduling allows.

Shooting Sports Club

The mission of the Pratt Community College Shooting Sports Club is to promote the safe handling of firearms, instill a lasting respect for the shooting sports, and provide the opportunity for members to improve their leadership and team building skills through a variety of training courses, competitions, and community service projects while enjoying the recreational and social benefits the shooting sports have to offer.

Student Admissions Representatives

The Student Admissions Representative program is a team-oriented program through which students are given the opportunity to play a vital role within the daily operations of the Admissions office and the recruitment efforts of the institution. In offering the chance to be the face of PCC via tours, Social Media campaigns, and recruiting outreach (other duties as assigned) our team members are charged with the responsibility of helping to positively shape the idea of PCC in the minds of visiting and curious prospective students and their families. Through the involvement in this program students will grow their transferrable and job ready skill set; skills that include, but are not limited to verbal written and inter-personal communication, presentation skills, marketing and public relations competency, team building and collaboration the fostering of relationships as well as gain a better understanding of expectation with a professional setting.

Pratt Kansas Association of Nursing Students (P-KANS)

Membership in this organization is mandatory for all nursing students who are admitted to the nursing program. Activities include professional development and community service. Members have leadership opportunities at local, state and national levels.

Collegiate Farm Bureau

Collegiate Farm Bureau provides students the opportunity to enhance their leadership skills as future ag leaders through experiences with the county, state, and national Farm Bureau organization. Collegiate Farm Bureau helps students build networks with other student leaders, connect with others to discuss issues impacting agriculture, promote agriculture as an industry, and gain experiences with leaders and mentors in the agricultural industry.

Leadership in Technology

The Post-Secondary Ag Students involves second level Ag Power Technology students and Ag student interested in the NACTA competitions. The teams within PSA have been very successful at the national competitions within the last several years.

Bookstore

The Pratt Community College Bookstore is owned and operated by Follett College Stores of Chicago, Illinois. The bookstore provides the required new and used textbooks including supplemental study guides and required course supplies. All bookstore purchases must be paid in full at the time of purchase. Cash, checks, and credit cards are accepted. In addition to textbooks, the store offers a selection of school supplies, emblematic clothing and gifts, greeting cards, computer software, personal care items, snack foods and a section of general and nursing reference books. We also provide special order service for most books in print. The bookstore offers year-round buyback on current campus and national needs. The bookstore is open 8 a.m.-5 p.m. (Hours are subject to change.) The bookstore is located in the Riney Student Conference Center.

College Health

College Health Services are available to all full-time and part-time students. The Health Center provides health teaching for self-care of common health problems and provides assessment and treatment for common, acute problems. Cases that need to be referred to a clinician and/or physician will be handled promptly. Any fee for services from a clinic off-campus will be the financial responsibility of the student, parent, and/or guardian. College Health hours are posted at the office in the Riney Student Conference Center. An Advanced Practice Registered Nurse (APRN) is also available on part-time basis for other services. APRN services carry a nominal fee of \$10 per service.

Counseling and Career Planning

Pratt Community College provides counseling and career guidance services through the Student Success Center. These services are available to all students who wish to discuss academic, personal, or career matters. Office hours are 8 a.m. to 5 p.m. Monday through Friday by appointment.

Counseling services include *personal counseling* for students who may have problems adjusting to college, have relationship problems with family or friends, or just want someone to listen. *Academic counseling* is offered to students to help them understand the various educational requirements needed to complete a course of study, along with information about transferring to other colleges or universities.

Free Tutoring Center

Although instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC have access to the Tutoring Center which is located in the Linda Hunt Memorial Library. Peer tutoring is available for a variety of subjects. Individual appointments are not needed, and tutor schedules are posted in the library and around the campus. Tutoring services are free of charge.

Special Needs Services

The goal of Pratt Community College is to provide the best opportunity for student academic success. Therefore, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, special needs services are provided to achieve this goal.

A full array of services to students with disabilities may be provided, including but not limited to: materials in alternate formats; texts in audio format; test readers; computer assisted accommodations, altered examination schedules; digital voice recorders; note-takers; scribes and alternative testing procedures. Tutoring is available to all PCC students at no charge. Sign language interpreters are available on a pre-arranged basis. Please refer to policy #[600-50, Special Needs Policy](#), for additional information. For information regarding service animals, please refer to policy #[500-11 Pets, Animals and College Facilities](#).

Food Service

Students living in the residence halls are served meals in the relaxed and informal atmosphere of the college dining room located in the Student Conference Center. Residence hall residents are required to be on the meal plan. PCC contracts for food service from a well-established service corporation. Three meals per day are offered Monday through Friday, and brunch and dinner are offered on Saturday and Sunday. Three meal plans are available, including 10, 14 and 19 total meals per week. Unlimited servings are available except on steak night. Sack lunches are available for those unable to dine during regular meal hours and trays for ill students are also available. Special dietary requirements are met if possible. The cafeteria is also open to non-residence hall students.

Fitness Center

The fitness center is located in the lower level of the Student Conference Center. A variety of equipment is available at no charge to students. Please check the schedule as hours vary.

Computer Labs

Computers are available for student use in the Linda Hunt Memorial Library, the Beaver Underground and in Chandler Hall.

Check Cashing

Checks up to \$50 may be cashed at the Cashier's window of the business office.

Student ID Cards

Students are issued Student ID cards through the Office of Enrollment Services (Office 51).

Residence hall students are issued a photo ID card upon presentation of their housing voucher showing they have been cleared to move into the residence hall. Students are not charged for their initial ID card.

A fee of \$10.00 will be charged for a replacement photo ID card if the ID card is broken or damaged in any way or if the ID card is lost or stolen. Note: Photos will not be included on 2020-2021 ID cards.

There will be no charge for malfunctioning cards due to system problems only. If problems occur see the Office of Student Services (Office 51).

Non-residence hall students receive a plastic photo ID upon request. Students unable to visit the Student Services Office may request a non-photo ID card sent through the mail by contacting the Student Services Office at 620-450-2217.

ID cards of residence hall student moving off campus are deactivated from the security system; however, their cards are not collected unless disciplinary or other circumstances prevail.

High School Students and other special groups (such as College Start and The Learning Center students) enrolled at PCC receive paper ID cards.

Student Right to Know

The Student Right to Know Act of 1999 requires that certain types of information be disclosed to students. The following is a list of information available at www.prattcc.edu.

- Graduation/Completion and Transfer-out Rates
- Graduation/Completion Rates of Athletes
- Campus Crime Rates/Annual Security Report
- Athletic Participation and Financial Aid (EADA)
- Family Educational Right and Privacy Act (FERPA)
- Financial Assistance Availability and Eligibility
- Institutional Information
- Withdraw Process
- Cost of Attendance
- Refund Policy

- Current Academic Programs
- Institution Accreditation
- Facilities and services for the disabled
- Study Abroad Programs - PCC does not offer study abroad programs
- Student Enrollment

More information about the Student Right to Know Act can be found through the U.S. Department of Education. For print copies of any of the Student Right to Know information, contact the Admissions Office at 620-450-2217. Questions about Student Right to Know information should be directed to PCC's Freedom of Information Officer at 620-450-2240.

Graduation Rates

4-Year Average Graduation rate is 37% (based on cohort years 2013, 2014, 2015, 2016).

Crime Statistics

Crime statistics and other information related to Pratt Community College may be viewed at <http://nces.ed.gov/collegenavigator>. In accordance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998, the Annual Security Report can be found at prattcc.edu/SecurityReport.

Policies and Procedures

Notice of Non-Discrimination

Pratt Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Personnel, Pratt Community College, 348 NE SR 61, Pratt, Kansas 67124, 620.672.5641.

Privacy and Educational Rights

It is the policy of Pratt Community College to comply with all valid, applicable regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended and as administered and enforced by the Department of Education. Inquiries regarding this policy and its provisions should be directed to the Vice President of Students/Enrollment Management. All students who officially enroll in PCC are expected to be familiar with the rules and regulations of the college and with the official college publications (the College Catalog and Student Handbook) which contain such rules and regulations.

The college will from time to time throughout the academic year publish personal data concerning students. Such publications may include: honor rolls, personal data for scholarships, athletic events, student directory, job placement, news releases, and academic standings sent to other institutions and social media sites. PCC may provide the following information: name, address, email address, telephone number, date and place of birth, major, participation in officially recognized events, parents' names, sports weight and height of an athletic team member, date of attendance, grade level, degrees, honors and awards received, most recent previous educational institution attended, full or part-time status, the most recent educational agency or institution attended.

PCC also reserves the right to use photographs of students in publications, on social media and on the website for promotional and college relations purposes.

PCC reserves the right to contact emergency contact or parent in the case of an emergency and/or incident which impedes operations. PCC also reserves the right to contact law enforcement and/or emergency services when a student is violating the law and/or if their healthy safety is in jeopardy.

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L. 2020 Special Session, Ch. 1, Section 16 (h)) allows Pratt Community College to share contact information when the College becomes aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, PCC has adopted the policy that use of and presence at PCC facilities as students, faculty and staff authorizes consent to PCC's release of contact information to public health authorities. To opt-out of this practice, contact the PCC College Health Nurse for opt-out information.

All students enrolling in PCC shall be deemed to have agreed to the publication of personal data as indicated above unless a disclaimer is filed with the Vice President of Students/Enrollment Management by the 10th day of the semester in which the initial enrollment is made. The students of PCC have certain rights concerning access to educational records. This includes rights regarding limitations or disclosures of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with the Department of Education. The law requires educational institutions such as PCC to:

- Provide eligible students the opportunity to inspect student educational records. This process can be completed by filing a written request with the Office of the Registrar.
- Provide opportunities for a hearing to challenge the content of the student's educational record when it is believed to contain information that is inaccurate, misleading, or in violation of the student's right to privacy.
- Limit the disclosure of information from the student's records to those who have the consent of the student, to officials specifically permitted within the law such as PCC officials, and under certain conditions and for specific purposes to parents, local, state and federal officials. Eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation through PCC appeal channels have not proved satisfactory.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. In relation to postsecondary institutions, prior consent is not required to disclose personally identifiable information:

- To a school official who has a legitimate educational interest
- To schools in which a student's seeks or intends to enroll (the institution must make an attempt to notify the student that records are being provided)
- To Federal, State and local authorities involving an audit or evaluation of compliance with education programs
- In connection with financial aid (such as the administration and continuation of aid)
- To individuals or organizations conducting studies for or on behalf of an educational institution
- To regional or professional accreditation organizations
- To parents of a dependent student
- To comply with a judicial order or subpoena (a reasonable effort must be made to notify the student beforehand – unless ordered by the subpoena not to)
- In the event of a health or safety emergency where the information is required to resolve the emergency
- That is considered directory information, so long as the student has not requested nondisclosure of this information
- To the student
- That is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forceable sex offense (Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.)
- Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g. reporting the offense to the parents of the student.)

Family Policy Compliance Office (FPCO)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

ADA Compliance

PCC complies with both the letter and spirit of the Americans with Disabilities Act and is committed to providing public access to the facilities and to provide opportunities to qualified persons with disabilities in employment and access to education where this will not pose an undue burden or fundamentally alter the programs of the institution. The Director of Personnel and the Vice President of Finance & Operations have been appointed ADA Coordinators. Any access requirements or problems should be coordinated through one of the ADA coordinators.

Campus Crime Summary

A campus crime summary report is available online at www.prattcc.edu under "HLC/PCC Federal Compliance"

Parking Policies and Procedures

Parking is not permitted in front of the loading dock of the Student Conference Center. Parking not to exceed 10 minutes is permitted in the circular drive. The parking lot north of Stanion Field is open parking for faculty, staff, students, or visitors on a first come, first serve basis.

