College Catalog
2025-2026

PRATT COMMUNITY COLLEGE
LUX ET VERITAS
PRATT, KANSAS

The material in this catalog is provided for informational purposes and does not constitute a contract. The College reserves the right to make necessary changes to the information contained in the college catalog as needed throughout the academic year.

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.

Table of Contents

General Information

History of Pratt Community 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 primary campus infrastructure was finalized in 1968, consisting of the Benson Education Center and Novotny Residence Hall. Porter Residence Hall was added in 1982, followed by Gwaltney Hall the next year. Subsequent expansions saw the addition of Beck Residence Hall in 1985, an indoor rodeo facility in 1986, and an auto/diesel facility in 1987.

The Student Conference Center was established in 1989. The original Electrical Powerline Technology building joined the campus in 1991. Beginning in Fall 2024, EPT classes were relocated to the newly completed EPT facility. Further growth included the completion of North Residence Hall in 1998. The campus also features outdoor rodeo facilities, the Dennis Lesh Sports Arena, and Stanion Baseball Field, which was recently renovated. Additional facilities such as Dudrey Scholarship Hall and Chandler Hall were added in 2002 to accommodate expanding classes and resident student numbers. The Dr. William Wojciechowski Hall Apartments opened in the Fall of 2010. In 2022, the PCC Welding Technology Program relocated to a newly remodeled facility at the Pratt Regional Airport Industrial Park. In 2025, the Pratt Electrical Power Technology program moved to a new classroom building on campus to accommodate the growing numbers of the program.

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 workforce 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 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 Aging and Disability Services.

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 ensures 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 completers 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. 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 higher education institutions to provide additional instruction.
10. Foster an institutional environment that promotes the freedom of inquiry necessary for exceptional learning and teaching.

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 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 students to success and support fiscal viability as well.

General Learning Outcomes
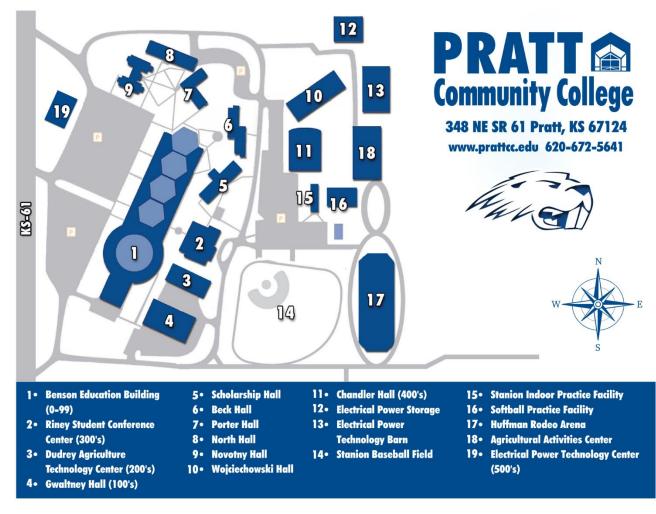
As an institution of higher education, the mission of Pratt Community College compels us to seek maximum student learning through quality instruction and service. To help meet that mission, the college has established the following general learning outcomes:

1. Students will demonstrate the ability to communicate effectively, both orally and in writing.
2. Students will demonstrate the ability to think critically, make judgements, and use computational techniques to solve problems.
3. Students will demonstrate competency in technology appropriate to the field of study.
4. Students will demonstrate an understanding of cultural awareness.
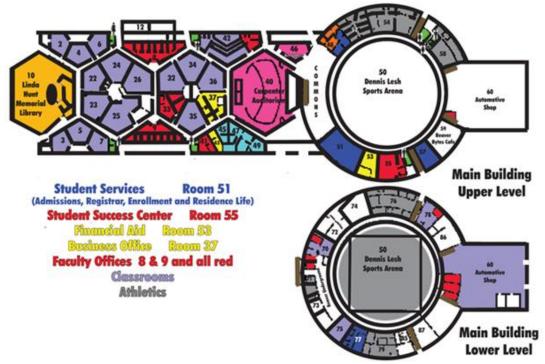
Campus Maps

Campus Overlook

PRATT Community College

348 NE SR 61 Pratt, KS 67124

www.prattcc.edu 620-672-5641

1• Benson Education Building (0-99)	5• Scholarship Hall	11• Chandler Hall (400's)	15• Stanion Indoor Practice Facility
2• Riney Student Conference Center (300's)	6• Beck Hall	12• Electrical Power Storage	16• Softball Practice Facility
3• Dudrey Agriculture Technology Center (200's)	7• Porter Hall	13• Electrical Power Technology Barn	17• Huffman Rodeo Arena
4• Gwaltney Hall (100's)	8• North Hall	14• Stanion Baseball Field	18• Agricultural Activities Center
	9• Novotny Hall		19• Electrical Power Technology Center (500's)
	10• Wojciechowski Hall		

Benson Education Center Building

Student Services — **Room 51**
(Admissions, Registrar, Enrollment and Residence Life)
Student Success Center — **Room 55**
Financial Aid — **Room 53**
Business Office — **Room 37**
Faculty Offices 8 & 9 and all red
Classrooms
Athletics

Main Building Upper Level

Main Building Lower Level

PRATT Community College

2025-2026 Fall Spring Academic Calendar

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

September
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28	29	30				

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26	27	28	29	30	31	

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23	24	25	26	27	28	30
30						

December
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January
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25	26	27	28	29	30	31

February
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March
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29	30	31				

April
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May
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24	25	26	27	28	29	30
31						

Month	Date	Event
August	1	Late Process Fee of $100 Assessed (financial aid)
	11-15	Faculty In-Service & Preparation 8a-5p (11th - All Employee Meeting/State of the College Address at 9a)
	14	Faculty Assessment Work 8:30a-12n
	17	Residence Hall Check-In: New Students 9a-1p; Returning Students 1p-4p
	18	Registration Day 9a-5p
	19	Fall Semester Classes Begin
September	1	Labor Day – No Classes (PCC Closed)
	16	Certification Date for Full-Semester Classes
	22	Certification Date for Pratt Online Classes with 8/26/25 start date
October	6-10	Mid-term Week
	13	Fall Break – No Classes, Faculty Workday. Mid-term grades are to be posted in Self-Service grade-book no later than 5p (including current grades for all online courses). Final grades for completed courses are to be posted in Self Service no later than 5p.
	14	Early Spring Enrollment Begins
	29	Current Student Advising Day - No Classes (Faculty Workday)
November	7	Last Day to initiate withdrawal from full-semester classes
	14	Last Day to Initiate Withdrawal from Pratt Online classes with 8/26/25 Start Date
	26, 27, 28	Thanksgiving Break – No Classes
December	9, 10, 11	Final Exams – Follow Final Exam Schedule Posted on PCC Website
	12	Faculty Workday
	15	Final Grades are to be posted on Self-Service no later than 5p. 1 of 2 choices for optional faculty work day if faculty did not work one Summer 2025 Beaver Building Day (work either Dec. 15 or May 18).
	24-31	PCC Closed for Semester Break
January	1-2	PCC Closed for Semester Break
	5	PCC Offices Open
	7, 8, 9	Faculty Preparation Days 8a-5p
	8	Faculty Assessment Work 8:30a-12p
	12	Residence Halls Open
	12	Registration – 9:00a-5:00p
	13	Spring Semester Classes Begin
	19	Martin Luther King, Jr. Holiday – No Classes (PCC Offices Closed)
February	10	Certification Day for Full-Semester Classes
	16	Certification Day for Pratt Online classes with 1/20 start date
	23	Academic Olympics – No On-Campus Day Classes (Faculty Workday)
March	2-6	Mid-term Week
	6	Mid-term Grades are to be posted in Self-Service gradebook no later than 5p (including current grades for all online courses). Final grades for all classes ending on or before 3/6 must be posted no later than 5p.
	16-20	Spring Break (PCC Offices Open)
	23	Early Enrollment Begins
April	3	Good Friday – No Classes (PCC Offices Closed)
	6	Faculty Assessment Work 8:30a-12p – No Classes (Faculty Workday)
	6	All Employee Meeting 1:30p-3:30p
	14	Last Day to Initiate Withdrawal from Full-Semester Classes
	15	Current Student Advising Day - No Classes (Faculty Workday)
	17	Last Day to Initiate Withdrawal from Pratt Online Classes 2/16 start date
	22	Beaver Building Day 1:30 p
	28	Awards & Recognitions Ceremony 7:00p
	29	EPT Beaver Building Day 9:00a
May	6	Beaver Building Day 1:30p
	12, 13, 14	Final Exams – Follow Final Exam Schedule Posted on PCC Website
	15	Commencement 2:00p (Faculty Workday)
	18	Final Grades are to be posted in Self-Service no later than 5pm. 1 of 2 choices (Dec. 15 or May 18) for the optional faculty workday if faculty did not work a Summer 2025 Beaver Building Day.

People to Know

Dr. Michael Calvert
President
Ext. 240 or 620-450-2240
michaelc@prattcc.edu

Monette DePew
Vice-President of Instruction
Ext. 175 or 620-450-2175
monetted@prattcc.edu

Linda Austin-Lanterman
Vice-President of Finance and Operations
Ext. 140 or 620-450-2140
lindaal@prattcc.edu

Jerry Sanko
Chief Information Officer
Ext. 193 or 620-450-2193
jerrys@prattcc.edu

Dr. Kwanna King
Vice President of Student Services
Ext. 237 or 620-450-2237
kwannak@prattcc.edu

Kurt McAfee
Interim Director of Athletics
Ext. 174 or 620-450-2174
kurtm@prattcc.edu

Barry Fisher
Executive Dir. of Institutional Adv. & Alumni Relations
Ext. 179 or 620-450-2179
barryf@prattcc.edu

Ashley Bertram
Human Resources Director
Ext. 139 or 620-450-2139
ashleyb@prattcc.edu

Dr. Tina Doggett
Dean of Technical Instruction/ALO
Ext. 210 or 620-450-2210
tinad@prattcc.edu

Erica Meitler
Director of Allied Health
Ext. 161 or 620-450-2161
ericam@prattcc.edu

Bruce DeClue
Director of Financial Aid
Ext. 169 or 620-450-2169
finaid@prattcc.edu

Kim Evert
Director of Student Success Center
Ext. 135 or 620-450-2135
ssc@prattcc.edu

Kimberly Lee
Director of Admissions
Ext. 194 or 620-450-2194
pccadmissions@prattcc.edu

Troy Johnson
Coordinator of High School/College Start
Ext. 171 or 620-450-2171
collegestart@prattcc.edu

Kelly Streeter
Registrar
Ext. 219 or 620-450-2219
registrar@prattcc.edu

Cher Gruver
Student Accounts Coordinator
Ext. 143 or 620-450-2143
businessoffice@prattcc.edu

Vacant
Director of Students & Residence Life
Ext. 170 or 620-450-2170
residencelife@prattcc.edu

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.
- A 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 holds 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 whose IEP specifies college study. A copy of the IEP must be filed with Student Success.

Specified programs and/or courses may have additional admission requirements. These requirements are published by the individual department or the Coordinator 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 and mathematics prior to registration in classes. The assessment test is offered during pre-scheduled early enrollment days, on the day of registration, and at other publicized dates or by appointment. Students may also qualify for entry into English and math classes through their high school GPA (7 semesters) and/or ACT test scores.

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.

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.

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.

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.

International Student Admissions Requirements

To be considered for admission to PCC, an international student must have graduated from the equivalent of a U.S. High school (12 years of education) and submit the following documents. Items 1-10 below must be on file at PCC before an I-20 will be issued.

Requirements Deadlines:
- June 1 for Fall Semester
- November 1 for Spring Semester
- April 1 for Summer Semester

1. Online Application for Admission
2. High School Transcript *must include full graduation date: month, day and year and be translated to English if necessary.*
3. College Transcripts (if applicable)
4. Certificate of Financial Support Form
5. English Proficiency:
   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 (GPA).
   h. Transcript which shows that all instruction was taught in English with a 2.0 GPA on a 4.0 scale.