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking in designated handicap spaces in designated fire lanes next to large trash dumpsters in the loading zone or staff parking near the Learning Center over the line or taking up more than one space on the grass between the vocational buildings in college vehicle parking in residence hall staff parking in visitor spaces.

If two tickets are received, the vehicle will no longer be allowed to park on campus.

Harassment and Discrimination Policy

Pratt Community College is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to a person's race, color, gender, age, sexual orientation, religion, disability, national origin, political affiliation, veteran status, or other characteristic recognized by that person as important to his/her culture or lifestyle. It is harassment if the conduct includes one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual's work or study performance
- Otherwise adversely affects an individual's employment or educational opportunities.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile or offensive work or educational environment.

A college is a community of learners where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While an atmosphere for freedom of expression exists, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at Pratt Community College.

Anyone who believes that he or she has been the object of sexual harassment should advise the division vice president or the personnel director. Informal procedures exist for dealing with the problem. If appropriate, an attempt will be made to resolve the problem through informal procedures. These discussions will be handled in a professional manner. No formal action on the alleged charge will be taken unless initiated by the complainant.

If informal efforts are unsuccessful, formal procedures exist which allow both parties an opportunity to pursue a resolution. Investigation of a complaint will be conducted in an expeditious manner, assuring release of information only on a need-to-know basis consistent with principles of due process and fundamental fairness as follows:

- The complaint must be in writing with sufficient specificity.
- A person bringing a complaint founded in good faith will suffer no retaliation.
- The person charged will be promptly notified and given an opportunity to respond.

Any individual will have up to 90 days after the alleged occurrence to file a complaint. A lengthy period of time between an alleged occurrence and an investigation make finding facts difficult or impossible.

If a complaint is found to be valid, the appropriate disciplinary action will be instituted up to and including termination or dismissal, consistent with the degree of seriousness. Discipline or dismissal of a faculty member will follow the procedures outlined in the current collective bargaining agreement.

Sexual harassment in the workplace is prohibited under Title VII of the Civil Rights Act of 1964. Guidelines were issued by the Equal Employment Opportunity Commission in 1980 incorporating sexual harassment in the workplace as a violation of Title VII. Under Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988, sex may not be a basis for exclusion from participation, denial of benefits, or discrimination in any education program or activity.

The failure of managers, supervisors, and others in authority to remedy discriminatory harassment violates institutional policy.

Campus Security

The mission of PCC's security department is to help provide and maintain an atmosphere that compliments the educational process and fulfills the total mission including the following:

- Maintaining a caring and helpful attitude among all security personnel as they address the needs of the students, visitors and faculty.
- Continuous patrol coverage to spot any suspicious activity or suspicious person on campus.
- Enforcing all college rules and regulations and keeping all campus thoroughfares and parking lots unobstructed.
- Providing or limiting daily access to the campus facilities.

Security personnel are responsible for reporting any safety or security discrepancies found on college property. Depending on the nature of the incident, local authorities are notified. All students and employees are encouraged to report any safety or security problems that may arise. Incident reports are to be filed with the Vice President of Finance and Operations.

Security officers are equipped with mobile phones allowing direct communication with the Pratt Police Department if the need should arise for local police intervention. In the event of a major crime, notify the local police by calling 911, call the campus switchboard operator at 672-5641 or campus security at numbers posted around campus. In the event a perpetrator of a violent crime is subject to discipline by the college, the victim of the crime shall, at the discretion of the President of PCC and the Vice President of Finance and Operations, be permitted to obtain the results of that disciplinary proceeding.

Security Compliance

Students who refuse to surrender their ID cards to housing or security personnel, fail to obey instructions of college officials or flee from college officials will be subject to disciplinary sanctions imposed by the Vice President of Students / Enrollment Management.

Additional Handbooks

Some Pratt Community College departments including College Start, Nursing and Athletics refer to additional handbooks for rules and regulations. These handbooks are supplemental to this handbook and are official documents.

Tobacco Use

In accordance with KSA 72-53,107 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Pratt Community College campus—both inside/outside of buildings and all campus properties. Using devices and/or products, as well as actions that give the appearance of tobacco use is prohibited.

Food and Drink in Classrooms

Food and drink with the exception of water is not allowed in classrooms or labs on the Pratt Community College campus. Food or drink usage in the campus shops is allowed only under the discretion of the individual instructor in those courses.

Weapons

Introduction:

Pratt Community College prohibits the possession and use of firearms, explosives, and other weapons on any of its campus, with certain limited exceptions, which include use of weapons as part of approved Pratt Community College Programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided below. This policy is in accordance with state law, K.S.A 75-7c01, *et seq.*

Definitions:

For purposes of this policy: The term “weapons” includes:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, short or shell by the action of an explosive or other propellant;
2. any handgun, pistol, revolver, rifle, shotgun, other firearm of any nature, including those that are concealed or openly carried;
3. any BB gun, pellet gun, air/C'02 gun, blow gun, or any Taser or similar electrical weapon that discharges a projectile, which is possessed with the intent to use the same unlawfully against another;
4. any explosive, incendiary, or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device, which is possessed with the intent to use the same unlawfully against another;
6. any tear gas bomb or smoke bomb, which is possessed with the intent to use the same unlawfully against another; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens or falls or is ejected into positions by the force of gravity or by an outward, downward or centrifugal thrust or movement, which is possessed with the intent to use the same unlawfully against another;
8. any straight-blade knife or four inches or more such as a dagger, dirk, dangerous knife or stiletto, which is possessed with the intent to use the same unlawfully against another; except that an ordinary pocket knife or culinary knife designed for an used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
9. any martial arts weapon such as nun chucks or throwing stars;
10. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person, which is possessed with the intent to use the same unlawfully against another; or
11. any other dangerous or deadly weapon or instrument of like character.

The term "handgun" means:

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
2. any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A 75-7c20.

The term "campus" means any building or grounds owned by Pratt Community College (PCC) or the PCC Board of Trustees (Board) and any building or grounds leased by Pratt Community College (PCC) or the PCC Board of Trustees (Board) for Pratt Community College use.

Policy:

General Rules on Open Carry and Concealed Carry on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited inside buildings on campus, while concealed carry of handguns is permitted inside buildings on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus PCC sponsored or supervised activities, except that, as required by law, PCC does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of PCC's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or PCC-approved activities or practices with the advance written approval of the PCC president, or by PCC security personnel while acting within the scope of their employment.

It shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while inside buildings on campus, except as provided herein.

There are no PCC locations that have been designated as prohibiting concealed carry with permanent adequate security measures. PCC may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made, including notice to the Board and appropriate signage.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the PCC. "Restricted access entrance" means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" mean employees of PCC and any person granted authorization pursuant to K.S.A 75-7c20(d)(2), who are authorized to enter a PCC building through a restricted access entrance. Appropriate signage will be provided in these areas.

Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 shall not be precluded from doing so on campus except in PCC buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

1. An individual in possession of a concealed firearm must be at least 21 years of age or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 [K.S.A. 21-6302(a)(4)];
2. a firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm [K.S.A. 21-6332];
3. a firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
4. a firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
5. a firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. a firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6301];
7. an automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
8. a cartridge when can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
9. suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
10. firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and PCC policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 shall not be precluded from doing so on campus except in:

1. carry it concealed on or about their person in a manner that complies with this policy, or;
2. keep it stored in any secure storage location provided PCC specifically for that purpose, at their residence, or their privately-owned or leased vehicle.

Individuals who carry a handgun inside buildings on campus must carry it concealed on or about their person at all times. With respect to this policy, "concealed" mean completely hidden from view and does not reveal the weapon in any way, shape, or form. "About" the person means that an individual may carry a handgun if it

can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items.

Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual. Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in this policy, it shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while on campus.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other mean of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:

1. in any PCC classroom, lab, office, or facility;
2. in an on-campus residential unit, except in the on-campus residential unit of the individual who is at least 21 years of age, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7c03 who legally owns the handgun, and when the handgun is secured in a holster in an approved storage device'
3. in any non-privately owned or leased motor vehicle; or,
4. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

1. in an individual's privately-owned or leased motor vehicle when the vehicle is locked (if unattended) and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
2. in the on-campus residential unit of the individual who is at least 21 years of age, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7c03 who approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

PCC does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of sturdy materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
4. the device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Parental Notification As stated in section 99.31 of the Family Educational Rights and Privacy Act (FERPA), effective August 7, 2000, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert students when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request.

PRATT COMMUNITY COLLEGE COMPLIANCE DOCUMENT STATEMENT TO EMPLOYEES AND STUDENTS REGARDING COLLEGE COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students or employees on the property of Pratt Community College is strictly prohibited. Alcohol may be served at selected events in accordance with the provisions of Board Policy 3-10 dealing with policy exemptions. In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

- A copy of this policy;
- A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
- A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

This program will be reviewed biannually by a committee appointed by the President of the College. The purpose of the review will be to determine the effectiveness of the program, to recommend the implementation of changes in the program, and to ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report to the President.

Title IX Information

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Source: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Notice of Non-Discrimination

Pratt Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. The following person has been designated to handle inquiries

regarding the non-discrimination policies: Director of Personnel, Pratt Community College, 348 NE SR 61, Pratt, Kansas 67124, 620.672.5641.

Harassment and Discrimination Policy 200-26

<http://prattcc.edu/about-pcc/harassment-and-discrimination-policy>

Complaints & Reporting Concerns

A Pratt Community College employee or student who has a complaint involving sexual harassment, sexual assault, dating violence, domestic violence, stalking, or a discriminatory practice based on gender may report their concerns and file an informal or formal complaint with the Title IX Coordinator.

Formal Complaint/Investigation Process: 1) Formal complaint filed by Complainant or Title IX Coordinator, 2) Investigation process begins or complaint is dismissed if facts would not constitute sexual harassment under Title IX, 3) Determination of responsibility (decision) or informal resolution, 4) Appeal, 5) Discipline procedure starts if determined that sexual harassment occurred.

Title IX Team Members

Title IX Coordinator:

Lisa Perez Miller, Vice President of Students/Enrollment Management

lisam@prattcc.edu

620.672.3559

Deputy Coordinator:

Rita Pinkall, Director of Personnel

ritap@prattcc.edu

620.450.2139

Team Members:

Sarah Binford, Director of Admissions & High School College Start

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Elyse Birdsong, Associate Director of Special Program Admissions

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Amy Jackson, Director of Student Success Center

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Charles Keefer, Director of Students & Residence Life

charlesk@prattcc.edu

620.450.2120

Tim Swartzendruber, Athletic Director

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620.450.2174

Frank Stahl, Director of Learning Resources

franks@prattcc.edu

620.450.2238

STUDENT RESPONSIBILITY & CODE OF CONDUCT

Student Responsibility

Pratt Community College students are expected to conduct themselves in such a manner as to uphold, and not detract from, the good name of the college and fellow students by full recognition of their responsibilities under the law and moral and social standards of the community, state, and nation. The Constitution and laws of the State of Kansas confer on the State Board of Education broad legal authority to regulate student life, guided by the constitutional standards. In exercising this authority, the college is also guided by consideration of educational policy. All students and student organizations of the college are subject to the rules and regulations of the college. Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Students at PCC have the following responsibilities:

- To observe all regulations of the college.
- To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- Consult with counselors on a voluntary basis regarding adjustment difficulties, occupational and professional aptitude and planning, as well as personal problems pertaining to college career.
- To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- To be aware of and comply with the instructor's attendance policy in the course syllabus. To attend all meetings of each class in which they are enrolled from the first-class meeting.
- To be an active participant in the class and prepare for each class meeting as instructed.
- To fulfill all graduation requirements if educational objective is applicable.
- To respond promptly to all written and online notices from faculty, advisers, deans, and other college officials.
- To file an online application for degree or certificate completion with the Registrar's Office.
- To enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisites may result in administrative withdrawal.
- To be aware of and comply with withdrawal policy and procedures from the college, including current withdrawal dates. To process an official withdrawal form for schedule changes.
- To use the appropriate channels in appealing any academic actions which the students believe are unfair.
- Observance of all college relations as specified in the College Catalog, the Student Handbook, the Residence Hall Handbook, and other informational publications. These publications are official sources of information and academic matters.

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the student handbook and college catalog. Students accepted for residence in residence halls are responsible for good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures.

General Student Conduct

All students and student organizations of the college are subject to the rules and regulations of the college. Students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Student violations outside the areas of athletics or instruction will be handled by the Vice President of Students/Enrollment Management. Upon investigation of the incident, the Vice President will take the necessary disciplinary action and notify the student through a verbal and/or written notification.

Code of Conduct

The President of the College, The Vice President of Students/Enrollment Management, and/or their designated representatives may counsel, admonish, suspend, expel or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and obligations of citizens, admission to the College is a privileged status and involves special additional obligations to the college community. The college, within the authority invested by the law in the Kansas Board of Regents, has the obligation to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, speak for, or in the name of PCC. It is presumed that PCC students, as members of the academic community, shall exercise due regard for law and for the rights of others. Circumstances which may lead to disciplinary actions, suspension, or dismissal from the college are:

- Willful violation of any published regulation for conduct as approved by the PCC Board of Trustees/administration.
- Conduct which substantially disrupts, impedes, or interferes with the operation of PCC.
- Conduct which substantially infringes on or invades the rights of others.
- Conduct which has resulted in the student's conviction for, or confession or admission of, any offense specified in Chapter 21 of the Kansas Statutes Annotated; other state law; violation of any municipal ordinance; or violation of any criminal statute of the United States.
- Disobedience of a directive or order of a member of the Board of Trustees, administration, faculty, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of PCC, or adversely affect the good standing and reputation of PCC or elsewhere.
- Endangering or threatening the life or physical safety of others or self.
- Failure to meet just financial obligations to the College.
- Failure to maintain minimum academic requirements established by the Board of Trustees or Administration of PCC.
- Failure to follow and/or obey COVID-19 campus guidelines, processes, procedures, responsibilities, and/or directives; behavior which impacts and/or jeopardizes the health and safety of campus stakeholders.

By way of example and not by limitation in addition to the violations herein before referred to, the following specific acts of behavior shall be construed as offending the moral and social standards of the college and as interfering with the welfare of other students and will not be acceptable and shall be deemed to be grounds for immediate suspension or dismissal:

- Fighting
- Intimidation not limited to, but including social media.
- Using obscenities and profanities, not limited to, but including social media.
- Open defiance or threats, not limited to, but including social media and/or COVID-19 related
- Possession, consumption, sale, or being under the influence of alcoholic beverages on the college campus or at athletic events or other functions sponsored by or participated in by the College
- Possession, use, or sale of narcotics or drugs
- Theft
- Excessive or repeated tardiness or unauthorized absences
- Vandalism
- Possession, use of a weapon, or object considered a weapon
- Alcohol and Drugs & Paraphernalia

- Harassment/Intimidation
- Use of a Weapon as a Threat

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the college student handbook. Students accepted for residence in college residence halls are responsible for the maintenance of good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures. Residence hall regulations are set forth in further detail in the Residence Hall Regulations and Rules as published in the Student Handbook.

Responsibility

Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Students attending PCC have the following responsibilities:

To observe all regulations of the college.

- To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- To consult with counselors on a voluntary basis regarding adjustment difficulties, occupational and professional aptitude and planning, as well as personal problems pertaining to college career.
- To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- To be aware of and to comply with each instructor's attendance policy as stated in the course syllabus, and to attend all meetings of each class in which they are enrolled from the first class meeting.
- To be an active participant in the class and to prepare for each class meeting as instructed.
- To fulfill all graduation requirements if educational objective is applicable.
- To respond promptly to all written notices from faculty, advisors, deans, and other college officials.
- To file an application for degree or certificate completion with the Office of the Registrar.
- To enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisite may result in administrative withdrawal.
- To be aware of and to comply with withdrawal policy and procedures of the college, including current withdrawal dates and processing an official withdrawal form for schedule changes.
- To use the appropriate channels in appealing any academic actions which the students believe are unfair.
- To observe all college regulations as specified in the College Catalog, the Student Handbook, and other informational publications. These publications are official sources of information on academic, discipline, and due process matters.

VIOLATIONS OF KANSAS LAWS WILL BE TURNED OVER TO POLICE OR SHERRIFF'S DEPARTMENTS FOR ARREST AND PROSECUTION. STUDENTS WILL ALSO RECEIVE DISCIPLINARY ACTION BY THE COLLEGE.

STUDENT DISCIPLINARY & DUE PROCESS

Disciplinary Process

The rights of the individual at PCC deserve the respect and protection of the administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process have been developed and are in effect. The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others and to assure students the right of due process if they have been charged with violating college rules and regulations.

Educational Sanctions

Besides the sanctions of written warning and probation, educational sanctions and possible community or campus service may also be required.

Student Due Process Procedures

The Board of Trustees, administration, and faculty recognize the right of a PCC student, as an adult member of society and as a citizen of the United States of America, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. PCC will guard these rights in behalf of all persons associated with the institution or group.

If disciplinary action against a PCC student is initiated, a speedy and fair hearing before the appropriate college official, committee, or both is guaranteed. Decisions of officials and committees charged with disciplinary responsibilities may be appealed through the appropriate process and channel to the President of the College, who may elect to either render a direct decision or refer the case to a disciplinary panel. The decision of the President, regarding such matters, will be final.

PCC students have four opportunities for due process relating to:

- Athletics
- Academics
- Residence hall infractions
- General student conduct, unrelated to areas identified above

The President, or in his absence, the next ranking administrator has the authority to suspend a student from campus immediately without a hearing when the student appears to pose a danger to others. The student can return to the campus for an appeal but cannot reside on campus until the appeal is heard. **The final appeal of students dismissed from classes is the President.** Notice of appeal must be received in writing to the President within 48 hours or two business days of the President's decision. If a student is suspended as a result of disciplinary action on a Friday or the day before a holiday, the 24-hour rule for appeal is extended to the next school day when the notice of suspension occurs.

Athletic Department Due Process Procedures

All athletic department procedures will be outlined by the Athletic Department Handbook, distributed to all athletes prior to the start of practice and competition play. Disciplinary actions imposed by the coach / Director of Athletics does not supersede disciplinary action imposed by the Vice President of Students / Enrollment Management.

Academic Due Process Procedures

The following procedure will govern all matters of academic appeal brought by students:

To appeal a final course grade, the student must do so within 120 days of the end of the semester.

To appeal a particular grading practice, a charge of academic dishonesty, or any other course related academic decision, the student must do so within three (3) days from the date of the event or notification.

The student shall request an informal meeting with the instructor (or the Director of Nursing for nursing students) to discuss and attempt to resolve the dispute as the initial step of an academic appeal.

The student may appeal a decision of an instructor (or the Director of Nursing) by filing a **written notice of appeal with the Vice President of Instruction, within five days** of the date of the informal meeting, setting forth therein the specific decision being appealed and stating all reasons to be relied upon by the student as justifying a reversal of the instructor's decision. Additional documentation may be requested from either the student or the instructor. The vice president will render a written decision within five days of the date of receiving the written appeal.

The student may appeal the decision of the vice president to the president of the college by filing a written request for review set upon by the student as justifying a reversal within five days of the date of the decision being appealed. The president may grant or deny in writing the requested review after reviewing all relevant

documents related to the request. If a requested review is granted by the president, he or she will conduct a hearing within 10 days from the date of the filing of the request for review. If the president denies the request for review, written notice shall be given to the affected instructor and student within 10 days from the date of the filing of the request for review. The decision of the president regarding such matters will be final. A student shall have the right to have a designated representative if a hearing is held.

Note: A student who is dismissed will not be readmitted without written permission from the Vice President of Instruction.

Residence Hall Due Process Procedures

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents and understand and accept fully the rules and regulations governing the residence halls and the college. The Director of Residence Life/Resident Supervisors/Student Resident Assistants have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with college guidelines and/or insubordinate attitude toward all personnel working with the residence halls will result in disciplinary action.

Disciplinary action will be directed through the Director of Students & Residence Life and may include warnings, monetary fines, educational sanctions, probation, dismissal or other sanctions as specified through college policies or regulations. The Director of Students & Residence Life will notify the student of disciplinary action in writing.

The following procedure will govern all matters of appeal brought by residence hall students:

1. Notification of infraction and sanction to student in writing by the Director of Students & Residence Life.
2. Student appeals in writing to the Vice President of Students/Enrollment Management, stating specific reason for appeal and providing evidence to support appeal, within 24 hours of receiving notification from Director.
3. Vice President renders a written decision and informs student.
4. Student appeals the Vice President's decision to the President in writing within 24 hours.
5. President renders a decision and informs student in writing.
6. Decision of the President is final.

General Student Due Process Procedures

The following procedure will govern all matters of appeal brought by students for general disciplinary actions not related to athletics, academics, or the residence hall:

1. Notification of infraction and sanction to student in writing by the Vice President of Students/Enrollment Management.
2. Student appeals the Vice President's decision to the President in writing within 24 hours.
3. President renders a decision and informs student in writing.
4. Due process action stops with the President.

Hearing Panel Procedures

NOTE: For selected actions appealed to the Vice President or President, he or she may decide to appoint a hearing panel to make a recommendation.

Hearing Procedures: At the hearing, the student shall be provided the opportunity to be present while each witness testifies, or affidavits are considered by the hearing panel as to the alleged violations committed by the said student. The disciplinary hearing panel shall be authorized to receive either oral testimony or written affidavits or witnesses in support of the alleged violations committed by the said student. Affidavits of witnesses should be used only in the absence or unavailability of the witness to appear in person. The affected student shall have the right to be represented by legal counsel or other designated representative at the hearing. If a

student chooses to be represented by legal counsel, the student must notify the Vice President or President at least two workdays prior to the hearing. After each witness completes his or her testimony, the student or designated representative will have the right to question each witness concerning that witness's testimony. The student or designated representative shall be provided the opportunity to present defense and produce either oral testimony or written affidavits of witnesses on his or her behalf. The student shall be permitted an opportunity to inspect any affidavits immediately prior to such hearing. A complete admission of guilt at the hearing before the hearing panel will require no further proceedings, except that the student shall be offered the opportunity to present evidence of character, scholarship, or previous record of good conduct for consideration by the hearing panel.

Trier of Fact: The PCC campus disciplinary hearing panel shall consist of not less than three (3) individuals to be appointed by the Vice President or President of PCC, or in their absence, the next ranking administrator. The panel may include members of PCC faculty, administrators, residents of the community, full-time students of PCC, or any combination thereof.

Time of Hearing: The PCC disciplinary hearing panel shall take place within 10 days from the date of the filing of the request for review. The disciplinary hearing shall not be open to the public.

Review Procedure: A student may request review of the findings of the disciplinary hearing panel by submitting a written statement to the PCC Vice President or President, stating the desire to have the decision rendered by the disciplinary hearing panel reviewed, indicating:

- the name of the affected student and
- the nature of the alleged misconduct

In addition, the application for review should have attached a copy of the decision rendered by the disciplinary hearing panel which the student desires to be reviewed by the Vice President or President. A request for review must be made within 24 hours (one school day) following the disciplinary hearing panel's decision. The application for review must be dated and signed by the person making the application. The President shall approve, disapprove, or modify the disciplinary hearing panel's recommendations or decisions within ten (10) calendar days of the receipt of the application for review and shall inform in writing all interested parties of his decision. The President shall designate the college official that shall take the necessary and appropriate action on behalf of the College to enforce the decision.