   Exceptions:
   1. Applicants testing above the proficiency score in 3 of the 4 TOEFL categories may be granted further consideration on an individual basis. The purpose of additional consideration is to determine whether or not the student will be granted entrance into the college. Said applicant may be asked to participate in an interview with selected faculty members and the Vice President of Instruction via Zoom or another visual distance communication format prior to making a final determination as to the applicant's status.
   2. Applicants testing below the proficiency score in one (1) of the four (4) TOEFL categories but who meet or exceed the cumulative TOEFL score may be granted further consideration on an individual basis pending further review which may include a visual interview process.
   3. Applicants who are within 2 points of the cumulative TOEFL score may also be granted further consideration through an interview process.

6. Prepayment of first semester *does not include housing deposit*
7. Completed Housing Contract and submitted proof of immunizations (including TB Questionnaire)
8. Proof of Medical Insurance
9. Copy of Passport
10. Transfer form from previous U.S. college (if applicable)

Required Documents 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.

Enrollment Services

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 on the academic calendar 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.

Enrollment Window and Initial Attendance Policy

Students who are not on a course roster on the first day of class may add the course within five (5) business days of course start date, including the start date of the class. For example, for a course beginning on Wednesday, January 10, the final date to add the class would be Tuesday, January 16.

Note: When a student adds a class within the enrollment window, the student cannot be removed from the course due to missing previous class meeting dates within the enrollment window. During the enrollment window, the instructor's signature of approval for a student to add is not needed unless the course is full. Students who are on a course roster on the first day but do not attend* the first day may be dropped from the class as a 'never attend' after the first class meeting. This is at the discretion of the instructor and is less likely to occur if the student has contacted the instructor prior to the absence in order to gain approval for the absence.

> *For an online, hybrid, or other form of distance or digital class, attendance is defined as participating in a discussion board, completing an assignment, being on a live stream, or otherwise being active per the format of the course. Logging in to a course does not constitute attending.

To add a course, the Change of Enrollment Form must be processed with the Registrar before enrollment is official.

Once the enrollment window of a class has passed, instructors must contact the Registrar and drop students who have not attended at least once within the enrollment window; this must occur before the certification date of the class.

Adding a Class (including EDUKAN)

Students will complete the Change of Enrollment Form in their Etrieve Account and submit it for their Advisor's approval (please note the Enrollment Window Policy above).

Dropping / Withdrawing from a Class (including EDUKAN)

After enrolling in a course, students have two options should they wish to change their enrollment. They may drop the class until certification date (the 20th day of class or when it is 25% completed), or they may withdraw from it (from certification date until the class is 75% completed). No student-initiated withdrawals are permitted after a course is 75% completed. Refunds will be issued if the drop occurs during the first full week of the class. There are no refunds after that point.

If a drop occurs, the student is removed from the course and the course will not appear on the transcript. Students who withdraw from a course are awarded a "W" grade on the transcript. Students who withdraw are not eligible for a refund.

To drop or withdraw from a course, students will access their Etrieve account to complete the Change of Enrollment Form, which is automatically forwarded to the advisor for approval. Once advisor approval is received, the form will be processed by the Registrar's Office. The form must be received by the Registrar's Office within 5 days of its initiation to be processed. After the form is processed, students must visit the Business Office to address any changes to their account.

Complete Withdrawal
Students who wish to exit PCC and be removed from all courses need to fill out the Complete Exit form found in Etrieve and submit it to be processed by the Registrar's Office. Students should contact the Business Office to ensure there are no outstanding charges on their account. No student-initiated withdrawals are permitted for courses that are 75% completed.

Auditing a Class
If a student wishes to audit a course, the student must make this request to the Vice President of Instruction prior to the start date of the course. 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.

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. Students needing additional assistance should contact the Student Success Center Director. Students with documented disability needs should report to the Student Success Specialist for accommodations. (See student success information for more details.)

Change of Information
Students are asked to keep the Registrar's Office current with any change of address, marital status or name. To change marital status or legal name, please email registrar@prattcc.edu with your request, a name change document will be provided and must be mailed back to the registrar's office. Contact information can be updated online at https://prattcc.edu/webform/change-personal-information-form.

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, students should login into their Office365 account; Self-Service will be listed under applications.

Viewing Grades on Self-Service
Students can see their 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 drop-down list
- Choose the semester for which you would like to view grades
  - Midterm and final grades will be displayed along with GPA information for all courses in the chosen semester.

Academic Services

Course Placement

Students come from a variety of educational backgrounds and possess varying degrees of readiness for college-level academic work. Pratt Community College utilizes multiple measures to place students into college-level math and English classes, including High School (HS) GPA (7+ completed semesters), ACT Scores, and Accuplacer Next-Generation Scores.

To help ensure students are placed in appropriate levels of English and/or mathematics, students may be required to take a placement test prior to advising/enrollment Pratt Community College. This may occur under the circumstances described below:
- No official HS GPA is on file for the student.
- High school students who have not graduated but plan to take PCC course(s) while still enrolled in high school.
- Students who want to test into a higher-level math and/or English course than their HS GPA places them.

The requirements for placement may be waived for the following categories of students: *
- Students who are non-degree or non-certificate seeking; those 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 completed ACT/Next-Generation Accuplacer at another college and whose official scores are on file at PCC.
- Students who have ACT/Next-Generation Accuplacer scores less than 5 years old and who meet PCC's minimum course placement requirements.

To avoid delays in the registration process, official test scores and transcripts should be on file prior to advising/enrollment.

English and Mathematics

Students who score below the institutionally defined minimum score on the placement measures or who do not meet the GPA requirement must:
- Enroll in the required corequisite support course(s) in addition to the college-level course. Or,
- Retake the placement test and achieve the minimal score required for college-level courses.

*CMA Students: please refer to state reading requirements: for additional information refer to the Allied Health Department.

Declaring an Area of Study (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 Pratt Community College. Each full-time or degree-seeking student who is admitted to PCC is required to declare an area of study. The Student Success Center assigns the student an academic advisor based on the declared area of study. Students may change their area of study and/or advisor by obtaining a Change of Area of Study (Major)/Advisor form from 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 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. Advisors are not authorized to change the policies of the college. Students are solely responsible for ensuring 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.gov/resources/November_2024_Kansas_Credit_for_Prior_Learning_Guidelines_-_Final.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, 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.

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. Corequisite and other 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 PCC GPA. Credits will go towards PCC degree/certification requirements.
7. Students may request to have their credit transferred, but prior to beginning the CPL transfer process, they should communicate with their transfer institution to determine whether the receiving school will accept CPL.
8. Students must submit transcripts from other institutions attended to avoid duplication of course credit.

For more information, please contact the Vice President of Instruction's office.

Following KBOR guidelines, Pratt Community College recognizes the following as Credit for Prior Learning:

Advanced Placement Courses

The college accepts College Board Advanced Placement courses. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by the Kansas Board of Regents and endorsed by PCC's 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 are 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 higher 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 with input from the appropriate instructional department. Advanced Placement courses are not included in the student's grade point average (GPA). Advanced Placement courses posted on the student's transcript will count toward PCC degree requirements. It is important to note, upon transferring to another out-of-state two-year college and/or four-year institution, a "P" grade for Advanced Placement courses may be converted to the letter grade of "C", which may have a negative impact on the cumulative GPA. Students are encouraged to review the selected transfer institution's policies to determine how "P" grades will be transcribed upon transfer. The following Advanced Placement Exams have been approved by Instructional Council:

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	3	ART176 Survey of Art History I **and** ART177 Survey of Art History II	4 4	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	CHM181General Chemistry	5	P
English Language & Composition	3	ENG176 English Composition I	3	P
Environmental Science	3	BIO123 Environmental Science **or** BIO121 Environmental Science **and** BIO122 Environmental Science Lab	4 3 2	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** HST132 Survey of Civilization II	3 3	P
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	3	PHS251 General Physics I	4	P
Physics II: Algebra Based	3	PHS252 General Physics II	4	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)

The following CLEP exams have been approved by Instructional Council for the equivalent credit listed. The student is required to have an official College Board Score Report mailed directly from the College Board to the Registrar. Transcripts will indicate the course as a Credit for Prior Learning course with a "P" grade pending initial PCC enrollment and provided the score is 50 or higher. No letter grade will be assigned for courses taken through a CLEP exam. Students should be aware that some universities count a "P" grade as equivalent to a "C", which may have a negative impact on the cumulative GPA. CLEP courses posted on the student's transcript will count toward degree requirements. 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.

The following CLEP exams have been approved by Instructional Council for the equivalent credit lists:

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 Mathematics	50	MTH176 Contemporary Math	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
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
Principles of Microeconomics	50	BUS277 Principles of Microeconomics	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
Financial Accounting	50	ACC179 Financial Accounting	3	P
Principles of Management	50	BUS237 Business Management	3	P
Principles of Marketing	50	BUS234 Marketing	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. The student is required to have an official IB International Baccalaureate score report mailed directly from International Baccalaureate the Board to the Registrar. 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 the Kansas Board of Regents and endorsed by the Instructional Council. Students who earn a 4 or higher shall be awarded credit for the equivalent course or courses. IB courses will be posted on the student's transcript at no additional cost to the student pending initial PCC enrollment. Not all IB tests are accepted for credit by PCC. Any other IB exam not on this list will need to be reviewed and approved for transfer by the Instructional Council prior to awarding the student credit. https://www.ibo.org/programmes/diploma-programme/curriculum/

The following Advanced Placement Exams have been approved by Instructional Council for the equivalent credit lists:

IB Test (Level)	Minimum Score Required	PCC Course ID & Title	Credits	Grade Awarded
Economics (H)	4	BUS276 Principles of Macroeconomics **and** BUS277 Principles of Microeconomics	6	P
English A: Language & Literature (H)	4	ENG176 English Composition I	3	P
English A: Language & Literature (H)	6	ENG176 English Composition I **and** ENG177 English Composition II	6	P
Environmental Systems (H)	4	BIO121 Environmental Science	3	P
Language B (Spanish) (H)	5	MLN177 Elementary Spanish II	5	P
Mathematics (H)	4	MTH178 College Algebra	3	P
Philosophy (H)	4	PHL130 Introduction to Philosophy	3	P
Psychology (H)	4	PSY176 General Psychology	3	P
History (H)	4	HST131 Survey of Civilization I **and** HST132 Survey of Civilization II	6	P
World Religions (H)	4	PHL123 Comparative Religions	3	P

Credit for Cambridge International (CI) Exams

Cambridge International (CI) Advanced Levels (A Levels) and Advanced Subsidiary Levels (AS Levels) are subject-based qualifications usually taken in the final two years of high school. KBOR has directed state universities to award credit for CI exams with scores of E or above on Advanced Levels (A Levels) and E or above on Advanced Subsidiary Levels (AS Levels) exams when evaluated for the equivalent course or courses at their institution. Not all CI exams are accepted for credit by PCC. The student is required to have an official CI Score Report mailed directly from Cambridge International to the Registrar. CI courses will be posted on the student's transcript at no additional cost to the student pending initial PCC enrollment and providing the score is qualified. CI courses are not included in the student's grade point average (GPA). CI courses posted on the student's transcript will count toward degree requirements. Any CI exam not on this list will need to be reviewed and approved for transfer by the Instructional Council prior to awarding the student credit. https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/subjects/

The following Advanced Placement Exams have been approved by Instructional Council for the equivalent credit lists:

CI Test (AS Level)	Minimum Score Required	PCC Course ID & Title	Credits	Grade Awarded
Accounting 9706	E	ACC111 Introduction to Accounting	3	P
Mathematics 9709	E	MTH176 Contemporary Mathematics	3	P
English Language 9093	E	ENG176 English Composition I	3	P
Economics 9708	E	BUS277 Microeconomics	3	P
Psychology 9990	E	PSY176 General Psychology	3	P
Sociology 9699	E	SOC176 Introduction to Sociology	3	P

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 detailing specific training and objectives of training may also be submitted to strengthen the case for academic credit. These records will be evaluated by content expert(s). Students may be asked to perform certain tasks or create material related to the subject area by a content expert. Example: An automotive instructor may ask a student to demonstrate the student's ability to complete a tune-up on a vehicle.

Credit by Examination

A student may receive PCC course credit based on successful completion of a comprehensive examination. When feasible, the designated instructor will be a full-time PCC instructor. The Vice President of Instruction will designate the instructor and must also approve the examination.

A special examination preparation and grading fee must be paid in advance. The designated instructor will provide the examination. The examination should be scheduled at a time mutually convenient for the student and the instructor.

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. Students should check with their transfer institution to determine whether or not the transfer institution accepts a grade of "P." Students should also visit with their transfer institution to determine whether or not a "P" grade is calculated into GPA. The student's signature on the petition form verifies whether or not the student wants the college credit on the transcript.