Processing Student Complaints

A formal student complaint has been defined by Pratt CC as "An issue, complaint or problem relating to instruction (see paragraph 3-4) college services, facilities, or other operational aspects of the college presented in and signed by the student(s). "This complaint procedure is designed for issues other than academic or disciplinary appeals (see "Student Due Process Procedures" in the Student Handbook and College Catalog for information). The student complaint must be written and signed by the student to allow for proper follow-up and resolution. A student complaint form is available on the college website home page in the Quick Links box or a written complaint can be filed in the office of the Vice President of Students/Enrollment Management (college services), Vice President of Finance & Operations (facilities), or Vice President of Instruction (academic) relative to the complaint. For full policy and process refer to [Administrative Policy 600-05](#).

Academic Probation and Dismissal

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown in the Financial Aid and Costs section of this handbook, a student is considered to be doing probationary level work. After one semester of unsatisfactory work, a student is placed on academic probation with the expectation that grades will improve the following semester. A student on probation may be dismissed at any time for failure to attend classes regularly or for failure to make satisfactory academic progress. Students performing probationary level work will be informed of such status by letter. Student transcripts will be marked to indicate "Academic Probation" or "Academic Dismissal." A list will be forwarded to the Vice President of Instruction for dismissal/action. A student who is suspended **will not** be readmitted without written permission from the Vice President for Instruction.

A student whose academic performance and/or behavior is judged unacceptable may be placed on administrative probation or dismissed at any time.

Grade Appeals

Final course grades are to be awarded as per the criteria established in the course syllabus. If the student believes that a grading error has been made, the student should follow the established Academic Due Process as listed in the current college catalog.

Financial Assistance Appeal Process

Students who do not comply with the "Satisfactory Academic Progress" have the opportunity to submit a written appeal to the Financial Aid Director if unusual circumstances have affected the student's academic progress. The Financial Assistance Committee will review the written appeal. The decision of the committee will be final. If the student is making satisfactory academic progress and attending classes at mid-term, financial aid will be disbursed.

SANCTIONS AND FINES

Alcohol Sanctions

1. 1st Offense: \$200 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment, you must write a 2-page paper (12-point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2nd Offense: \$250 fine and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session, you must write a 2-page paper (12-point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
3. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Note: individual present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

1. 1st Offense: \$100 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment, you must write a 2-page paper (12-point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.

2. 2nd Offense: \$150 fine and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session, you must write a 2-page paper (12-point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

3. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Drugs & Paraphernalia Sanctions

Students will be dismissed if a total of a combination of three alcohol or drug/drug paraphernalia violations occur.

Alternative A: Sanctions regarding instances when a "measurable amount" of drugs is present and confirmed by law enforcement and/or an arrest is made by law enforcement, regardless of charges or action by the County attorney.

Residence Hall Student:

1st offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice, and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Non-residence hall student:

1st offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked. Student will not be permitted in the residence halls. All students found on college property, which includes the residence halls, parking lot and grounds, where drugs or drug is being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution.

Alternative B: A "measurable amount" of drugs to warrant an arrest by law enforcement is not present.

Residence Hall Student:

1st offense: \$200 and 10 hours of college service*

2nd offense: \$250 and 15 hours of college service*

3rd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Non-residence hall student:

1st offense: \$200 and 10 hours of college service*

2nd offense: \$250 and 15 hours of college service*

3rd offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**Alcohol and drug/drug paraphernalia sanctions will include college service hours which take precedence over athletic practice or activity performance. Students will not be allowed to practice or participate in athletic or performance events until community service is completed.*

Tobacco Sanctions

1st Offense: \$200 fine and removal of tobacco products

2nd Offense: \$250 fine and removal of tobacco products

3rd Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

Parking Violations

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking;

- In designated handicap spaces
- In designated fire lanes
- Next to large trash dumpsters
- In the loading zone or staff parking near the Learning Center
- Over the line or taking up more than one space
- On the grass
- Between the vocational buildings
- In college vehicle parking
- In residence hall staff parking
- In visitor spaces.

If two tickets are received, the vehicle will no longer be allowed to park on campus.

Conduct/Behavior Inappropriate by a Student

1. Conduct/behavior which:

- Is disruptive or disrespectful towards a college official or student
- Disrupts, impedes, interferes with operation, causes disturbance
- Infringes or invades the rights of others
- Use of profanity, cursing, vulgarity
- Disobeys a directive from a college official or college policy/procedure which impacts the health and safety of students, employees, and/or other campus stakeholders

Sanctions:

1st offense: \$200 fine, and 10 hours of college service

2nd offense: \$250 fine and 15 hours of college service

3rd offense: Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

1. Conduct/behavior which:

- Is fighting, abusive, and/or threatening actions

Sanctions:

1st offense: \$200 fine, and consultation with PCC Professional Licensed Counselor (arranged through Director, Student Success Center) *

2nd offense: Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**Counseling session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to himself or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.*

2. Conduct/behavior which:

- A student directed by a college official to isolate/quarantine for COVID-19 violates the directive by leaving isolation/quarantine inappropriately or without permission

Sanctions:

1st Offense: Immediate dismissal from campus; resulting in removal from the residence hall and alternative/distance learning for all classes as determined/approved by the instructor.

**PRATT COMMUNITY COLLEGE
RESIDENCE LIFE DEPARTMENT**



**RESIDENCE LIFE MANUAL
ACADEMIC YEAR 2021-2022**

FROM THE DIRECTOR

Welcome to Pratt Community College and living on campus! I am confident you have made a great decision in choosing to live on-campus. The goal of the residence life program is for you to succeed not only academically, but socially. We offer numerous opportunities for involvement and provide a variety of activities for you to feel at home and make friendships.

Please take the time to meet your resident assistant and develop a good relationship with them. These student leaders are traditionally upperclassman and are there to help you succeed on campus. In addition, they will provide opportunities for you to get involved in your residence hall and community throughout the semester. I would also encourage you to meet your Residential Supervisor. This professional staff member is living in your community to provide safety and security of the building and community. Each day there is a supervisor on duty which is on-call 24 hours a day to assist you. You will find a calendar and phone number of this person on your Residential Supervisor's door.

This portion of the Student Handbook will help you make the most of your residence hall experience. I would encourage you to review the contents of this manual. Should you have any questions or concerns regarding a specific policy, rule, or regulation please contact a member of our staff. I believe it is important to be available to students so please feel welcome to stop by the Residence Life and Student Activities office (RM 77) in the basement of the Benson Education Center. I always enjoy talking with students about their experiences here at Pratt Community College!

Welcome to campus and have a wonderful year!

Charles Keefer
Director of Students & Residence Life

WELCOME TO LIVING ON CAMPUS

Pratt Community College Mission Statement

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

Residence Life Department Mission Statement

The mission of Residence Life is to provide residence hall students with important learning and living experiences which allows for positive growth intellectually, culturally, and socially within a safe environment.

Statement of Responsibility for Policy

As a resident, you are responsible to review and know the following policies, rules, and regulations found in this manual as well as the remaining student code of conduct. To find the full Student Handbook please visit: <http://prattcc.edu/student-services/student-handbook>. Please read the contents thoroughly.

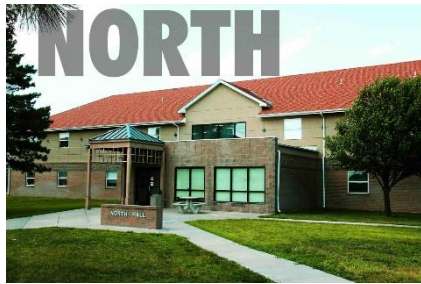
If you have any questions please ask a staff member. Failure to abide by these policies may result in unintended behaviors and consequences. Please take your responsibility as a member of this community seriously.

Residence Life Commitment to Diversity Statement

The Pratt Community College's Department of Residence Life is committed to creating an open and diverse living environment that is physically and psychologically safe, respectful, and civil; where individual and human differences and diversity of thought are understood, accepted, and celebrated.

Pratt Community College Residence Halls

Beck Hall: was built in 1986 and houses 36 women. It is a pod-style facility with two people per room and one large bathroom per hall. The lobby area features a kitchenette, vending machines, couches, big screen TV, computers and study areas. The building has a private laundry facility. This facility received new furniture in the summer of 2007.



North Hall: was built in 1998. This co-ed facility houses 64 people. This suite-style facility pairs two rooms with a bathroom, and there are eight single rooms in this building as well. North Hall also has handicap accessible rooms. The lobby features computers, a large TV, and study area. The second-floor lounge has a study area as well. The building has a private laundry facility.

Novotny Hall: recently received a renovation that included new furniture, a refurbished lounge area, as well as kitchenette. Novotny Hall houses 96 men and is the largest residence hall on campus. Novotny is a pod-style building with several rooms sharing bathrooms that connect the east and west wings. A recreation room in the basement serves as a study area, with a television. The building has a private laundry facility.



Porter Hall: was built in 1983 and houses 16 students. This facility is designed much like Beck Hall with a pod-style layout. The lobby area features a recreation and study area with a TV and computers. Private laundry facilities are available.

Dr. William Wojciechowski Hall: is PCC's newest residence hall and was completed in 2010 and houses 72 students. This facility is co-ed and offers apartment-style living amenities. Each apartment provides two bedrooms, a bathroom, living room and kitchen with four students occupying an apartment. The main lobby provides students computers and a television, while a smaller second-floor lounge allows for studying and socializing with friends. The building also has a private laundry facility.



Scholarship Hall: was completed in 2002 and houses 72 students. This facility is also co-ed with the suite-style layout. Much like North Hall, the lobby features computers, a TV and a study area. The second-floor lobby is home to an additional recreation and study area. This facility has a private laundry facility.



DEPARTMENT OF RESIDENCE LIFE

Residence Life Staff

The Residence Life team consists of the Director of Students & Residence Life, Assistant Director of Residence Life, Residential Supervisor, and Resident Assistants. These individuals are readily available to assist you in your personal and academic development as well as provide you a clean, safe, and comfortable home.

Residence Life Office

The Residence Life department is located in the basement of the Benson Education Center in area 77. The office is open 8:00 am to 5:00 pm, Monday through Friday, and is there to serve you. Feel free to stop by and see us, or call us at 620.450.2120.

Resident Life Professional Staff

Director of Students & Residence Life

Charles Keefer- Beck Hall
Email: charlesk@prattcc.edu
Phone: 620.770.0925

Assistant Director of Residence Life

Brad Luthe- Novotny Hall
Email: bradl@prattcc.edu
Phone: 620.450.7435

North Hall Supervisor

Joel Pearson
Email: joelp@prattcc.edu
Phone: 620.770.1006

Porter Hall Supervisor

Joseph Cohen
Email: josephc@prattcc.edu
Phone: 620.770.5174

Scholarship Hall Supervisor

Kevin Kewley
Email: kevink@prattcc.edu
Phone: 620.388.1512

Wojciechowski Hall Supervisors

Kenny Eddy
Email: kennye@prattcc.edu
Phone: 620.770.2174

Quintin Powell
Email: quintinp@prattcc.edu
Phone: 620.770.2766

TBA

Resident Assistants

Resident Assistants (RA) are peer leaders who live in your residence hall. They help create an environment that is conducive to academic, personal, and social growth. RAs plan social, academic, and cultural programs for residents that help enhance community development and personal growth. Your RA will get to know you on a personal basis and is aware of resources on campus that may help you succeed.