Following the examination, students will be notified of the results. Students requesting the course on the transcript will be charged the current tuition rate (no fees).

Class Load Recommendations

Full-time students normally carry between twelve and eighteen credit hours per fall or spring semester or nine credit hours per summer semester. Students may take up to twenty-four credit hours per fall or spring semester or twelve credit hours during the summer session with the approval of their academic advisor. Credit hours for performance classes (e.g. Varsity Sports, Applied Ag Techniques, Band) do not count toward the twenty-four credit 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-four credit hours per fall or spring semester or twelve credit hours per summer session if the following criteria are met.

Students must have earned 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) and/or demonstrate proof of good, recent academic performance (ex. most recent 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.

Course by Arrangement

Under special circumstances, a course by arrangement may be added to the published class schedule. Students must visit with the course instructor to request the course. Approval must be granted by the department chair and the Vice President of Instruction prior to the course being added. A Course by Arrangement Contract must be completed by the instructor and student and submitted to the VP of Instruction for final approval.

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 Performance Classes

Students may earn credit towards graduation through satisfactory participation in the following;Show Choir, Band, Choir, Jazz Band , Weightlifting, Body Conditioning, Applied Ag Techniques , Technical Workshop, Theater Workshop, STEM, and Varsity Athletics.

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 receiving scholarships may be required to enroll in specific performance courses.

College-Wide Attendance Policy

Pratt Community College is an attendance-taking institution. Instructors enter attendance for all classes other than those fully online. Instructors may withdraw students for excessive absences as defined in each course syllabus.

Instructors also explain their make-up work policy in the syllabus as well. (Students who are absent due to PCC activities and who have made prior arrangements by contacting their instructors about the absence are allowed to complete missed work.) Note: The specific instructor attendance expectations and a link to the College-Wide Attendance Policy shall be included in each class syllabus.

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 on a need to know basis.

Grading System

Course grades at Pratt Community College are earned by students and awarded by faculty. Upon completion of the course the instructor certifies all final course grades on the official grade roster according to the timeline 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 (Incomplete) 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 timeline 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.

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.

W Withdrawal, zero credit, zero grade points per semester hour. This grade is automatically given when a student officially withdraws from a course after the certification date. No student-initiated withdrawals are permitted after 75% of a course is completed.

AU Audit, zero credit, zero grade points per semester hour. A student must receive permission of the course instructor and the Vice President of Instruction prior to enrollment to audit a course.

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 a student believes a grading error has been made, the student has 90 days from the end of the semester to appeal by following the established Academic Due Process as printed in the current College Catalog.

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. This includes using Artificial Intelligence (AI) technology to produce work that is represented as the student's own work.

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 the administration.

Students charged with academic dishonesty have the right to appeal any action or decision and are assured of due process by the college. Academic Due Process states the time restraints and procedures to be followed in exercising an appeal. This process 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 made. A student has the right to select a designated representative to assist in the appeal process, if desired.

Academic Probation and Dismissal

If a student's grade-point-average falls below 1.5 for any semester, 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 may be 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 of students who are identified as being subject to Academic Probation/Academic Dismissal will be forwarded to the Vice President of Instruction for dismissal/action. A student who is suspended **will not** be readmitted to PCC 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.

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 administrative dismissal will be noted on the official transcript. Students have the right to appeal by following the established Academic Due Process Procedure.

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 course instructor. Final examinations are expected to be a rigorous assessment of the student learning expectations/outcomes of the class. 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, and exceptions require written, prior approval from the Vice President of Instruction. **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.

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 most recent grade. Previous grades are not used in grade point calculation or credit earned calculations. The most recent grade earned is used for GPA and credit earned calculation even if that grade is lower than the grade earned in previous attempts. The original grade will stand if the student repeats the course and then withdraws from it. Should an Incomplete grade be awarded when the student repeats the course, the original grade stands until the Incomplete grade is removed. Courses designed for multiple enrollments may be repeated with the multiple grades recorded and used in grade point average and credit earned calculations.

Requirements for Graduation

Graduation requirements for all students enrolled in PCC associate degree and certificate programs are outlined in the college catalog. Students must successfully complete degree and/or certificate requirements. These requirements differ, depending upon the degree/certificate being earned.

1) For students seeking the Associate of Science, Arts, or General Studies degree, requirements are determined by:
    a. those catalog requirements listed for the academic year when the student is identified as a first-time, full-time student or
    b. those catalog requirements listed for the academic year when a part-time student has earned more than 15 credit hours from PCC. The summer session does not count as a semester for catalog compliance purposes.
2) For students seeking an Associate of Applied Science or technical certificate, degree/certificate requirements are determined by those catalog requirements listed in the year when the student identifies the technical program. If the student changes from one technical program to another or from an academic program to a technical program, the catalog requirements in place for the year of the change are followed, regardless of the student's prior PCC year of entry.
3) All candidates for graduation must have earned a minimum of 15 credits hours from PCC.
4) All candidates for graduation must have earned a minimum cumulative GPA of 2.0.
5) Candidates who have not earned credit from Pratt Community College for two or more consecutive sessions (not including summer) must meet the certificate and/or degree requirements of the catalog for the academic year of their return.

Academic Awards

The following honors 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 student must have full-time (12 credit hours) status per semester (corequisite support and zero level courses excluded) to qualify for Academic Awards as outlined in the PCC catalog. A minimum of 24 credit hours of courses deemed eligible for graduation must be taken through Pratt Community College to qualify for the Summa Cum Laude, Magna Cum Laude, and Cum Laude honors. Performance courses are excluded in the calculation for academic award eligibility.

Degree Requirements for Area of Study (Major) and Transfer

Degree requirements apply to all students who will receive a degree, regardless of their area of study. Requirements for all degrees and certificates are listed in the catalog and should be followed. Special assistance in course selection will be provided by a designated advisor.

While each student's advisor and the Registrar will assist students in determining the specific courses needed for the chosen area of study, it is the student's responsibility to select classes leading to degree/certificate completion at PCC and the transfer institution. Students should establish contact as early as possible with the institution where they plan to earn a bachelor's 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.

Exception to Degree Requirements

If a student provides evidence that their planned transfer institution has degree requirements which are in conflict with the degree requirements of Pratt Community College, the student may petition with the Vice President of Instruction for a waiver of PCC requirements.

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 as well as the state's independent colleges 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 enroll in the appropriate courses toward those requirements.

Degree Audits

Degree Audits are an official record of a student's graduation status; the audit 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.

Linda Hunt Memorial Library and Learning Resource Center

The mission of the Linda Hunt Memorial Library is to support and enhance the learning and research experiences and research of students, faculty, and staff of Pratt Community College   as well as all external constituents. These services sustain the associate degree programs certificate programs, business/industry training programs, and continuing education programs by 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 webpage, students access online learning resources, and additionally access the State Library of Kansas database and research sites. This facility is designed for research and study, as well as a place to gather with friends and work/project groups. The library is located at the north end of the main building of PCC.
Library services include computer workstations plus free Wi-Fi, all of which may be used to access the Internet and online catalog system. Library services include Windows 10, laptop check-out service, inter-library loan, free student B&W printing, copier access, and scanning. There is a charge of 50 cents per page for color copies. Books may be checked out by students and community members for three weeks at a time and may be renewed as needed. Students are responsible for the cost of replacement of material if it is lost, damaged, or not returned at the end of each semester.

Hot and cold beverages as well as snacks are available for student purchase. Snack purchases support free printing for students.

The library catalog is available on all library computers and by visiting:
https://prattcc.booksys.net/opac/lhmlpcc/index.html#menuHome

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)

Tutoring Services

Although instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC can access the Tutoring Center, located in the Linda Hunt Memorial Library. Peer tutoring is available for a variety of subjects. Individual appointments are not needed; tutor schedules are posted in the library and around the campus. Students needing assistance simply visit the Tutoring Center during scheduled tutoring hours. Pratt Community College also offers virtual tutoring for most courses through Tutor.com. This is a free resource that students can access through their Canvas courses. Students with questions or issues logging onto Tutor.com should contact the Student Success Center staff. Both tutoring services are free of charge.

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 works with faculty members from Kansas community colleges and universities to create Systemwide Transfer (SWT) courses. These courses 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.gov/academic_affairs/transfer-articulation
For transfer information at a specific institution, visit: https://www.kansasregents.gov/academic_affairs/transfer-articulation/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 Kansas 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 out-of-state 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 areas of study 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 broad intellectual experiences in multiple academic disciplines. Through general education courses, students not only study individual course curriculum but also build skills in critical thinking, problem solving, communication, and social/cultural awareness General education courses provide students with skills vital to academic, personal, and professional success.

The Kansas Board of Regents developed a Systemwide General Education program framework that is designed to simplify processes and remove barriers for transfer students. The Systemwide Generation Education program framework is comprised of 34-35 credit hours organized in six discipline-based "buckets" and a seventh institutionally designated bucket. A student who satisfies all seven buckets will complete the systemwide GE program. That student's transcript will include the notation "KS Systemwide General Education Completed." The student with this notation on the transcript will not be required to take additional general education courses from a transfer institution in order to meet that institution's systemwide general education requirements.

Systemwide General Education program requirements
010English Discipline Area (6 hours)
020Communications Discipline Area (3 hours)
030Math & Statistics Discipline Area (3 hours)
040Natural & Physical Sciences Discipline Area (4-5 hours) Must include a lab
050Social & Behavioral Sciences Discipline Area (6 hours)
- Two 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

060Art & Humanities Discipline Area (6 hours)
- Two 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, BUS218 Business Ethics. Performance and studio courses are excluded.

070Institutionally Designated Area (6 hours as noted)
   a. Personal & Professional Development (3 hours)
   b. Cultural Awareness & Diversity (3 hours)

For specific courses within each discipline, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the catalog. Refer to the Academic Maps for each area of study for the specific math course. 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.

Acceptance of course credit for transfer required for a particular area of study will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the area of study.

Each institution will define its own graduation requirements.

A transfer student may be required to take freshman or sophomore courses to meet specific requirements or course prerequisites of a given area of study.

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 Associate Degrees
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. The candidate must complete the requirements as listed in the academic map for the selected area of study. 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.

Students may participate in the graduation ceremony if they are short six or fewer credit hours in the degree of their choice. The degree will not be awarded until the hours are completed either through PCC or by transferring the required courses back to PCC. Once the Office of the Registrar receives proof of completion of the missing credit hours and verifies all the other graduation requirements have been met, the student will officially graduate.

The student's diploma will bear the same date as the final day of the semester in which they graduated. A student who has applied for graduation must complete the graduation requirements within the same calendar year or must re-apply for graduation.

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 may be permitted by the 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 at www.prattcc.edu.

The Associate of Applied Science degree prepares 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 enroll 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 and may also be 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. Courses in the area of study that typically lead to Bachelor of Arts degree are English, Humanities, Foreign Language, Philosophy, and often include 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 courses as well as courses in natural science, social science, communication, and mathematics.

The Associate Degree of General Studies (AGS) is a degree option for a variety of students. The AGS aligns with the Bachelor of General Studies (BGS) degree offered by most universities. 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 students 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. Most certificate programs are designed to allow a full-time student to complete a program within one academic year.

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 12 unified schools 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 the 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 and math classes must complete placement testing or have qualifying ACT or Next- Generation ACCUPLACER scores to determine eligibility. High school grade point averages for a minimum of seven semesters may also qualify a student for English and math course 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.

EDUKAN

EDUKAN courses provide additional online course options for students. Students who enroll in EDUKAN courses may wish to complete only a course or two, or they may take course work leading to an associate degree in selected disciplines. Payment for EDUKAN courses is through the business office. More information is available at www.EDUKAN.edu.

Coffeyville Community College (CCC)

Pratt Community College and Coffeyville Community College cooperatively deliver the Electrical Power Technician (EPT) program at Coffeyville.

Dodge City Community College (DCCC)

Pratt Community College and Dodge City Community College 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/or at Attica High School for which students may earn a certificate in Automotive Technology and/or Welding 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 Wichita State University Tech in Wichita.

Barton Community College (BCC)

Pratt Community College has a nursing education partnership with Barton Community College; this allows BCC to offer nursing courses on the Pratt campus. Students may earn their PN and/or ADN certificate/degree through Barton Community College while remaining on the Pratt campus.

Barclay College

Barclay College and PCC have entered into a cooperative agreement that allows Barclay students to obtain college credit via PCC courses.

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.

Financial Aid & Cost

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 $200,000y in academic scholarships is available annually 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: https://prattcc.edu/cost-information

Tuition and Fee Payment Policy

All students are required to pay in full all charges for tuition, fees, housing and meals, or to create 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 students have a credit card or a bank account. If students 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 33% is due at the time of signing. The payment plan options available depend upon when the payment plan is established. More information is available at https://prattcc.edu/financial-information/online-payment-plans-pcc-students-and-edukan-students

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 within Etrieve.

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 either through direct deposit by filling out the direct deposit form located in the Etrieve portal or by check.

Scholarships & Grants

How to Apply for Pratt Community College Scholarships

Applicants for an academic scholarship must submit a scholarship application online through the Etrieve 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. Full tuition and books scholarships do not cover fees or room/board and must be paid for by the student.

Presidential Above & Beyond Scholarship

A&B 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 posted deadline (see scholarship details on website). 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 GPA of 3.6 or higher
- Must rank in the top 10% of the student's high school class

Academic Departmental Scholarships

PCC grants numerous academic departmental scholarships each year in the following areas; these are awarded by the individual departments.

- Agriculture
- Art
- Automotive Technology
- Biology/Science
- Business/Accounting
- Education
- Electrical Power Technology
- Information Network Technology
- Performing Arts
- Welding Technology
- Wildlife Outfitting & Operation

Pratt County High School Senior Grant

The Pratt County High School Graduate Grant has been established by the Pratt Community College Board of Trustees to provide tuition assistance for all Pratt County High School graduates who are currently residents of Pratt County.

The Pratt County High School Graduate Grant will entitle the student to a full-tuition scholarship, excluding EDUKAN courses. Students must maintain a GPA of 2.5 or higher.

Application procedures for students applying for the Pratt County High School Graduate Grant are as follows: Complete a PCC scholarship application and submit it to the Financial Aid Office. Provide documentation to the Financial Aid Office, which confirms student's current Pratt County residence and Pratt County High School graduation date.

Transfer Scholarships

Laura E. Porter Transfer Scholarship

This scholarship was established by Laura E. Porter of Pratt, Kan., to aid students graduating from PCC in continuing their education at a college or university. There are two phases to the scholarship:
- A financial award to select 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 PCC graduates wishing to continue their education beyond the community college level. This may be obtained in the Financial Aid office.

Linda Hunt Memorial Scholarship
This scholarship was established to aid students graduating from PCC in continuing their education at a college or university. A committee will select 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 students graduating from PCC in continuing their education at a college or university. A committee will select 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.

PCC 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.

The Kansas Board of Regents Scholarships and Grants
More Information is available at: https://www.kansasregents.gov/scholarships_and_grants All KBOR 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 operated by a designated Kansas educational institution that has been identified as offering a technical certificate or associate of applied science degree program in a high cost, high demand, or critical industry field. Designated Kansas educational institutions include technical colleges, community colleges, and public four-year colleges that award associate of applied science degrees; and Washburn Institute of Technology. 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. Priority Date: May 1.

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.

Because financial need is a priority in awarding this scholarship, students will need to file a FAFSA form. Once your school considers you as a graduate status student, you are not eligible for this scholarship. Priority Date: May 1.

Please Note: Individuals who are also using Ch. 33 Post-9/11 GI Bill benefits or Ch. 31 Veterans Readiness & Employment benefits should carefully consider how the Kansas Military Service Scholarship may affect those benefits. Generally, when a Ch. 33 or Ch. 31 user receives other aid that is designated solely for tuition and fees (known as restricted aid), the VA's last payer clause states that VA will only pay any remaining tuition/required fees after restricted aid is applied. Because the Kanas Military Service Scholarship is restricted aid pays towards an individual's undergraduate tuition and required fees for up to 8 semesters of undergraduate coursework, there is no tuition for the VA to pay when a student receives the Kansas Military Service Scholarship. Students can still receive their Ch. 33/Ch.31 monthly housing allowance and book stipend; however, we encourage students to talk with their school's military-affiliated centers/staff about how to maximize all of their entitlements.

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. The National Guard Educational Assistance is only available for fall and spring semesters. Deadlines: Fall 2025 semester - August 31, 2025; Spring 2026 semester - January 31, 2026

New for 2025-26 - dependents of KS National Guard members can apply to be considered to receive assistance. More information and the application will soon be available. Links and applications will start to be accepted on July 1, 2025.

Kansas State Scholarship
The Kansas State Scholarship is designed to assist students with financial need in the top 40-50% of Kansas high school graduates who are designated as state scholars during the senior year of high school. Deadline: July 1. 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. Priority Date: June 1.

Kansas Promise Act Scholarship
The Kansas Promise Scholarship was created during the 2021 Kansas Legislative Session to assist students who are enrolled in specified high wage, high demand, or critical need industry programs at eligible Kansas community colleges and technical colleges, Washburn Institute of Technology, and certain private postsecondary educational institutions. 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.

See https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship for more detailed information, a list of eligible programs, and the application.

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.

Federal Financial Aid Programs - FAFSA

Federally financed educational assistance programs are determined based on 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

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 prior to August 1. After August 1, a late fee of $100 will be assessed to the student's account. 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. If the student has additional funds after all authorized charges have been paid, he/she will be allowed to charge their books to their student account.

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:

- Be a U.S. citizen or eligible non-citizen. Check with the Financial Aid Office for categories of eligible non-citizens.
- 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
- 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' Student Aid Index (SAI), the cost of attendance, whether the student is full- or part-time and whether the student 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 like the Federal Pell Grant Program, in that funds awarded do not need to be repaid. Grant amounts are issued between $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 attend 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. Students should please complete at www.studentaid.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; the borrower is responsible for all interest.

Direct PLUS Loans

For parents of dependent undergraduate students and for graduate and professional students, the borrower is responsible for all interest; financial need is not required.
For additional information please visit the https://studentaid.gov/plus-app/ 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	
Grade Level 1 (less than 32 completed hours) - FRESHMAN	**Dependent Student**	**Independent Student**
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	
Grade Level 2 (32+ completed hours) - SOPHOMORE	Dependent Student	Independent Student
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 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 qualify as need-based 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. Students are limited to one job. The last day a student is able to work each semester is the final Friday of the month before semester ends, unless given unique permission by the Vice President of Finance and Operations. 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 cause a department to be without the assistance of a Work-Study student. Students may not work during scheduled course times and will be responsible for clocking in and out during work times.

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 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 Suspension and Appeals

Students may appeal their Suspension status by completing and submitting an SAP appeal to the Financial Aid Office. Forms are available in the student's Etrieve Account. The student must meet with their Academic Advisor and outline all required courses that will be taken during the following semester. 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 out-of-pocket 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 approved. Students on Financial Aid Academic Plan status are eligible and may continue to receive financial aid funding, if 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 Appeal
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 point per semester hour
F	0 grade points per semester hour
I	Incomplete 0 grade
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 Etrieve portal 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 emailed to students before their scheduled disbursement. For those students who have been awarded aid and completed the necessary paperwork, funds will be disbursed before the 60th day of the semester. Aid is awarded for one academic year (summer, fall, spring). Students can 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.

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 available by appointment through the College Health nurse.

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 by appointment.

PCC students have the opportunity to utilize FOCUS 2, an intuitive, web-based career and education planning system that helps users make informed decisions about their future. Through a series of reliable self-assessments—including Work Interests (Holland Code), Personality, Values, Skills, and Leisure Interests—students gain insight into potential areas of study and career paths. Additionally, students can explore job options and take proactive steps to advance their career development.

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. Success Coaching 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.

Tutoring Services

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, 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. The Tutoring Center is a free resource. In addition to face-to-face tutoring, PCC also offers virtual tutoring for most courses through Tutor.com. This online tutoring is a free resource that students can access through their Canvas courses. Students who have any questions or issues logging onto Tutor.com should contact the Student Success Center staff.

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.

An 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. Students should 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.

Internet Access

Pratt Community College has free wireless internet across campus. Students should log on to PCC- Wi-Fi in the classroom buildings and residence halls using their Self-Service login information.

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.

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 Riney Student Conference Center. A variety of equipment is available at no charge to students. Students should check the schedule as hours vary.

Computer Labs

Computers are available for student use in the Linda Hunt Memorial Library, Gwaltney Hall, and Chandler Hall. (If a class is working in one of the labs, students should wait to access the lab until the class is over or visit one of the other labs.)

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 Admissions Office (Area 51).

Residence hall students are issued an ID card upon move-in. Students are not charged for their initial ID card. A fee of $10.00 will be charged for a replacement ID card if it is broken, damaged, lost, or stolen.

There will be no charge for malfunctioning cards due to system problems only. If problems occur, students should contact the Office of Student Services (Office 51).

Non-residence hall students may receive a student ID card upon request.

ID cards of residence hall Students moving off campus are deactivated from the security system; however, their cards are not collected unless disciplinary or other circumstances prevail.

Student Life

Student Life at Pratt Community College is developed using student development theory. We realize that students spend more than half of their time outside of the classroom, so 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 "Welcome Week" and Beaver Fever Week" (See what we did there), add to the fun of Student Life. Pratt Community College is also home to a variety of clubs and organizations.

Beaver Lounge

The Beaver Lounge is located next to Beaver Bites. Students can hang out between classes and in the evenings, making it a place to relax with friends, play pool, Xbox, or PlayStation.

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

Pratt Community College competes in the National Junior College Athletic Association (NJCAA) as a member of the Jayhawk Conference, offering a broad selection of intercollegiate sports for both men and women. Men's sports include basketball, baseball, soccer, tennis, track and cross-country, cheerleading, eSports, and wrestling. Women's athletics feature volleyball, basketball, track, soccer, tennis, softball, cross-country, cheerleading, eSports, and flag football.

The college boasts a range of athletic facilities to support both on-campus and off-campus events. The Dennis Lesh Sports Arena, with a capacity of 2,500, serves as the main venue for indoor sports. Baseball games are held at Stanion Baseball Field, which seats around 500 spectators. The softball team competes at Jerry Angood Field in Pratt's Lemon Park. Soccer and track events for both men and women take place at The Bill Keller Family Sports Complex, located off campus just east of the Green Sports Complex. Tennis matches are held at the Walter Blake Tennis Complex, also situated off campus.

Clubs and Organizations

Beavers on Stage - Performing Arts

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.

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, pep band, and jazz band. Public performances are presented each semester. The mission of Beavers on Stage and the performing arts department is to provide a creative outlet for students while serving the Pratt community and surrounding area as an ambassador group for the college.

Block & Bridle

This club is for students with an interest in agriculture. The objectives of the club are to promote scholarships, 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.

Creative Arts Society

The Creative Arts Society, established in Fall 2024, promotes inclusion, creativity, collaboration, and community engagement through artistic expression and thoughtful discussions. The club aims to work closely with the local community and plans to organize trips to exhibitions, galleries, and museums to inspire and connect its members.

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.

Kappa Beta Delta

Kappa Beta Delta is an honor society for business, management and administration majors at accredited two-year schools. Top students in PCC 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 a 3.0 GPA or higher.

Novel Ideas – Book Club

One of our new clubs launched Fall 2024 is the Novel Ideas Book Club, which aims to promote a passion for reading and discuss themes related to individuality, culture, and society. The club will also partner with the Pratt Public Library for community service opportunities.

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.

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 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 Ambassadors

The Student Ambassador program is a leadership opportunity for a select group of students who support the Admissions Office and promote a positive image of Pratt Community College. Ambassadors serve as the face of PCC by providing campus tours to prospective students and their families and representing the college in a friendly, professional manner.
There are four Student Ambassadors hired each academic year:
- Two returning students are selected in the spring for the following year.
- Two incoming freshmen are hired at the beginning of the fall semester.

This is a paid position and is not dependent on qualifying for work-study.
In addition to giving tours, Student Ambassadors may assist with Admissions events, social media efforts, and other outreach activities as assigned. Through this role, students will develop a strong set of transferable skills, including effective communication, public speaking, customer service, marketing awareness, and teamwork. They will also gain valuable experience working in a professional environment and representing the college to a diverse audience.