Custodial and Maintenance Staff

Take time to get to know your custodian and the maintenance staff as they are important to your community. Work order forms can be found next to your Residential Supervisor's door. Repairs to plumbing, heating, and other maintenance concerns outside regular business hours (8:00 am- 5:00 pm) needs should be brought to the attention of the Residential Supervisor on duty and they will pass requests on to the maintenance department. Use of residence life facilities is a privilege and you, not the custodian, are responsible for cleaning up after yourself.

Pratt CC Security Department

During the academic year there is one daytime (Monday-Friday) security officer and one or more security officers' on-duty each evening. During that time officers make rounds to ensure the safety of the students and help students who have concerns, or complaints. The security department is located in the Benson Education Center office area 37. Students can contact the following security officers: - Mario Tursini: 620.770.2461

CONTRACTUAL CONDITIONS

Residence Requirement & Waiver Requirements

Pratt Community College students receiving a PCC scholarship award of \$1,000 or greater annually are required to live in the residence halls. Students enrolled in less than 12 credit hours normally are not authorized to reside on campus. Students may be exempt from being required to live in a college residence hall if they meet one of the following criteria:

1. Married
2. 21-years-old by December 31 of the current academic year
3. Live with parent(s) or legal guardian of legal age or other immediate family
4. Have an handicap that cannot be accommodated
5. Have lived in Pratt County a minimum of two years and established residency
6. Parent or guardian of a minor child
7. International, or Non- US resident student living with an approved host family. Note: an approved host family must complete the "PCC Host Family Agreement" form available in the Vice President of Students and Enrollment Management office. The form is required prior to an I-20 form being issued.

To apply for a waiver to the on campus housing requirement, students must complete a form declaring his/her intention to be released from the residence hall. The form can be found in the Vice President of Students and Enrollment Management office.

Annually, on July 15, the administration will determine if students receiving scholarship awards for the next year will be required to live in the residence halls. Waivers will be granted when the residence halls are full on a first come, first serve basis to those who have completed the correct paperwork.

Note: This Administrative Policy #600-11 Student Housing is being waived for the 2021-2022 academic year which begins July 1, 2021 and extends through June 30, 2022. Students receiving Pratt Community College scholarship awards for 2021-2022 are not required to live in the residence halls as part of their scholarship award agreement. This action is being taken to provide students an option for their living arrangements in light of the COVID-19 Pandemic.

Live-on Requirements

Students living in a residence hall must be enrolled as a student at Pratt Community College and must be at least, or will become 18 years of age during the current academic year. Residents that fall below a full-time course load (12 credit hours) must schedule a meeting with Director of Students & Residence Life to discuss their course schedule. Failure to do so may result in termination of your housing contract.

Contractual Obligations

Students may visit <http://prattcc.edu/HousingContract> to fill out a housing contract. The residence life contract is an annual agreement for that academic year which includes both the fall and spring semester.

A \$200 deposit is required of every student moving into the residence halls. This deposit must be paid in order to reserve a room, along with completing a residence life contract, and health and personal information cards. A \$10 fee, which is nonrefundable, will be used for hall programming. The remaining deposit balance is refundable if the following conditions are met:

1. There is no damage
2. The room is clean at check-out

3. Proper checkout procedure is followed
4. There are no unpaid balances owed to the college

Deposits are not to be used prior to checkout time to pay for damages, lost keys, etc. They will be refunded at the year's end. The student will be responsible for the cost of repair or replacement in the case of damage to college property. The deposits of students returning to campus housing will roll over to the following year, and returning students will owe an additional \$10 to replenish the non-refundable yearly programming fee.

Termination of Contract

A student may cancel the residence hall contract by giving written notice to the Director of Students & Residence Life. A penalty may be assessed as indicated below. Pratt CC reserves the right to cancel this contract under any of the conditions described herein. Any refunds of payments will be made in accordance with the provisions of this contract.

Students who notify the Director of Students & Residence Life in writing, postmarked on or before July 12th (December 1st for new spring contracts) of their intention to cancel their contract will receive a 100% housing refund on the room deposit.

Students who cancel their contract after July 12th (December 1st for new spring contracts) prior to check-in will receive a 50% refund. Students who cancel their contract after move-in day will forfeit their \$200 deposit.

Students who are dismissed from a residence hall for disciplinary reasons will forfeit their \$200 deposit. Pratt CC may terminate this contract, if in the opinion of the Director of Students & Residence Life, the room or the residence hall become untenable because of damage or destruction by fire, or other casualty. In such case the resident will be charged room and board fees for weeks in residence.

Pratt CC will waive the breaking fee if a student is graduating at the end of the fall semester. If a student cannot fulfill this contract, due to unforeseen circumstances, they are asked to provide written explanation of their situation to the Vice President of Students and Enrollment Management. This situation will be taken into consideration and a determination will be made. The breaking fee will not be assessed for loss of residence due to natural causes (fire, flood, and windstorm).

Room Change Policy

Every attempt is made to honor requests for room and roommates from all applicants and assignments will be made by the Director of Students & Residence Life.

A resident will have the opportunity to request a room change three times in the fall (Week 3, Week 8, Finals Week), and twice in the spring semester (Week 3, Week 8). To request a room change residents will need to fill out a request form found in the residence life office. The request form will be due the Friday before room changes take place by 5:00 pm. Email reminders and flyers will be posted when the request form is available.

Students who request room changes will be notified by email with instructions on completing the room change. Any move without approval is subject to judicial action and possible financial sanctions. The resident will also be asked to move back to his/her original room if approval was not granted.

All efforts will be made to mediate roommate conflicts before room changes occur. Residents must approach a member of the residence life team when conflicts arise.

Single Room and Room Consolidations

The Director of Students & Residence Life reserves the right to reassign and/or consolidate occupancy of rooms at any time. Whenever possible, residents are offered the opportunity to purchase their room as a single if a space exists at a charge of \$500 per semester. If several spaces exist and rooms aren't purchased as singles, consolidation of spaces is done by staff.

Vacations and Hall Closures

The residence halls will be open for fall semester on August 15th. All students must follow a designated check-in schedule based on the first letter of their last name. All students are expected to follow the check-in schedule to ensure social distancing and other COVID-19 safety precautions are conducted. Students will be notified of their check-in day and time by the Residence Life department via their college email. Students must have authorization to check-in to the residence hall by the Business Office and Residence Life prior to arrival.

The residence halls will close for fall semester on December 10th at 5:00 pm for all students. Students are expected to make travel arrangements accordingly. All residence halls will reopen for spring semester on January 10th, 2022.

All dates, including start/end, holiday, etc. are subject to change based on the COVID-19 situation. Students are expected to check their PCC email regularly for updates and any other communication format as announced by instructors, coaches, college officials. During the 2021-2022 academic year, students should be flexible and be prepared to transition to an alternate delivery/distance learning mode and/or move out of the residence hall upon short notice due to unforeseen action taken because of the COVID-19 pandemic. Such sudden action by the college would occur in the best interest of the health and safety of our students and other stakeholders. PCC's first priority is the health, safety, and well-being of our entire college community and to mitigate the risks of COVID-19

Checking Out of Residence Halls

Any student moving out of the residence halls must use the following checkout procedures. You must sign-up for a check-out time with a resident assistant in your building. Sign-up sheets can be found on each of their doors.

When a resident assistant shows up to check you out your room must be clean which includes:

1. Dusting desk, dresser, and shelves
2. Taking out any trash in the room
3. Removing tape or other foreign substances from wall
4. Vacuuming or sweeping floor (including under the bed)
5. Wiping down the bathroom, cabinets, and sink
6. Clean out fridge, wipe down countertops and cabinets- Woj only
7. Remove all personal items from room and hall

The resident assistant will review the room condition report with you, get your signature on the form, and collect your key and key card.

Failing to check-out properly will result in an automatic \$50 charge on your student account.

Summer Housing

The cost for summer housing is available on the Pratt CC website, or from the Director of Students & Residence Life. A \$200 deposit is required with this contract, unless a current housing contract & deposit is on file.

1. Information on short-term housing can be found at: <http://prattcc.edu/student-services/short-term-housing-contract>.

Room Entry by Staff

Pratt CC reserves the right for authorized personnel to enter a student's room as per college policy 600-12. College policies can be available online at www.prattcc.edu.

Inspections are conducted regularly to protect and maintain the property of college, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the college regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.

LIVING IN A COMMUNITY

Getting to Know your Roommate

Having a roommate can be one of your best experiences of college life. How you approach it will determine whether or not you have a positive roommate experience. Your willingness to share, communicate, and work through conflicts will play a big part. With care and energy, you can work out a good living situation with a degree of friendship.

The following is the Roommate Bill of Rights:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings
4. The right to a clean environment in which to live
5. The right to free access to one's room and facilities without pressure from a roommate
6. The right to personal privacy
7. The right to host guests that respect the rights of the host's roommate and other hall residents
8. The right to talk through conflict and concerns. Residence hall staff is available for assistance in settling conflicts
9. The right to be free from fear of intimidation, physical, and/or emotional harm

Knowing what you Need

Working through these questions will help create a positive roommate relationship.

Cleaning:

1. How neat and clean are you used to keeping your room?
2. How will housekeeping duties be shared?
3. How would you like the room arranged and decorated?

Borrowing:

1. Will you share food and drink costs?

2. Do you mind if guests use items in the room?
3. Do you prefer to be asked before someone borrows something?
4. What items are you comfortable sharing and would you prefer that they not be borrowed or used?

Study Time:

1. What time do you typically study?
2. Can you study with the TV or radio on? With visitors in the room?

Sleeping:

1. What time do you typically go to bed and get up in the morning?
2. Are you a heavy or light sleeper?
3. Can you sleep with the TV or radio on? With visitors in the room?

Guests:

1. When can guests be in the room?
2. Can guests spend the night?

Roommate Agreement

Use the answers to the above questions to help you create a roommate agreement. Roommate agreements will be conducted the first two weeks of the fall semester with your RA. . This agreement will help you set ground rules and start you on the right path to have an enjoyable roommate experience.

When creating the agreement:

1. Take time to address all of the areas of the agreement
2. Make sure there is nothing you are missing or nothing you do not agree with
3. Talk with your RA about your agreement

If problems arise you will be able to renegotiate your roommate agreement. When renegotiating your agreement try to avoid blame and accusations. If a solution cannot be reached, the next step is to ask an RA for help.

Getting Involved

Each month the Student Life department will provide several activities for you to attend and get involved with. At the beginning of each month a student activities calendar will be put under your residence hall room door. This will notify you of all activities, student organization events, and athletic games taking place for the month.

Pratt CC is proud to offer many diverse involvement opportunities in several student organizations. For a full list of student organization and contact information visit: <http://prattcc.edu/student-life/clubs-and-organizations>.

Each month your resident assistant will put on a program geared to your community and their interests. This is a great way to get out and meet those who live around you. If you have a program idea please let your RA know.

RESIDENCE LIFE SERVICES

Cleaning Supplies

Each residence hall has cleaning caddies and vacuums that residents can access to clean and vacuum their rooms. Residents are asked that they return the supplies back to the original location after use so others can utilize them. Supplies can be found here:

1. Beck Hall- laundry room
2. North Hall- 2nd floor lobby
3. Novotny Hall- basement
4. Porter Hall- lobby area
5. Scholarship Hall- 2nd floor lobby
6. Wojciechowski Hall- laundry room

Dining Services and Hours

Several food options exist for students in the cafeteria located in the Riney Student Center. If you cannot make a meal time please contact Great Western Dining, or a member of the dining staff regarding take-out meals. Great Western Dining works with students to provide dining options to fit their individual needs including take-out meals, gluten free, dairy free, etc.

Daily Offerings (Monday-Thursday):

Hot Breakfast: 7:15 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:30 pm

Dinner: 5:30 to 7:15 pm

Daily Offerings (Friday):

Hot Breakfast: 7:15 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:30 pm

Dinner 5:30 to 6:30 pm

Daily Offerings (Saturday-Sunday):

Brunch: 11:30 am to 12:30 pm

Dinner: 5:30 to 6:30 pm

Ice Machine

An ice machine is located in the lobby of Porter Hall for residents to use. Residents should have key card access for the lobby area of Porter Hall if they do not reside there.

Internet

Each residence hall room includes an Ethernet cable hook-up. Residents will have access to Wi-Fi by connecting to the PCC Student network and logging in with their self-service login information.

Laundry Facilities

Laundry room facilities are available and are to be kept clean at all times. Avoid leaving soiled clothes in your room. Laundry facilities exist for the convenience of residence hall students only. Do not abuse the equipment. If washers or dryers do not work properly, contact the Director of Students & Residence Life. Please do not fill out a work order form as our PCC maintenance staff cannot fix those machines. Misuse of laundry facilities, and leaving unattended laundry could lead to disciplinary sanctions (see sanctions and fines). All residents are expected to cooperate in helping keep these facilities clean. Residence hall students are assessed a \$25 fee per semester for use of the washers and dryers located in each residence hall.

Living Facilities

All living facilities are air conditioned. Each room is equipped with twin beds, chest of drawers, and study desks with chairs, closets, and mirrors. You are responsible for your room and its cleanliness, all of the furnishings, windows, screens, and doors. All furniture is to remain in the same room. Should an item in your room appear to be damaged when you move in or become damaged during the course of the year, contact your RA or Resident Supervisor. Furniture removed from the room must be returned immediately or a \$50 fine will be assessed.

Lounges

The lounges are public, multi-purpose rooms for residents and visitors to use. Both can be used as a social/study area and for student activities.

Mail Service/Mailing Address

Each residence hall student will be assigned a mail box in the upper commons area of the main building. Mail will be distributed once daily when it arrives, usually by 11:00 am. There is a postal box outside the mail area where outgoing mail is picked up daily. Each student is required to regularly check his/her mail and is responsible for the content. Mail should be addressed:

Name
Box # (not room number)
Pratt Community College
348 NE SR 61
Pratt, KS 67124

Maintenance

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported on a maintenance request form located in your eCentral student portal. In case of an emergency, please contact staff immediately. Although there are custodial personnel for the general cleaning of the residence halls, students are responsible for cleaning and for dumping any trash in the proper dumpster located near each residence hall.

Parking

Parking lots are provided for each residence hall. Anyone who drives an automobile must adhere to campus regulations governing such vehicles. It is the duty of a student to acquaint themselves with all campus regulations for vehicles. Bicycles, motorcycles, or vehicles of any kind are not to be used on the sidewalks, or grass area of campus. At no time are cars to be parked on the grounds around the residence halls. Vehicles that are parked in designated handicapped areas without proper identification may be towed at the owner's expense.

Parking in a space name "Dorm Parent" will result in a \$35 fine. Pratt Community College is subject to the rules and regulations of the city of Pratt as well as the campus security. Vehicles must be properly licensed and insured to be located or driven on campus.

Telephone

Each room is equipped with access to a telephone line. Residents may make and receive local calls and credit card calls. Residents are responsible for their telephone equipment and long-distance charges. Damages to telephone outlet will be charged to the occupants. No 2.4 GHZ phones are allowed.

WARNING: The unauthorized use, possession, or distribution of codes, calling card numbers or credit card numbers with the intent to defraud is a violation of Federal and Kansas state law. Violators will be prosecuted. Penalties include fines and imprisonment.

Vending

Vending machines are located in each residence hall. The residence life department is not responsible for lost money in the machines.

RESIDENCE HALL RULES AND REGULATIONS

Abandoned Property

Pratt Community College, the Residence Life Department, and/or its staff are not responsible for any student property left in the residence hall rooms or public areas. In the event that student property is left in the residence halls during the housing contract period, the property will be stored for 60 days and then removed at the owner's expense. In the event that student property is left in the residence halls after the housing contract period is complete, the property will be removed at the owner's expense.

Alcohol, Drugs & Paraphernalia

Pratt Community College expects all students to abide by all laws of the State of Kansas and the United States and municipal ordinances of the City of Pratt and the rules of the Institution at all times. PCC is firmly committed to a zero-tolerance approach to addressing violation of substance abuse policies. The Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol by any student on the PCC premises or as part of a PCC activity. Violation will result in immediate disciplinary action.

College alcohol and drug/drug paraphernalia sanctions will also apply to any student present in a residence hall room or campus location where alcohol and/or drugs/drugs paraphernalia is present and/or being consumed, regardless if they are consuming or under the influence. Students are expected to contact college officials when they observe alcohol and/or drug violations if they do not report the use or presence of alcohol and/or drugs/drug paraphernalia in their room. Display of empty alcoholic beverage containers anywhere in the residence hall rooms is prohibited.

All students found on college property, which includes the residence halls, parking lot and grounds, buying, selling, providing, or where alcohol and/or drugs are being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution. College sanctions will be applied. Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. A student may be required to complete a substance abuse education, or treatment program as a condition or continued enrollment. The cost of completing such a program will be the responsibility of the student.

If a student is involved in an off-campus incident, but in the course of an investigation indicates an on-campus violation, disciplinary action will be the same as if it were observed on the campus. Purchasing alcohol for minor students and refusal to use a breathalyzer is subject to alcohol sanctions.

Bikes, Hover boards, Scooters, Skateboards, etc.

Bikes, hover boards, electric scooters, scooters, skateboards, etc. are not allowed to be ridden throughout the residence halls. Bikes are to be stored outside in bike racks around campus.

Electric hover boards and electric scooters are not allowed to be stored in the residence halls (unless UL 2272 certified) due to safety concerns. You must present documentation of UL 2272 certification to the residence life office in order to store and charge your hover board or scooter in the residence halls.

Bulletin Board/Posters

All materials posted in the residence halls must be approved by the Residence Life office.

Any sign, poster, picture, or message visible outside your room that is found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passerby when your door is open.

Candles/Incense

Burning incense or candles, lanterns, or similar "open flame" receptacles in student rooms are not permitted. This includes candle warmers, and heat lamps. Use of incense spray is not permitted.

Candles or incense may be used for religious purposes only in designated spaces of residence halls. If you plan to light religious candles, contact the Director of Students & Residence Life.

Common Area Furniture

All common area furniture must stay in the common area. Removal of common area furniture will be considered theft. Those found responsible could face disciplinary action.

Cooking & Appliances

Clocks, lamps, stereos, radio, televisions, microwaves, refrigerators, crock pots and blow dryers are permitted in the rooms. Halogen lamps, George Foreman grills, Toaster ovens, space heaters, candles, candle warmers and hot plates are prohibited. Refrigerators cannot exceed 3.2 cubic feet in size. Coffee pots and toasters will be allowed in the residence hall rooms, but must be placed on a fireproof tray or inflammable pad, remain unplugged when not in use, and kept clean throughout the year.

Courtesy towards Staff

Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a reasonable request from a staff member is strictly prohibited.

COVID-19

Students who are not feeling well and experiencing any symptoms of Covid-19 (running a fever, coughing, having trouble breathing, etc.) should contact College Health (initial contact should not be in person—620.450.2150) and then contact their instructors (not in person).

COVID-19 guidelines and protocols exist to keep everyone as safe as possible; they also exist to maintain face-to-face interactions in classrooms, sports, activities, etc. As with all information related to the COVID-19 pandemic, classroom and other COVID-19 guidelines are subject to change.

Extension Cords

Please keep use of extension cords to a minimum. Regular household extension cords are prohibited due to fire safety. If needed, you may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Extension cords may not run from inside a student's room into the hallway.

Felony Convictions

If a student is convicted of a felony, the student is automatically dismissed from the residence halls. Students with prior felony convictions are not allowed to live in the residence halls.

Fleeing the Scene

Any student who flees from a scene or leaves a disciplinary situation without permission from police, or security will be reviewed on a case by case instance. Sanctions, depending on the incident, could be 10 hours of college service, no visitation for the remainder of the semester, and/or dismissal from the residence halls.

Fighting

Students engaged in fighting in the residence halls or on the grounds which results in bodily injury or damage to college property will be subject to possible dismissal from the residence halls. These activities may be reported to the Pratt Police Department. Care will be taken to examine the full situation prior to disciplinary action.

Fire Alarm System & Extinguishers

Fire alarm systems and extinguishers are placed in the hall solely for your protection. It is against regulations to use them for any other purpose. If the person(s) that discharges a fire extinguisher is identified, they will be responsible for the cost of recharging the extinguisher. Costs may also be assessed for cleanup charge. Violators will be subject to disciplinary actions.

If a false alarm, either fire or another type of emergency alarm, is given maliciously, the person responsible, if known, will be prosecuted to the full extent of the law and be sanctioned (see sanctions and fines) through the conduct process. (This is a Class A misdemeanor which is punishable by a \$2,500.00 fine and/or 1 year in jail.)

Gambling

Gambling is prohibited on college premises or by using college equipment or services. The student life department or RAs may sponsor casino-themed programming, which involves no monetary component.

Hall Sports

There are to be no sports in the residence halls. The following are examples, but not inclusive of all sports activities that should not occur in the residence halls.

1. Playing catch with any type of object including nerf balls
2. Using golf clubs
3. Playing Hacky Sack
4. Using a real, or plastic bat to hit a ball
5. Bouncing a basketball

Hazing

Hazing is defined as acts committed for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization.

Hazing is prohibited. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, the deconstruction or removal of public or private property, and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation,

or embarrassment, and/or engaging in conduct which tends to bring the reputation or the organization, group, or college into disrepute.

Intentional Reckless and Negligent Damage

Residents are expected to keep their room/unit in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on, or about their residence. Room checks will be made regularly and may be conducted at ANY time. Failure to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student.

Two consecutive room checks with unsatisfactory results could result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director of Students & Residence Life. Removal of all trash is expected of each residence hall resident. All trash should be dumped in the proper dumpsters located near the residence halls.

Residents will be responsible for the full cost of the repair of damages to their room which results from intentional, reckless, gross negligent or negligent acts. All residents within the same community shall be jointly liable and responsible for all common areas within their community, as well as the full cost of repair of damages to any common area within the residence or community unless the individual at fault is identified. Malicious and deliberate damage to residence hall property will result in automatic dismissal from the residence halls. Students who do not report accidental damage will be fined \$25.

Keys & Key Card Misuse

When you check into a residence hall, you will be issued a key to your room and a key card. It is wise to keep your door locked while you are away. If you should lose your key or key card, report the loss to the Director of Students & Residence Life. A new key card will be issued with payment of \$10.00 (not to be taken from deposit). A new key will be issued for a charge of \$50 and an additional charge of \$50 if changing the lock is necessary for security purposes. Students are expected to carry keys and key cards with them at all times and to treat them as valuable possessions. Using another student's key card/ID for visitation is not allowed.

Lockouts

Excessive or repetitive lockouts may result in disciplinary action (see sanctions and fines). This is defined as 3 or more lockouts a semester. If you lock yourself out of your room, knock on your resident supervisor door; if they do not answer, then call the supervisor on duty. Be prepared to show your student ID. Only residents registered to a room will be admitted to a room. We will not let any person into someone else's room for any reason.

Network Infrastructure

Per Pratt Community College Policy 200-34, use of or access to College computing resources shall be limited to students/college employees for the performance of official college functions and approved assignments only, except in specified areas which are open to the public. Use of college computer equipment or software for commercial applications is prohibited. All computer use is subject to review by the administration. Users of campus resources must comply with federal and state laws, campus policies, and the terms of applicable contracts including software licenses while using campus computing resources.