STEM Club

The purpose of the club is to encourage and support the development of interest, knowledge, and skills in STEM. This will be accomplished through regular meetings, conducting fun labs/experiments, providing community outreach, and assisting with tutoring for students and members of the club. The club will provide an environment that is welcoming, and encouraging for students to ask and receive help as well as try new STEM-related experiences.

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.

General and Consumer Information

General and consumer information available on the web link below includes, the following: contact directories, complaint policies and procedures, cost of attendance, professional licensure disclosure, student conduct and due process policies, campus safety information, Clery Security and Fire Safety Report, graduation and transfer-out rates, job placement and earnings, equity in athletics and taxpayer and student transparency data. https://prattcc.edu/about-pcc/general-and-consumer-information

Graduation Rates

Graduation and transfer rates are reported as a percentage of IPEDS cohort students who completed a degree or certificate at PCC within 150% 93 academic years) of completion time. These rates can be found here: https://prattcc.edu/about-pcc/graduationcompletion-rates

Crime Statistics

Crime statistics and other information related to Pratt Community College may be viewed at https://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 https://prattcc.edu/about-pcc/annual-security-report

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 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 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 Student Services. 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 Student Services, 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 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 THE 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 on 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 Student Services.

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 90 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 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 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 Student Services, 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 Student Services.
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, 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 Student Services (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 the PCC website: Administrative Policy 600-05.

- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses (distant education courses, activities, and operations provided by PCC to students in other SARA states) should be filed in writing by students enrolled in those courses to the Vice President of Instruction at PCC. If a student bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, with the Kansas Board of Regents office: https://www.kansasregents.gov/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAinstitutions.pdf

Academic Probation and Dismissal

If a student's grade-point-average falls below 1.5 for any semester, 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 of 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.

Policies & Procedures

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 Student Services. 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 health or 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 Student Services 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. 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. Source: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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

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.

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** https://prattcc.edu/administrative-policy/harassment-and-discrimination-policy

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.

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:
Dr. Kwanna King, Vice President of Student Services
kwannak@prattcc.edu or 620.450.2237

Deputy Coordinator:
Ashley Bertram, Director of Human Resources
Ashleypb@prattcc.edu 620.450.2139

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 Human Resources 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 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. PCC also utilizes the LiveSafe app, which provides security information and services from any location.

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. Campus security numbers are posted throughout 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 Student Services.

Campus Crime Summary

Crime statistics and other information related to Pratt Community College may be viewed at https://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 https://prattcc.edu/about-pcc/annual-security-report

Tobacco Use

In accordance with KSA 72-53,107 and in the interest of 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.

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 and 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" means 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 of 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. 75-7co3 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. 75-7co3 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 study 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 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.

Parking Policies and Procedures

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. If two tickets are received, the vehicle will no longer be allowed to park on campus.

Citations are given for parking in
– Designated handicap spaces
– Fire lanes
– Next to large trash dumpsters
– Loading zones,
– Marked staff parking spots
– Parking over the line or taking up more than one space
– Parking on the grass
– Parking between the vocational buildings
– Parking in the college vehicle parking lot

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.

Food and Drink in Classrooms

Food and drink with the exception of water are 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.

Additional Handbooks

Some Pratt Community College departments including College Start and Athletics refer to additional handbooks for rules and regulations. These handbooks are supplemental to this handbook and are official documents.

Residence Life Manual

Welcome to Pratt Community College and living on campus! The goal of the residence life program is to provide a safe environment for our students where they can build long lasting relationships and grow as individuals. We encourage students to take advantage of our numerous activities and opportunities to make the most out of the residence life experience.

Please take the time to meet your resident assistants and Residential Supervisor. These leaders are there to help you succeed on campus. They will provide opportunities to get involved in your residence hall and community throughout the semester. Each day there is a Residential Supervisor on duty. They are our professional staff members on call 24 hours a day to answer any questions and help with resident hall needs. Every month there will be an updated calendar posted in each hall with our Residential Supervisors' contact information.

This portion of the Student Handbook will help you make the most of your residence hall experience. Please take the time to review the contents of this handbook. Should you have any questions or concerns regarding a specific policy, rule, or regulation, please contact a member of our staff. Please feel welcome to stop by our Residence and Student Life offices in Office 77 in the Benson Education Center. We enjoy talking with students about their experiences here at Pratt Community College!
Again, welcome to campus! Go Beavers!

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 for reviewing and knowing 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 Cultural and Social Awareness
The Pratt Community College's Department of Residence Life is committed to creating an open living environment that is physically and psychologically safe, respectful, and civil—where individual and human differences, as well as a wide range of perspectives, are understood, accepted, and celebrated

Pratt Community College Residence Halls

Beck Hall

Beck Hall was built in 1986 and houses 36 women. It is a community-style facility with two people per room and one large bathroom is shared per wing. The lobby area features a kitchenette, couches, big screen TV, computers and study areas.
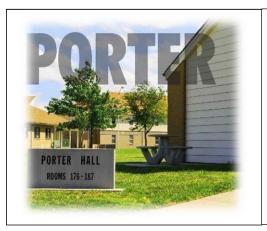
North Hall

was built in 1998. This co-ed facility houses 64 people. This suite-style residence hall pairs two rooms with a private bathroom in between, and there are eight single rooms in this building as well. North Hall also has disability-accessible rooms. The lobby features computers, a large TV, and study area. The second-floor lounge has a study area as well.

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.
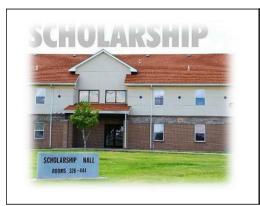
Porter Hall

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. Upgrades to the Porter Hall took lobby place in 2023, which included gaming tables, a beverage machine, gaming system and television.

Dr. William Wojciechowski Hall

is Pratt CC's newest residence hall, completed in 2010. This facility is co-ed and offers apartment-style living amenities for 72 students. Each suite features two bedrooms with twin extra-long beds a desk, dresser and closet per student plus a bathroom, kitchen and living room per apartment. A private bathroom is available in the common area.

Scholarship Hall

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. In addition to adjoining room bathroom facilities, a private bathroom is available in the common area.

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 Supervisors, and Resident Assistants. These individuals are readily available to assist with personal and academic development as well as provide you with a clean, safe, and comfortable home away from home.

Residence Life Office
The Residence and Student Life department can be found in Office 77 in the Benson Education Center. The office is open 8:00 am to 5:00 pm, Monday through Thursday and 8:00 am to 12:00 pm on Friday. Feel free to stop by and see us or call 620.450.2170.

Resident Life Professional Staff

Director of Students & Residence Life
Vacant
Novotny Hall
Email: residencelife@prattcc.edu
Phone: 620-450-2170

Coordinator of Student Engagement and Residence Life
Laurisa Eck
Email: laurisae@prattcc.edu
Phone: 620-450-2120

Resident Supervisor
Vacant
Porter Hall
Email:
Phone: 620-450-2246

Resident Supervisor
Hayden McBride
North Hall
Email: haydenm@prattcc.edu
Phone: 620-450-2166

Resident Supervisor
Abbi Munson
Wojciechowski Hall
Email: abbim@prattcc.edu
Phone: 620-450-2151

Resident Supervisor
Aaron Grant
Scholarship Hall
Email: aarong@prattcc.edu
Phone: 620-450-2110

Resident Supervisor
Quintin Powell
Wojciechowski Hall
Email: quintinp@prattcc.edu
Phone: 620-450-2164

Resident Supervisor
Kenny McCartney
Beck Hall
Email: kennym@prattcc.edu
Phone: 620-450-2119

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 filled out through your Etrieve account. Please address any emergency concerns to the resident 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

Campus security 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 27. Students are encouraged to download the LiveSafe app utilized by PCC for security contact information and resources. Students can contact the following security officers:

Daytime Security: Thomas Wright - 620-388-2367
Evening/Night Security: Glenn Wright - 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 a handicap that cannot be accommodated
5. Have lived in Pratt County for 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 Student Services 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 Student Services 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 2025-2026 academic year. Students receiving Pratt Community College scholarship awards for 2025-2026 are not required to live in the residence halls as part of their scholarship award agreement. This action is being taken to provide students with an option for their living arrangements.

Live-on Requirements

Students living in a residence hall must be enrolled as a student at Pratt Community College and 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 the Director of Students & Residence Life to discuss their course schedule. Failure to do so may result in termination of your housing contract.

Residence Hall Stay Policy & Early Check-In

A. Current semester residents, who are enrolled and in good standing (no disciplinary infractions, no financial holds) can remain in the residence halls after the last official day of Spring semester and through the official Fall semester check-in with financial approval by the business office.
B. Upon approval from the business office, summer housing arrangements must be coordinated with the Director of Students & Residence Life and the business office by April 30th.
C. Students agree to move to the designated summer semester residence hall.
D. Incoming new to Pratt Community College students, who are enrolled and in good standing (contract complete, deposit paid, no financial holds) can arrange, with the Director of Students & Resident Life, for an early check-in date prior to the designated Fall Move-In Day if special circumstance warrants (see below). Considerations include the following and must be arranged and approved by the Director of Students & Residence Life at least 48 hours prior to arrival.

- Transportation/travel
- Employment
- Unique family situation

Great Western Dining Services are not available until the designated Move-In Day. Restricted visitation of guests will be in place as well as other rules or regulations as specified by the Director. Early arrivals without prior arrangement and approval by the Director will be assessed a $100 improper check-in fee.

Contractual Obligations

Students may visit their Etrieve account 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 for every student moving into the residence halls. The deposit must be paid in full at the time of the contract's submission. The 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 after students have checked out and room damage assessments are finalized by the Director of Residence Life. 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.

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 becomes untenable because of damage or destruction by fire, or other casualty. In such case the resident will be charged room and board fees for the 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 Student Services. 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

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 17th, 2025 Student check-in is from 9AM and 4PM.

The residence halls will close for fall semester on December 12th, 2025 at 5:00 pm for all students. Students are expected to make travel arrangements accordingly. Residence halls will reopen for spring semester on January 12th, 2026. Student check-in is from 9AM and 4PM. The residence halls will close for spring semester on May 15th at 5:00 pm for non-graduates May 16th at noon for graduates. Students are expected to make travel arrangements accordingly.

Checking Out of Residence Halls

Students are to communicate with a member of the residence life staff at least one business day prior to checking out for the preparation of proper documentation. Students must work with the residence life staff to set up a time to meet for proper check out. Self-check-out forms can be requested from the Director of Students and Residence Life.

When a resident staff member shows up to check the room. It 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 the 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

Once checked out, the resident staff will review the room condition report, and collect the room key checked out at the time of move in.

Failing to check-out properly will result in an automatic $50 charge on your student account. **Failing to return the room key will result in an automatic $50 charge on your student account.**

Summer Housing

Summer housing is available contact the Director of Students & Residence Life for more information. Note: A $200 deposit is required for summer housing, unless a current housing contract & deposit is on file.

Room Entry by Staff

Pratt Community College reserves the right for authorized PCC personnel to enter and conduct a search of a student's room for any purpose connected with an occupant of the room is ill, physically harmed or endangered, or to aid in basic responsibility of the college regarding discipline and maintenance of an educational atmosphere.

Authorized PCC personnel include the President, Vice Presidents, Director of Buildings & Grounds, members of the Maintenance staff, Athletic Director, PCC Security, the Student Health Nurse, the Student Success Center staff, and the college residence hall staff. Authorized PCC personnel may request others, such as law enforcement, fire, or EMS officials, to accompany them when necessary. -- Administrative policy 600-12.

Living in a Community

Getting to Know your Roommate

Having a roommate can be one of your best experiences of college life. Here are some tips to help make a positive transition. Be willing to share, communicate, and work through conflicts. Create a Roommate Bill of Rights. Know what you need and discuss why it is important. Then make a roommate agreement and hold yourself and each other accountable. By putting in a little effort, you may just make a new lifelong friend. This is an example of a 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 accept 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

These are some questions to begin the discussion of knowing each other's needs:

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?

Creating a Roommate Agreement
Use the discussion to help create a roommate agreement. When creating the agreement:

1. Take time to address all the areas of the agreement
2. Make sure there is nothing you are missing or nothing you do not agree with
3. If you need help, talk with an RA

We have found Roommate agreements work best if they are made in the first two weeks of living together. The goal of the agreement is to set ground rules and start on the right path to having an enjoyable residence life experience.

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. At the beginning of each month a student life calendar will be distributed throughout campus.

Pratt CC is proud to offer many diverse involvement opportunities in several student organizations. For a full list of student organizations and contact information visit: http://prattcc.edu/student-life/clubs-and-organizations.

Residence Life Services

Cleaning Supplies

Each residence hall has cleaning supplies and vacuums readily accessible. We ask in return that students 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- laundry room
3. Novotny Hall- basement
4. Porter Hall- lobby area
5. Scholarship Hall- laundry room
6. Wojciechowski Hall- laundry room

Contact your Resident Assistant or Resident Supervisor if extra cleaning supplies are needed. PCC Residence Life will aid students with cleaning supplies within reason.

Dining Services and Hours

Several food options exist for students in the cafeteria located in the Riney Student Center. If you cannot make a mealtime, 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.

Monday-Thursday:
Hot Breakfast: 7:30 to 8:30 am
Continental Breakfast: 8:30 to 9:00 am
Lunch: 11:00 am to 1:00 pm
Dinner: 5:30 to 6:45 pm

Friday:
Hot Breakfast: 7:30 to 8:30 am
Continental Breakfast: 8:30 to 9:00 am
Lunch: 11:00 am to 1:00 pm
Dinner 5:30 to 6:30 pm

Saturday & Sunday, plus No class days:
Brunch: 11:30 am to 12:30 pm
Dinner: 5:30 to 6:30 pm

*Hours subject to change, check hours posted in the Great Western Dining cafeteria.

Ice Machine

Ice machines are available in Novotny Hall, Wojciechowski Hall and in the lobby of Porter Hall for residents to use. All Residents have key card access for the lobby area of Porter Hall.

Internet

Each residence hall room includes Wi-Fi and an Ethernet cable hook-up. Residents can access Wi-Fi by connecting to the PCC Wi-Fi 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 clothes in the laundry 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 a member of the Residence Life Team. Please do not fill out a work order form as our PCC maintenance staff does not fix laundry machines. Misuse of laundry facilities and leaving laundry unattended could lead to disciplinary sanctions (see sanctions and fines). Pratt Community College is not responsible for students' laundry. Laundry left in the laundry room for more than 48 hours will be considered abandoned property and disposed of. 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.

Living Facilities

Each room is equipped with twin beds, chest of drawers, and study desks with chairs, closets, and mirrors. You are responsible for your room, its cleanliness, all 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. Further fees will be assessed if furniture is missing at the time of move out.

Residence Hall Lobbies

The Residence Hall lobbies are multi-purpose areas for residents. They can be used as a social/study area and for student activities.

Mail Service/Mailing Address

Each residence hall student will be assigned a mailbox in the upper commons area of the main building. Mail will be distributed when it arrives. There is a postal box outside the mail area where outgoing mail can be picked up. Students Must have an ID to pick up packages. Each student is required to regularly check his/her mail and is responsible for the content. Mail show be addressed:

<div align="center">

Name
348 NE SR 61
Box # (not room #)
Pratt, KS 67124

</div>

Maintenance

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported by filling out a maintenance request form via your student E-Trive account. In case of an emergency, please contact a Residence Life staff member 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 familiarize themselves with all campus regulations for vehicles. Bicycles, motorcycles, or vehicles of any kind are not to be used on the sidewalks, or grass areas on campus properties. 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 spot that is marked as a reserved space will result in a $35 fine. Pratt Community College is subject to the rules and regulations of the city of Pratt as well as campus security. Vehicles must be properly licensed and insured to be located or driven on campus.

Vending

Soda machines are in Porter and Wojciechowski hall. PCC 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 14 days and then removed at the owner's expense. If student property is left in the residence halls after the housing contract period is complete, the property will be removed immediately 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.

College Breathalyzer
The college's Breathalyzer will be used by Pratt Community College officials on college property or at college sponsored events when "reasonable suspicion" occurs that a student/visitor may be under the influence as a result of any of the following:
1. Student is causing a disturbance
2. Student appears intoxicated
3. Student refuses to cooperate

Please see full policy here: Administrative Policy 600-06

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 will be removed. This includes the outside of the room door, items visible through the window, and items visible to passersby 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 communal area furniture must stay in the communal area. Removal of communal area furniture will be considered theft. Those found responsible could face disciplinary action.

Cooking & Appliances
Clocks, lamps, stereos, radio, televisions, microwaves, refrigerators, crock pots, air fryers, and blow dryers are permitted in the halls. 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. If any appliances cause disturbances or endangerment to self or others, they will be removed by residence life staff.

Courtesy towards Staff
Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a conduct request from a staff member is prohibited and may result in further disciplinary action.

Extension Cords
Please keep the 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 basis. Sanctions, depending on the incident, could result in a fine, 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 may be subject to dismissal from the residence halls and the cost of damages. These activities may be reported to the Pratt Police Department. Care will be taken to examine the whole 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 will be prosecuted to the full extent of the law and 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 our college campus. 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. No items should leave the carrier until placed or handed over in a controlled position. 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
2. Nerf or orbeez projectiles
3. Using golf clubs
4. Playing Hacky Sack
5. Using a real or plastic bat to hit a ball
6. Bouncing a basketball
7. Kicking a soccer ball
8. Playing Cornhole

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/hall in a clean and sanitary condition. This includes clearing all garbage or debris in the room/hall. Room checks will be made regularly and can be conducted at any time. Failure to clean room within 24 hours following a room check infraction may result in cleaning, damage, and maintenance fines.

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 and/or negligent acts. All residents within the same community shall be jointly liable for all communal areas within their hall, as well as the full cost of repair from damages 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 a charge of $10.00 (not to be taken from deposit). A new room key will be issued with a charge of $50 and an additional charge will be assessed if changing the lock is necessary for security purposes.

Students are expected to carry exit and key cards with them at all times. Using another student's key card/ID for visitation is not allowed and may be followed with disciplinary action.

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, call the supervisor on duty. Be prepared to show your student ID. Only residents registered to a room will be admitted to a room. Residence Life will not let any unauthorized persons into someone else's room unless permission is given from the assigned occupying resident to a member of the residence life staff or campus security.

Motorized vehicles, Bikes, Hover boards, Scooters, Skateboards, etc.

Motorized vehicles, bikes, hover boards, electric scooters, scooters, skateboards, etc. are not allowed to be ridden in the residence halls. Bikes are to be stored outside using 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.

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 of 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 resident must also receive their roommate's permission to have a guest.

Cohabitation is prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, 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.

Orbeez, pellet, Nerf Guns

All Orbeez, pellet, Nerf, or any other style of gun outside of our weapons policy are not permitted on campus. Any gun we confiscate will not be returned and a minimum fee of $200 will be issued for conduct and behavior violations.

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 a gallon. Students violating this policy will be sanctioned (see sanctions and fines).

Pets/Animal and 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 with prior approval from the Student Success Center.
3. Residential Supervisors are permitted to have a pet in their respective apartments.

The following procedure provides 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 the college or 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 and notify a resident supervisor. Propping doors may result in disciplinary action (see sanctions and fines).

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. Courtesy quiet hours are expected and enforced 24/7 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. Please contact Residence Life staff immediately for any noise disturbance.

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 after checking out of the residence hall.

Solicitation
Door-to-door or signage 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 or unapproved signage are in the residence halls.

Suspicious Person
Residents should report unescorted nonresidents or suspicious persons in or near the residence halls to a Residence Life staff member immediately.

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).

Theft
The college is not responsible for stolen or lost items (ex. money, jewelry, electronics, luggage, (or other articles of value) left in rooms or other parts of campus. For your protection, please lock your doors at all times. Any losses are to be reported to Campus Security and a Residential Supervisor. 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 residence halls. 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 accommodated, 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. 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.

Unauthorized Persons on College Grounds or Within College Buildings
1. Any person under the age of 14 years shall be accompanied by a parent, legal guardian or responsible adult while upon college grounds or within any college building or facility other than the residence halls.
2. No person or persons under the age of 14 years shall loiter, trespass, or assemble on college grounds or within college buildings or facilities.
3. No person under the age of 16 or of high school status will be allowed in the residence hall without permission or unless accompanied by the resident student, legal guardians, or other family members.
4. Pratt Community College Employees and staff shall immediately report any violation of this policy to the office of Finance and Operations or any available administrative employee of the college.
5. Any person in violation of this policy who refuses to leave or returns after being asked to leave shall be reported to local law enforcement authorities.

-- Administrative policy 200-21

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 switchblade, 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 and used solely in the preparation or service of food shall not be constructed 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 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" means 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.

<u>Prohibitions Based on State Law</u>
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 of 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.

<u>Carrying and Storing Handguns</u>
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:

•   carry it concealed on or about their person in a manner that complies with this policy, or;
•   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:
- in any PCC classroom, lab, office, or facility;
- 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. 75-7co3who legally owns the handgun, and when the handgun is secured in a holster in an approved storage device;
- in any non-privately owned or leased motor vehicle; or,
- 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:
- 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,
- 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. 75-7co3 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:

- it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- it is constructed of study materials that are non-flammable;
- 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,
- 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 may be assessed a removal charge and could face disciplinary action. Anyone found in violation of entry or exit, passing or throwing items from a window could face disciplinary action.

Residence Life Conduct Process

Discipline Hearing

If you are involved in a situation in which a policy is being violated and a staff member interjects, their initial responsibility is to end whatever behavior is taking place that violates a policy. The staff member will then write an incident report documenting the details of what happened, including the names of people present, policies that were 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 at 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 on 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 within the residence halls. 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 Office of 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 Office of the Director of Students & Residence Life.
2. Student appeals in writing to the Vice President of Student Services, 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.

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 and cannot be taken from the residence hall deposit. A receipt will be issued by the Business Office, and a copy of the receipt will be given to the Director of Students & Residence Life. 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 the balance shall be paid on or before the last day of the semester. Note: Outstanding balances result in a "hold" being placed on the student's account. Holds on a student's account may impact many operations. Please see the PCC Business Office for more information on Account Stops.

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 see (Tampering with College Equipment under sanctions and fines) 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
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 North Hall's East Parking Lot

Missing Person
On-campus students should contact a Resident Assistant, Resident Supervisor, or Campus Security if they suspect a student is missing.

Severe Weather and Shelter Sites
Radio, cellular, and television weather services typically issue tornado warnings in reference to Pratt County. Pratt Community College is located in Pratt County. In the event a tornado warning for Pratt County is broadcast by the radio, cellular, television services, or is indicated by the sounding of the tornado siren, all residents and visitors are advised to proceed to the closest shelter sites:

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.
6. 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 keep cellular local emergency notifications on.

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. Campus Counselor, Student Success Center: 620.450.2156
4. Security
5. College Health: 620.450.2150
6. Vice President of Students Services Office: 620.450.2237

Residence Hall Charge Guide

Door Damage	$200	Cushions in Lobby Damaged	$180	Window Replacement	$200
Door Replacement	$1500	Carpet Tile Replacement	$3500	Fire Extinguisher-Replacement	$75
Door Hinges	$40 per set	Door Closer Replace	$125	Window Screen	$80
Door Hinge Pin	$10	Mattress	$150	Chest of Drawers-Repair	$50
Lock Replacement	$300	Wood Chair	$150	Chest of Drawers-front piece	$300
Lock Repair	$75	Electrical Repairs *due to student abuse or moving furniture*	$50	Chest of Drawers-Replace	$300
New Key	$50	Electrical Switch Plates	$4	Desk-Repair	$50
Key Card	$10	Fixture Lens	$25	Desk-Replace	$300
Wardrobe Replace	$600	Thermostats	$90	Towel Rack	$25
Wardrobe Repair	$200	Smoke Detector Damage	$160	Blinds Replacement	$80

- **All charges above are estimated price points.**
- **Resident Supervisor 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.**
- **Upon check-out Rooms are required to be free of trash and personal items when checking out or a minimum $80 clean-up fee will be assessed.**
- **Any sheetrock or paint damage is estimated by a PCC Maintenance, those are determined at a later date.**

Sanctions and Fines

Alcohol Sanctions

Alcohol Consumption or in the presence of Open or Empty Bottle/Container Sanctions

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.

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.

3rd Offense: Dismissal from their residence hall. Payment of breaking fee by the student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. The student will not be permitted in any of the residence halls. The student's scholarship will be revoked the following semester, if applicable.

Conduct/Behavior Inappropriate by a Student

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, apology letters, and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment.