Users, including residence halls students, are not to attempt to implement their own network infrastructure. This includes network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users shall not utilize any alternative methods of access to PCC computing resources, such as modems, or VPN's. Users are not to offer network services such as DHCP and DNS. Back-up data will be maintained for a period up to two weeks.

Users, including residence hall students, who violate this policy may be denied access to campus computing resources and may be subject to other penalties and disciplinary action, including expulsion, dismissal, or termination. Alleged violations will be handled through the campus disciplinary procedures applicable to the user. A user's access to campus computing resources may be suspended, blocked, or restricted in order to protect the integrity, security, or functionality of campus computing resources. Violations may be referred to appropriate law enforcement agencies and be sanctioned (see sanctions and fines) through the conduct process.

Overnight Guest Policy & Cohabitation

Overnight guests of the same sex may be authorized to stay, but only with prior permission of the Director of Students & Residence Life. A residence hall resident must also receive their roommate's permission to have a guest.

Cohabitation is strictly prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Director of Students & Residence Life. Personal belongings of guests amounting to more than one overnight bag may be cause to discuss cohabitation.

Pets

Students are not allowed to have pets (unless they meet the qualifications of the policy below) on campus both indoors and outdoors with the exception of fish in tanks no larger than five gallons. Students violating this policy will be sanctioned (see sanctions and fines) through the conduct process.

Pets/Animal and College Facilities

This procedure addresses the guidelines and responsibilities for individuals requesting a pet/animal in college facilities. Pets/animals are prohibited from all college facilities except for:

1. Animals used for teaching or competition with prior approval of Vice President of Instruction or Athletic Director.
2. Service animals assisting an individual with a disability.
3. Residential Supervisors are permitted to have a pet in their respective apartments

The purpose of this procedure is to provide guidelines for students requesting permission to have a pet/animal in college facilities.

Definitions:

Federal regulations define a "service animal" as "dogs that are individually trained to do work or perform tasks for people with disabilities." A service animal is permitted to be in a college facility, unless the animal's behavior necessitates removal. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).

Procedure:

Pratt Community College is committed to comply with state and federal laws regarding individuals with disabilities. A special accommodation request is made through the Student Success Center (SSC) and the

required documentation must be provided. A Student Success Team (SST) will review each student's documentation and request for special accommodations. The SST will approve or deny accommodations for each student requesting services and notify the student in writing.

A service animal may be permitted in a college housing facility as a reasonable accommodation only if approved by the Student Success Team and based on the following:

- The student has a documented disability;
- Required documentation is provided, as requested by the Student Success Center;
- The animal is a service animal;
- A signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:
 - The nature of the disabling condition or impairment.

Upon approval of special accommodations by the SST, a student who desires to have a service animal in college housing must submit the appropriate residence hall application paperwork and \$200 deposit required of all students. Availability of campus housing is not guaranteed as campus housing is available on a first-come, first serve basis to all students upon submission of the required application paperwork and \$200 deposit.

A service animal will not be permitted in a college facility if the animal:

- Poses a direct threat to the health and safety of others;
- Causes substantial physical damage to the property of others;
- Poses an undue financial or administrative burden; or
- Fundamentally alters the nature of college operations.

A service animal that is disruptive or that is not housebroken will not be permitted in college facilities. Disruptive behavior includes, but is not limited to, barking, jumping on individuals, growling at individuals, or the owner's failure to have the animal on a leash when in common/shared areas of the college campus.

A student who is permitted to have a service animal in a college facility is financially responsible for any property damage caused by the animal. The student is responsible for the care of a service animal and for cleaning up any waste created by the animal.

Propping of Doors

The outside residence hall doors must not be propped open at any time to ensure the safety and security of the residence hall. If you see a door propped open, please close it immediately.

Quiet Hours

Quiet hours are enforced from 10:00 pm to 8:00 am Sunday through Thursday. Quiet hours run Midnight to 8:00 am Friday and Saturday. During quiet hours, residents' exterior room doors should be closed. The volume of any noisemaking device or instrument should be kept at a low level. There are also 24-hour courtesy quiet hours in the residence halls. This means stereos, radios, TVs, musical instruments, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. During finals week, quiet hours will be 24 hours a day, beginning 6:00 pm the Friday before finals.

Restrooms

Restroom use is only for the specified gender of the unit occupants. Guests of the same gender may use the bathroom in a unit. Public restrooms are available in Scholarship Hall, Wojciechowski Hall, and the Benson Education Center.

Room Personalization

Residents are encouraged to customize their rooms in a manner that makes them feel at home. It is recommended that residents use removable mounting tape, painter's tape, or command stripes. Any damages that occur to the room because of room personalization will be charged upon checking out of the residence hall.

Solicitation

Door-to-door solicitation is not allowed in the residence halls. This includes the solicitation of goods, services, and ideas. Students should immediately contact Residence Life staff if solicitors are in the residence halls.

Suspicious Person

Residents should ask unescorted nonresidents or suspicious persons to leave the building if doing so does not endanger residents. Residents should contact a Residence Life staff member to notify them of the person's presence.

Tattooing and Hair Cutting

Tattooing and hair cutting are not allowed in the residence halls. Students violating this policy will be sanctioned (see sanctions and fines) through the conduct process.

Theft

The college is not responsible in any way for money, jewelry, electronics, luggage, or other articles of value left in room or other parts of campus. For your protection, doors are to be locked when you are not in your room. Any losses are to be reported to the Residential Supervisor or the Director of Students & Residence Life. Students found guilty of theft or knowingly in possession of stolen property will be disciplined and could be dismissed from the residence halls.

Tobacco

In accordance with KSA 72-53,107 and in the interest of the public health, the use of all tobacco products, including vaping devices and smokeless tobacco, is prohibited on the Pratt Community College campus both inside and outside of buildings and all campus properties. Using devices and/or products, as well as actions that give the appearance of tobacco use, is prohibited.

Visitation/Escort Policy

Visitation is allowed 24 hours a day/7 days a week; however, the right of a resident to live in reasonable privacy takes precedence over the right to entertain guests within the residential facilities. Overnight guests may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Director of Students & Residence Life.

Any resident of the room has the right to ask a visitor or guest to leave. If the request is not granted, it is the right of the resident to contact the residence supervisor. In addition, any resident has the right to file an official complaint detailing their roommates' abuse of the visitation or cohabitation policy. Each complaint will be dealt with by the Director of Students & Residence Life. After two complaints, the resident in question may have their guest privileges restricted.

A resident must accompany all guests at all times in public space, and guests are required to be in possession of a form of identification at all times while in the residential facilities. Unescorted guests will be required to leave the hall.

Residents are responsible for the actions of their guests, and staff may ask a visitor to leave if the guest is violating policies or creating a disturbance. The resident will be held responsible for any violations or disturbances that the guest(s) cause. Guest privileges of the host resident or guest may be restricted or revoked for failure to abide by expectations.

Weapons

Introduction:

Pratt Community College prohibits the possession and use of firearms, explosives, and other weapons on any of its campus, with certain limited exceptions, which include use of weapons as part of approved Pratt Community College Programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided below. This policy is in accordance with state law, K.S.A 75-7c01, *et seq.*

Definitions:

For purposes of this policy: The term "weapons" includes:

12. Any object or device which will, is designed to, or may be readily converted to expel bullet, short or shell by the action of an explosive or other propellant;
13. any handgun, pistol, revolver, rifle, shotgun, other firearm of any nature, including those that are concealed or openly carried;
14. any BB gun, pellet gun, air/C'02 gun, blow gun, or any Taser or similar electrical weapon that discharges a projectile, which is possessed with the intent to use the same unlawfully against another;
15. any explosive, incendiary, or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
16. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device, which is possessed with the intent to use the same unlawfully against another;
17. any tear gas bomb or smoke bomb, which is possessed with the intent to use the same unlawfully against another; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
18. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens or falls or is ejected into positions by the force of gravity or by an outward, downward or centrifugal thrust or movement, which is possessed with the intent to use the same unlawfully against another;
19. any straight-blade knife or four inches or more such as a dagger, dirk, dangerous knife or stiletto, which is possessed with the intent to use the same unlawfully against another; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be constructed to be a weapon for the purposes of this policy;
20. any martial arts weapon such as nun chucks or throwing stars;
21. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person, which is possessed with the intent to use the same unlawfully against another; or
22. any other dangerous or deadly weapon or instrument of like character.

The term "handgun" means:

3. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
4. any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A 75-7c20.

The term "campus" means any building or grounds owned by Pratt Community College (PCC) or the PCC Board of Trustees (Board) and any building or grounds leased by Pratt Community College (PCC) or the PCC Board of Trustees (Board) for Pratt Community College use.

Policy:

General Rules on Open Carry and Concealed Carry on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited inside buildings on campus, while concealed carry of handguns is permitted inside buildings on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus PCC sponsored or supervised activities, except that, as required by law, PCC does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of PCC's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or PCC-approved activities or practices with the advance written approval of the PCC president or by PCC security personnel while acting within the scope of their employment.

It shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while inside buildings on campus, except as provided herein.

There are no PCC locations that have been designated as prohibiting concealed carry with permanent adequate security measures. PCC may from time-to-time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made, including notice to the Board and appropriate signage.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the PCC. "Restricted access entrance" means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" mean employees of PCC and any person granted authorization pursuant to K.S.A 75-7c20(d)(2), who are authorized to enter a PCC building through a restricted access entrance. Appropriate signage will be provided in these areas.

Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in PCC buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

11. An individual in possession of a concealed firearm must be at least 21 years of age or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 [K.S.A. 21-6302(a)(4)];
12. a firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm [K.S.A. 21-6332];
13. a firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301 (a)(10)];
14. a firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301 (a)(13)];
15. a firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301 (a)(13)];
16. a firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6301];
17. an automatic firearm cannot be carried [K.S.A. 21-6301 (a)(5)]
18. a cartridge when can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301 (a)(6)]
19. suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301 (a)(4)]; and,
20. firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law, Board policy, and PCC policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 shall not be precluded from doing so on campus except in:

1. carry it concealed on or about their person in a manner that complies with this policy, or;
2. keep it stored in any secure storage location provided PCC specifically for that purpose, at their residence, or their privately-owned or leased vehicle.

Individuals who carry a handgun inside buildings on campus must carry it concealed on or about their person at all times. With respect to this policy, "concealed" mean completely hidden from view and does not reveal the weapon in any way, shape, or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items.

Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual. Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in

this policy, it shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while on campus.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:

1. in any PCC classroom, lab, office, or facility;
2. in an on-campus residential unit, except in the on-campus residential unit of the individual who is at least 21 years of age, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7c03 who legally owns the handgun, and when the handgun is secured in a holster in an approved storage device;
3. in any non-privately owned or leased motor vehicle; or,
4. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

1. in an individual's privately-owned or leased motor vehicle when the vehicle is locked (if unattended) and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
2. in the on-campus residential unit of the individual who is at least 21 years of age, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7c03 who approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

PCC does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of sturdy materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
4. It is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Windows/Screens

Any resident who removes the screen from a window for any reason will be assessed a removal charge and could face disciplinary action. Anyone found in violation of throwing items from a window could face disciplinary action.

RESIDENCE LIFE CONDUCT PROCESS

Discipline Hearing

If you are involved in a situation where an alleged policy is being violated, a staff member may confront the situation. At that time, staff's responsibility is to end whatever behavior is taking place that violates a policy. That staff members will then write an incident report documenting the details of what happened including names of people present, policies that were allegedly violated, and other relevant information. The report is then forwarded to the Director of Students & Residence Life for review.

Depending on the nature of the situation, the Director of Students & Residence Life will follow up with the students in a meeting (called a conduct hearing), via a letter delivered to their residence hall door. Any time a resident is notified to appear for a hearing, they must do so. If a resident fails to appear to a conduct hearing, his/her case will be reviewed by the hearing officer based on the information in the incident report.