2nd offense: $250 fine, apology letters, loss of visitors and visitation for the remainder of the semester, and you must attend continued sessions with the on-campus counselor. You can visit the Student Success Center to schedule your appointments. *

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.

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 themselves or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.

Conduct/behavior which:
- Is fighting, abusive, and/or threatening actions

Sanctions:

1st offense: $250 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 themselves or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.

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, Cannabis, & Paraphernalia Sanctions

<u>Alternative A</u>: 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. Students will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

<u>Alternative B</u>: A "measurable amount" of drugs is not present to warrant an arrest by law enforcement.

1st Offense: $200 fine and the completion of the Safe Colleges Cannabis assessment. You can visit the Student Success Center to schedule a time to complete the assessment.
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.
3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Hall Sports
1st Offense: Warning (plus cost of any damages, cleaning and maintenance)
2nd Offense: $200 fine plus the cost of any damages, cleaning and maintenance.
3rd Offense: Cost of any damages, cleaning and maintenance and dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Laundry Left Unattended
All laundry left unattended is the responsibility of the owner and not Pratt CC. Laundry left for more than 48 hours will be considered abandoned property and disposed of.

Lockouts
3-4 Lockouts: $10 per lockout
5-7 Lockouts: $20 per lockout
7+ Lockouts: $30 per lockout

Malicious Damage
Malicious and deliberate damage to residence hall property may result in automatic dismissal from residence hall. Students not reporting accidental damage will be fined $25. Damage charges will be assessed and charged to the individuals responsible.

Misuse of Key Card
1st Offense: Loss of visitation for two weeks
2nd Offense: 200 fine plus loss of visitors and visitation for the remainder of the semester
3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Tampering with Network Infrastructure
1st Offense: Loss of network privileges for one week and cost of cleaning and maintenance
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: $200 fine plus loss of visitors or visitation for two weeks
3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Parking Violations
Parking policies are enforced with parking tickets that carry a fine of at least $35. If two tickets are received, the vehicle will no longer be allowed to park on campus.

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

Any vehicle receiving more than five parking violations will be impounded.

Pets
Immediate removal of the pet and $200 fine plus the cost of cleaning and maintenance

Propping Doors
1st Offense: $200 fine and loss of visiting and visitation for two weeks
2nd Offense: $250 fine and loss of visiting and visitation for semester
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.

Removal/Damage of Furniture
Cost of replacement or repair of furnishings: 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 plus the cost of replacement or repair of furnishings.

If staff are unable to determine ownership of trash, group billing will be used.

Room Cleanliness, Trash and Damage
1st Offense: $50 fine
2nd Offense: $100 fine plus campus trash pickup

If staff are unable to determine ownership of trash, group billing will be used.

Tampering with College Equipment/Smoke Detectors
1st Offense: $200 Fine and an apology letter to students
2nd Offense: $250 Fine and weekly random room inspections
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.

Tattooing and Hair Cutting

1st Offense: $100 fine and cleanup of the space used
2nd Offense: $200 fine and cleanup of the space used
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.

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.
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.

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.

References: *Board Diversity Statement*. (2012, June). acenet.edu. Retrieved from
https://www.acenet.edu/Documents/Board-Diversity-Statement-June-2012.pdf

Associate of Science Academic Degree Map
Accounting 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176),(MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs.	Milestones/Notes	Course	Hrs.	Milestones/Notes
ENG176 Eng Comp I (SGE) 010	3		Natural & Physical Science (SGE) 040	4-5	
Arts & Humanities (SGE)060	3		ENG177 Eng Comp II (SGE) 010	3	ENG176 w/ C or higher
*ACC179 Financial Accounting	3		Arts & Humanities (SGE)060	3	
BUS235 Microcomputer Off Apps I (SWE) 070	3		*ACC232 Managerial Accounting	3	ACC179 w/ C or higher
Open Electives	3		*BUS255 Microcomputer Off Apps II	3	BUS235
TOTAL	15		TOTAL	16-17	
3rd SEMESTER			4th SEMESTER		
Course	Hrs.	Milestones/Notes	Course	Hrs.	Milestones/Notes
Institutionally Designated (SGE) 070	3		*BUS233 Business Law	3	
*ACC231 Computerized Accounting	3	ACC177 w/ C or higher	*BUS236 Business Communication	3	ENG176 and BUS235
Social & Behavioral Sciences (SGE) 050	3		Social & Behavioral Sciences (SGE) 050	3	
Communications (SGE) 020	3		Open Electives	5-6	
MTH178 College Algebra or higher (SGE) 030	3				
Open Electives	3				
TOTAL	18		TOTAL	14-15	
				DEGREE TOTAL: 64	

Open electives (11-12 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 18 hrs required as specified above by the *.

Systemwide General Education (SGE) Key	
010 English	050 Social & Behavioral Sciences
020 Communications	060 Arts & Humanities
030 Math & Statistics	070 Institutionally Designated
040 Natural & Physical Sciences	

Effective Fall 2025

Associate of Science Academic Degree Map
Agribusiness/Ag Economics 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
AGR185 Computers in Ag (SGE)[070]	3		MTH178 or higher (SGE) [030]	3	
Social & Behavioral Science (SGE) [050]	3		BIO125 General Biology (SGE)[040]	5	
*AGR132 Animal Science	3		Institutionally Designated (SGE)[070]	3	
*AGR142 Ag in Our Society	1		*AGR232 Marketing Ag Products	3	
*Area of Study	2				
TOTAL	15		TOTAL	17	
3rd SEMESTER			**4th SEMESTER**		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
Communication (SGE)[020]	3		Arts & Humanities (SGE)[060]	3	
Arts & Humanities (SGE)[060]	3		*Area of Study	3	
AGR231 Intro to Agribusiness (SGE)[050]	3		Open Electives	11	
*Area of Study	6-7				
TOTAL	15-16		TOTAL	17	

DEGREE TOTAL: 64

Open electives (11 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 11-12 hrs required from the following:					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
Any BUS, ACC, AGR, MTH or Science	11-12				

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Associate of Science Academic Degree Map
Agronomy 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
AGR185 Computers in AG (SGE)[070]	3		MTH178 or higher (SGE) [030]	3	
*AGR142 Ag in Our Society	1		BIO125 General Biology (SGE)[040]	5	
*AGR131 Plant Science	4		Arts & Humanities (SGE)[060]	3	
*AGR132 Animal Science	3		*AGR136 Soils	4	
TOTAL	14		TOTAL	18	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Communications (SGE)[020]	3		Arts & Humanities (SGE)[060]	3	
AGR231 Intro to Agribusiness (SGE) [050]	3		Social & Behavioral Science (SGE) [050]	3	
*AGR133 Crop Production	3		Institutionally Designated (SGE)[070]	3	
*Area of Study	3		*Area of Study	3	
Open Electives	4		Open Electives	4	
TOTAL	16		TOTAL	16	

DEGREE TOTAL: 64

Open electives (8 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 6 hrs required from the following:					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Any AGR, MTH, BUS, ACC or Science Course	6				

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Allied Health (Stand Alone Parent Programs)
Nursing Aide, Medication Aide, Home Health Aide 2025-2026

The Nursing Aide program is designed to provide students with the essential knowledge and skills to excel as Certified Nursing Assistants in various healthcare settings such as hospitals, nursing homes, clinics, assisted living facilities, and more. Students will learn about the principles of patient care, infection control, vital signs monitoring, and communication techniques. The format of this course is a hybrid format that includes online learning combined with a simulated lab experience and an in-person clinical rotation that provides for hands-on training. Students must supply their own transportation to and from the clinical sites. The Nurse Aide I course will prepare students to assist patients with activities of daily living, maintain a safe environment, and collaborate with healthcare professionals effectively. Upon successful completion of the course, students will be eligible to take the state Nurse Aide certification exam and pursue a rewarding career in the healthcare industry.

NURSING AIDE		
Course	**Hrs**	**Milestones/Notes**
HOC101 Nurse Aide I	5	Student must complete and pass all theory, lab, and clinical requirements for state certification exam eligibility.
		TOTAL PROGRAM HOURS 5

The Medication Aide program is designed to train healthcare professionals in the safe and accurate administration of medications in various healthcare settings such as nursing homes, clinics and assisted living facilities. Students will learn about medication classifications, dosage calculations, drug interactions, and proper medication storage and handling. The course is taught in a hybrid format that includes online learning combined with an in-person clinical rotation that provides for hands-on training. Students must supply their own transportation to and from the clinical sites. Upon completion of the course, students will be eligible to take the state Medication Aide certification exam. The student must have current Nurse Aide certification prior to enrollment in this program.

MEDICATION AIDE		
Course	**Hrs**	**Milestones/Notes**
HOC102 Medication Aide	5	Student must complete and pass all theory, lab, and clinical requirements for state certification exam eligibility. Prerequisite: Nurse Aide certification.
		TOTAL PROGRAM HOURS 5

The Home Health Aide course is designed to prepare individuals for a rewarding career in providing essential care and support to clients in their homes. During the two-week online course, students will learn about personal care tasks, nutrition and meal preparation, infection control, and communication skills necessary for working with clients of all ages and backgrounds. The curriculum covers topics such as assisting with activities of daily living, monitoring vital signs, recognizing changes in client health status, and maintaining a safe environment in the home setting. Upon completion of the course, students will be eligible to take the state Home Health Aide certification exam and make a positive impact on the lives of individuals requiring home-based care. The student must have current Nurse Aide certification prior to enrollment in this program.

HOME HEALTH AIDE		
Course	**Hrs**	**Milestones/Notes**
HOC103 Home Health Aide	2	Student must successfully complete this class for state certification exam eligibility. Prerequisite: Nurse Aide certification.
		TOTAL PROGRAM HOURS 2

Associate of Science Academic Degree Map
Animal Science 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
Arts & Humanities (SGE)[060]	3		MTH178 or higher (SGE)[030]	3	
AGR185 Computers in Ag(SGE) [070]	3		BIO125 General Biology (SGE)[040]	5	
*AGR132 Animal Science	3		*Area of Study	6	
*AGR142 Ag in Our Society	1				
Open Electives	3				
TOTAL	16		TOTAL	17	
3rd SEMESTER			**4th SEMESTER**		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
Communications (SGE)[020]	3		Social & Behavioral Sciences (SGE)[050]	3	
AGR231 Intro to Agribusiness (SGE) [050]	3		Institutionally Designated (SGE)[070]	3	
Arts & Humanities (SGE)[060]	3		*AGR239 Fundamentals of Animal Nutrition	3	
*AGR138 Livestock Selection	2		*Area of Study	3	
*Area of Study	3-4		Open Electives	5	
TOTAL	14-15		TOTAL	17	

DEGREE TOTAL: 64

Open electives (8 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 12-13 hrs required from the following:					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
AGR131, AGR133, AGR136, or AGR241	3-4		Any AGR, ACC, BUS	9	

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Associate of Applied Science Academic Degree Map
Automotive Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 +MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or ENG176 English Comp I	3		MTH126 Tech Math or higher	3	
AAS Institutionally Designated	3		Social & Behavioral Science or Arts & Humanities	3	
*AMC111 Engine Repair I	3		*AMC108 Engine Performance I	3	
*AMC112 Engine Repair II	3	AMC111 prereq	*AMC109 Engine Performance II	3	AMC109 prereq
*AMC132 Suspension & Steering I	3		*AMC129 Electrical I	3	
*AMC238 Suspension & Steering II	2	AMC132 prereq	*AMC134 Electrical II	3	AMC129 prereq
TOTAL	17		TOTAL	18	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
COM106 or COM130 or COM131 or COM276	3		*AMC209 Engine Performance IV	3	AMC108, AMC109, & AMC208 prereqs
*AMC208 Engine Performance III	3	AMC108 & AMC109 prereqs	*AMC225 Automatic Transmission	5	
*AMC235 Electrical III	3	AMC129 & AMC134 prereqs	*AMC254 Brakes I	3	
AMC236 Manual Transmission	5		*AMC255 Brakes II	2	AMC254 prereq
			*AMC260 Automotive Heating & A/C	5	
TOTAL	14		TOTAL	18	
				DEGREE TOTAL:	67

Effective Fall 2025

Occupational Certificate Academic Degree Map
Automotive Service Technician Level I Certificate A 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information.