During the conduct hearing the student will be able to present their side of the incident and to file an official statement. After the meeting, the information present will be reviewed alongside the incident report. After this review, a decision will be made whether or not the student is found to have been in violation of a policy.

If found in violation an additional meeting will be scheduled to discuss the reasoning and to assign sanctions based on the policy violation.

The Board of Trustees, administration, and faculty recognize the right of a PCC student, as an adult member of society and as a citizen of the United States of America, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. PCC will guard these rights in behalf of all persons associated with the institution or group.

Residence Hall Due Process Procedure

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents and understand and accept fully the rules and regulations governing the residence halls and the college. The Director of Students & Residence Life/Resident Supervisors/Student Resident Assistants have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with college guidelines and/or insubordinate attitude toward all personnel working with the residence halls will result in disciplinary action.

Disciplinary action will be directed through the Director of Students & Residence Life and may include warnings, monetary fines, educational sanctions, probation, dismissal or other sanctions as specified through college policies or regulations. The Director of Students & Residence Life will notify the student of disciplinary action in writing.

The following procedure will govern all matters of appeal brought by residence hall students:

1. Notification of infraction and sanction(s) to student in writing by the Director of Students & Residence Life.

2. Student appeals in writing to the Vice President of Students and Enrollment Management, stating specific reason for appeal and providing evidence to support appeal, within 24 hours of receiving notification from Director.
3. Vice President makes decision and informs student in writing.
4. Student appeals the Vice President's decision to the President in writing within 24 hours. President makes decision and informs student in writing. Decision of the President is final.

For more information about the student disciplinary & due process procedures please review the student handbook.

Fines

Fines assessed for violations of rules are imposed by the Director of Students & Residence Life. All fines and payments for damages in the residence halls must be paid to the Business Office within 14 school days after issuance of the charge and cannot be taken from residence hall deposit. A receipt will be issued by the Business Office upon payment and a copy of the receipt given to the Director of Students & Residence Life. For every day the payment is late, \$1.00 will be added to the charge. If the balance and late charges are not paid in full by the end of the semester in which the charge was issued, grades will be held and it may result in termination of residence in the residence hall. If the due date falls past the end of a semester, the last day of that semester will take precedence and balance shall be paid on or before the last day of the semester.

Sanctions and Fines

Please see the chart of sanctions and fines in the appendix.

EMERGENCY PROCEDURES

Fire Alarm

Each residence hall is equipped with a complete smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense. Offenders found in violation are subject to disciplinary action up to and including criminal prosecution.

In case of Fire Evacuation

If your door is hot or if the corridor is full of smoke:

- 1) REMAIN IN YOUR ROOM
- 2) Put towels around your door and seal all cracks
- 3) Hang a sheet or towel from your window, and signal for help
- 4) If you have a phone in your room call 911

If it is safe to leave:

- 1) Open the blinds
- 2) Close the windows
- 3) Turn off your lights
- 4) Wear hard-soled shoes and a coat
- 5) Close the door as you leave
- 6) Follow the evacuation exit routes
- 7) Wait for the signal to re-enter the building

Evacuation Site

All residents must be across the street from their residence hall.

1. Beck Hall to Chandler Hall Parking Lot
2. North Hall to Benson Education Center Parking Lot
3. Novotny Hall to Benson Education Center Parking Lot
4. Porter Hall to Benson Education Center Parking Lot
5. Scholarship Hall to Chandler Hall Parking Lot
6. Wojciechowski Hall to Learning Center Parking Lot

Missing Person

On-campus students should contact your Resident Assistant, Resident Supervisor, or Security if they suspect another student is missing.

Severe Weather and Shelter Sites

Radio and television weather services typically issue tornado warnings in reference to city and county. Pratt Community College is located in the City of Pratt in Pratt County. In the event a tornado warning for Pratt or Pratt County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Beck Hall: move to inside halls away from windows and doors or shelter in Wojciechowski Hall stairwells
2. North Hall: residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms
3. Novotny Hall: move to laundry room and television lounge in basement area, inside halls, and away from windows and doors
4. Porter Hall: move to inside halls away from windows and doors or shelter in Wojciechowski Hall stairwells
5. Scholarship Hall: residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms. Wojciechowski Hall: move to designate shelter area in the stairwells

Weather Terminology

Tornado/Severe Weather Watch: means that present weather conditions could produce a tornado, thunderstorm, or severe weather. When a watch occurs, individuals should take precautions to protect themselves, such as tuning into a radio or television.

Tornado/Severe Weather Warning: means there is severe weather or a tornado that has been sighted in the area. Individuals should take shelter immediately.

Sexual Assault Incidents

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

1. Residence Life Staff Member include Resident Life Supervisors and Resident Assistants
2. Options (Domestic and Sexual Violence Services): 800.794.4624
3. Amanda Wade, Student Services: 620.450.2263
4. Security: 620.770.2461
5. College Health: 620.450.2150
6. Vice President of Students and Enrollment Management Office: 620.450.2184

Be sure you understand and are aware of the contents of this handbook. If at any time you have questions or concerns, please contact the Residence Life Office.

RESIDENCE HALL CHARGES

<u>Doors</u>	
Damage	\$20 - \$50
Replacement	\$450
Door Hinges	\$40 / set
Lock- Complete <i>(depending)</i>	\$350
Lock Repair	\$75
Lock - Key Change	\$50
Key Card	\$10
<u>Door Closer</u>	
Repair	\$20-\$50
Replace	\$125
<u>Cushions Lobby Furniture</u>	
Damage	\$180
Mirror	\$50
<u>Chairs</u>	
Folding	\$30
Stack	\$80
Wood	\$150
<u>Electrical Repairs</u>	
Student Abuse or by Moving Furniture	\$10 - \$50
Electrical Switch Plates	\$4
Fixture Lens	\$25
Thermostats	\$110
Smoke Detector	\$160
<u>Room Window</u>	
Stationary	\$160
Slider	\$140
Screen	\$75
Porter - window	\$140
Screen	\$75
Beck - window	\$180
Screen	\$75
(Woj Hall) Bar Stools	\$75

<u>Chest of Drawers</u>	
Damage - Repair	\$25-\$50
Drawer Front Piece	\$50
Drawer Complete	\$75
<u>Desk</u>	
Damage - Repair	\$25-\$50
Replace	\$300
Towel Rack	\$25
Mattress	\$130
<u>Fire Extinguishers</u>	
Refill	\$20
Replacement	\$100
<u>Bed</u>	
Damage or repair	\$125
<u>Venetian Blinds</u>	
Damage	\$15-\$40
Replacement	\$145
<u>Pull Shades</u>	
Damage	\$20-\$75
Replacement	\$145
<u>Flooring</u>	
Carpet/Tile Damage	\$50-\$100
<u>Walls/Ceiling</u>	
Wall/Ceiling Repair/Damage	\$200
Hard Ceiling Tile	\$10
White Board Replacement	\$75
Bulletin Board	\$75
Wardrobe	\$150
Wardrobe Replacement	\$400
Rooms are required to be free of trash and personal items when checking out or a \$60 Not clean clean-up charge will be assessed. \$60	
<u>As of July 31st, 2019</u>	

SANCTIONS AND FINES

Alcohol Sanctions

1. 1st Offense: \$200 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment, you must write a 2-page paper (12-point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2nd Offense: \$250 fine and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session, you must write a 2-page paper (12-point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
3. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Note: individual present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

4. 1st Offense: \$100 fine and the completion of the Safe Colleges marijuana assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment, you must write a 2-page paper (12-point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
5. 2nd Offense: \$150 fine and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session, you must write a 2-page paper (12-point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
6. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Alcohol Empty Bottle/Container Sanctions

1st Offense: \$100 fine
2nd Offense: \$150 fine

3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Conduct/Behavior Inappropriate by a Student

1. Conduct/behavior which:

- Is disruptive or disrespectful towards a college official or student
- Disrupts, impedes, interferes with operation, causes disturbance
- Infringes or invades the rights of others
- Uses of profanity, cursing, vulgarity
- Disobeys a directive from a college official or college policy/procedure which impacts the health and safety of students, employees, and/or other campus stakeholders

Sanctions:

1st offense: \$200 fine, and 10 hours of college service
2nd offense: \$250 fine and 15 hours of college service
3rd offense: Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

3. Conduct/behavior which:

- Is fighting, abusive, and/or threatening actions

Sanctions:

1st offense: \$200 fine, and consultation with PCC Professional Licensed Counselor (arranged through Director, Student Success Center) *
2nd offense: Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**Counseling session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to himself or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.*

4. Conduct/behavior which:

- A student directed by a college official to isolate/quarantine for COVID-19 violates the directive by leaving isolation/quarantine inappropriately or without permission

Sanctions:

1st Offense: Immediate dismissal from campus; resulting in removal from the residence hall and alternative/distance learning for all classes as determined/approved by the instructor.

Drug & Paraphernalia Sanctions

Alternative A: sanctions regarding instances when a “measurable amount” of drugs is present and confirmed by law enforcement and/or an arrest is made by law enforcement, regardless of charges, or action by the county attorney.

1st: Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Alternative B: A “measurable amount” of drugs to warrant an arrest by law enforcement is not present.

1. 1st Offense: \$200 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment, you must write a 2-page paper (12-point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2nd Offense: \$250 fine and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session, you must write a 2-page paper (12-point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Hall Sports

1st Offense: Warning

2nd Offense: \$50 fine plus the cost of cleaning and maintenance

3rd Offense: \$100 fine plus the cost of cleaning and maintenance

Laundry Left Unattended

All laundry left unattended is the responsibility of the owner and not Pratt CC. There will a \$15 fine assessed every time you are found leaving laundry unattended.

Lockouts

3-4 Lockouts: \$10 per lockout

5-7 Lockouts: \$20 per lockout

7+ Lockouts: \$30 per lockout

Malicious Damage

Malicious and deliberate damage of or to residence hall property will result in automatic dismissal from residence hall. Students not reporting accidental damage will be fined \$25.

Misuse of Key Card

1st Offense: Loss of visitation for two weeks

2nd Offense: Dismissal from residence hall

Tampering with Network Infrastructure

1st & 2nd Offense: Loss of network privileges for one week and cost of cleaning and maintenance

3rd Offense: Loss of network privileges permanently

Noise & Disturbing Residents

1st Offense: Warning

2nd Offense: \$100 fine plus loss of visitation for one month

3rd Offense: \$200 fine plus loss of visitation for semester

Pets

\$100 fine plus the cost of cleaning and maintenance

Propping Doors

1st Offense: \$15 fine and loss of visitation for one month

2nd Offense: \$25 fine and loss of visitation for semester

Removal/Damage of Furniture

Cost of replacement or repair of furnishings, or fine of \$25 per item. If the responsible party cannot be identified, damages to communal area will be paid by all residents of that hall/pod, or residents will be fined \$25 each.

Room Cleanliness, Trash and Damage

1st Offense: \$20 fine

2nd Offense: \$20 fine plus campus trash pickup

If staff are unable to determine ownership of trash, group billing will be used.

Tampering with College Equipment

1st Offense: Warning

2nd Offense: \$100 fine

3rd Offense: Dismissal from residence hall

Tattooing and Hair Cutting

1st Offense: \$50 fine

2nd Offense: \$100 fine

3rd Offense: Dismissal from residence hall

Tobacco & Vaping Sanctions

1st Offense: \$200 fine and removal of tobacco products

2nd Offense: \$250 fine and removal of tobacco products. Attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session, you must write a 2-page paper (12-point font, double spaced) about this experience and what you have learned or gained from attending this session.

- a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

3rd Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

Weapons

Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of PCC who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable PCC disciplinary policy. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.