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
*AMC132 Suspension & Steering I	3		*AMC129 Electrical I	3	
*Area of Study	4		*AMC108 Engine Performance I	3	
			*AMC254 Brakes I	3	
TOTAL	7		TOTAL	9	
					DEGREE TOTAL: 16

*Area of Study: A minimum of _4_ hrs required from the specific courses listed below.					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
AMC111 Engine Repair I	3	Fall	AMC236 Manual Transmission	5	Fall
AMC112 Engine Repair II	3	Fall (AMC111 prereq)	AMC238 Suspension & Steering II	2	Fall (AMC132 prereq)
AMC109 Engine Performance II	3	Spring (AMC108 prereq)	AMC209 Engine Performance IV	3	Spring (AMC108,109, & 208 prereqs)
AMC134 Electrical II	3	Spring (AMC129 prereq)	AMC255 Brakes II	2	Spring (AMC254 prereq)
AMC208 Engine Performance III	3	Fall (AMC109 & AMC208 prereqs)	AMC260 Automotive Heating & A/C	5	Spring
AMC235 Electrical III	3	Fall (AMC129 & AMC134 prereqs)			
AMC225 Automatic Transmission	5	Spring			

Effective Fall 2025

Associate of Science Academic Degree Map
Business Administration 2025-2026
Management, Marketing, Economics, Entrepreneurship, Insurance, Public Relations, Real Estate, Sales, etc.

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 Eng Comp I (SWG) 010	3		ENG177 Eng Comp II (SGE) 010	3	ENG176 w/ C or higher
*ACC179 Financial Accounting	3		Natural & Physical Science (SGE) 040	4-5	
BUS235 Microcomputer Office Apps I (SGE)070	3		Arts & Humanities (SGE) 060	3	
*BUS178 Intro to Business	3		*ACC232 Managerial Accounting	3	ACC179 w/ C or higher
*BUS234 Marketing	3		Open Electives	3	
TOTAL	15		TOTAL	16-17	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Institutionally Designated (SGE)070	3		Social & Behavioral Science (SGE) 050	3	
Communications (SGE)020	3		Arts & Humanities (SGE) 060	3	
Social & Behavioral Science (SGE)050	3		*BUS236 Business Communication	3	ENG176 and BUS235
MTH178 College Algebra or higher (SGE)030	3		Open Electives	6	
*BUS237 Business Management	3				
Open Electives	3				
TOTAL	18		TOTAL	15	
				DEGREE TOTAL: 64	

Open electives (11-12 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 18 hrs required as per the above specific courses marked by an *.

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Effective Fall 2025

Associate of Applied Science Academic Degree Map
Business Administrative Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or higher	3		*BUS264 Administrative Management	3	
*BUS158 Office Technology	3		*ACC177 Accounting I Or ACC179 Financial Accounting	3	
BUS235 Microcomputer Off Apps I (AAS Institutionally Designated)	3		Arts &Humanities/Social Science	3	
*BUS178 Intro to Business	3		MTH126 Tech Math or higher	3	
*ACC111 Intro to Accounting Or *ACC177 Accounting I	3		Communication Discipline	3	
			*Area of Study	3	
TOTAL	15		TOTAL	18	

3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
*BUS234 Marketing	3		*BUS237 Business Management	3	
*ACC231 Computerized Acctg. or OWE	3	Prereq of C or ↑ in ACC177	*ACC232 Managerial Acctg or OWE	3	Prereq of C or ↑ in ACC179
*BUS201 Web Page Design	3		*BUS255 Microcomputer Office Apps II	3	Prereq BUS235
*BUS233 Business Law	3		*Area of Study	7	
*Area of Study	3				
TOTAL	15		TOTAL	16	
				DEGREE TOTAL: 64	

*Area of Study Courses 13 hrs. required from the following:					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
BUS150 Advertising	3		BUS237 Business Communication	3	
BUS157 Records Management	3		BUS276 Macroeconomics	3	
BUS162 Intro to Word Processing	3		BUS277 Microeconomics	3	
BUS176 Personal Finance	3		BUS249 Medical Terminology	3	
BUS 177 Human Relations	3		INT107 CompTIA A+ Essentials	3	
BUS218 Business Ethics	3		INT109 Intro to Network Technology	3	
BUS243-246 OWE	1-4		INT206 CompTIA A+ Practical Apps	3	
ACC232 Managerial Accounting	3				
ACC179 Financial Accounting	3				

Occupational Certificate Academic Map
Business Administrative Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or higher	3		MTH126 Tech Math or Higher	3	
BUS235 Microcomputer Office Apps I (AAS Institutionally Designated)	3		*BUS237 Business Management	3	
*BUS178 Introduction to Business	3		*ACC177 Accounting I	3	
*BUS158 Office Technology	3		*BUS264 Administrative Management	3	
*BUS201 Web Page Design	3		*Area of Study	2	
*Area of Study	3				
TOTAL	18		TOTAL	14	
					DEGREE TOTAL: 32

*Area of Study Courses 5 hrs. required from the following:					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ACC111 Intro to Accounting	3		BUS249 Medical Terminology	3	
ACC179 Financial Accounting	3		BUS157 Records Management	3	
ACC231 Computerized Accounting	3		BUS218 Business Ethics	3	
ACC232 Managerial Accounting	3		BUS237 Business Communication	3	
BUS176 Personal Finance	3		BUS243-246 OWE	1-4	
BUS255 Microcomputer Office Apps II	3				

Effective Fall 2025

Certificate Academic Degree Map
COMMERCIAL DRIVER'S LICENSE 2025-2026

This program provides classroom training as well as driving practice. The classroom theory provides training in basic operations, safety procedures, advanced driving practices, vehicle systems and reporting malfunctions, for Entry Level Driver Training (ELDT) to operate a commercial vehicle and preparation to complete and pass the written test to obtain a Class A CDL learner's permit. The driving portion of the program provides instruction and driving practice in a commercial motor vehicle (CMV) to meet the requirements to test for a Commercial Driver's License.

Note: students must be at least 18 years of age and hold a valid Kansas Driver's License (out of state students contact the instructor). Students must have successfully completed CDL101 Theory, passed the written test, and received a learner's permit prior to taking CDL102 Driving. There is an extra fee involved in the driving portion.

1st Semester	Notes
CDL101 Theory (3 cr)	
CDL102 Driving (2 cr)	Prereqs: CDL101, pass written test, have a current learner's permit

Associate of Applied Science Academic Degree Map
Electrical Powerline Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information. ***Due to program rigor, it is strongly suggested that students complete the general education requirements prior to entering the Electrical Powerline Technology Program***.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 +MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
EPD124 Electrical Theory	3		EPD126 Underground Systems	3	
EPD131 System Design, Construction & Maintenance	3		EPD150 Electrical Essentials	3	
EPD236 Industrial Safety & Relations	3		EPD251 Transformers & Metering	3	
EPD141 Lab & Field Training I	8		EPD142 Lab & Field Training II	8	
ENG135 Writing for the Workplace or ENG176 English Comp I	3		MTH126 Technical Math or higher	3	
			AAS Institutionally Designated	3	
TOTAL	20		TOTAL	23	

Summer Semester		
Course	**Hrs**	**Milestones/Notes**
EPD221 Occupational Work Exper.	4	Must be taken the summer following 2nd semester.
TOTAL	4	

3rd SEMESTER			4th SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
EPD143 Lab & Field Training III	6	EPD221 prereq	EPD144 Lab & Field Training IV	6	
COM106 or COM130 or COM131 or COM276	3	COM130 recommended	Social & Behavioral Sciences or Arts & Humanities	3	
TOTAL	9		TOTAL	9	
				Degree Total: 65	

Effective Fall 2025

Occupational Certificate Academic Map
Electrical Powerline Technology Certificate 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information. ***Due to program rigor, it is strongly suggested that students complete the general education requirements prior to entering the Electrical Powerline Technology Program***.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
EPD124 Electrical Theory	3		EPD126 Underground Systems	3	
EPD131 System Design, Construction & Maintenance	3		EPD150 Electrical Essentials	3	
EPD236 Industrial Safety & Relations	3		EPD251 Transformers & Metering	3	
EPD141 Lab & Field Training I	8		EPD142 Lab & Field Training II	8	
ENG135 Writing for the Workplace or ENG176 English Composition I	3		MTH126 Technical Math or higher	3	
			AAS Institutionally Designated	3	
TOTAL	20		TOTAL	23	
SUMMER SEMESTER					
Course	Hrs	Milestones/Notes			
EPD221 Occupational Work Experience	4				
TOTAL	4				
				CERTIFICATE TOTAL:	47

Effective Fall 2025

Associate of Applied Science Academic Degree Map
Electrical Powerline Technology Support Specialist 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information. ***Due to program rigor, it is strongly suggested that students complete the general education requirements prior to entering the Electrical Powerline Technology Program***.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 +MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
EPD124 Electrical Theory	3		EPD126 Underground Systems	3	
EPD131 System Design, Construction & Maintenance	3		EPD150 Electrical Essentials	3	
EPD236 Industrial Safety & Relations	3		EPD251 Transformers & Metering	3	
EPD250 Substations and Switchyards	3		EPD155 Powerline Troubleshooting	3	
EPD119 Leadership Fundamentals	2		MTH126 Technical Math or higher	3	
EPD130 CDL Prep	3		*AAS Institutionally Designated	2	
ENG135 Writing for the Workplace or ENG176 English Comp I	3		BUS237 Business Management	3	
BUS235 Microcomputer Office Applications I	3	Required from the AAS Institutionally Designated bucket			
TOTAL	23		TOTAL	20	

Summer Semester		
Course	Hrs	Milestones/Notes
EPD221 Occup. Work Experience	4	Must be taken the summer following 2nd semester.
TOTAL	4	

3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
EPD146 Support Specialist Lab I	6	EPD221 prereq	EPD 148 Support Specialist Lab II	6	
COM106 or COM130 or COM131 or COM276	3	COM130 recommended	Social & Behavioral Sciences or Arts & Humanities	3	
TOTAL	9		TOTAL	9	
				Degree Total: 65	

Effective Fall 2025

Occupational Certificate Academic Map
Electrical Powerline Technology Support Specialist Certificate 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information. ***Due to program rigor, it is strongly suggested that students complete the general education requirements prior to entering the Electrical Powerline Technology Support Specialist Program***.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
EPD124 Electrical Theory	3		EPD126 Underground Systems	3	
EPD131 System Design, Construction & Maintenance	3		EPD150 Electrical Essentials	3	
EPD236 Industrial Safety & Relations	3		EPD251 Transformers & Metering	3	
EPD119 Leadership Fundamentals	2		EPD155 Powerline Troubleshooting	3	
EPD250 Substations & Switchyards	3		MTH126 Technical Math or higher	3	
EPD130 CDL Preparation	3		AAS Institutionally Designated	2	
ENG135 Writing for the Workplace or ENG176 English Composition I	3		BUS237 Business Management	3	
BUS235 Microcomputer Office Applications I	3				
TOTAL	23		TOTAL	20	
SUMMER SEMESTER					
Course	**Hrs**	**Milestones/Notes**			
EPD221 Occupational Work Experience	4				
TOTAL	4				
				CERTIFICATE TOTAL:	47

Effective Fall 2025

Associate of Science Academic Degree Map
Elementary Education PK-6 Transfer 2025-2026

Because of licensure and rigid programmatic university accreditation requirements associated with elementary education, the Kansas State Board of Regents approved a Systemwide Elementary Education PK-6 Transfer Associate Degree. Students intending to transfer to a state university or Washburn University and major in elementary education need to adhere to the requirements as listed. Please refer to the following for the list of approved courses in each Systemwide Elementary Education (SWEE) discipline. If a student successfully completes the requirements for the Elementary Education PK-6 Transfer, at least 60 credit hours will transfer and apply toward the completion of specific requirements in the baccalaureate degree in elementary education. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 + MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG176 English Comp I (SWEE)[010]	3		ENG177 English Composition II (SWEE)[010]	3	ENG1176 w/ C or higher
MTH176 Contemporary Math (SWEE)[030]	3		COM106 Interpersonal Communications **or** COM276 Public Speaking (SWEE)[020]	3	
Natural Science (Life Science SWEE)[040]	4-5	Must include a lab	Social & Behavioral Science (SWEE)[050]	3	
*Teacher Education Course	6		Institutional Option[070]	3	
			*Teacher Education Course	3	
TOTAL	16-17		TOTAL	15	
3RD SEMESTER			4th SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
Social & Behavioral Science (SWEE)[050]	3		Arts & Humanities (SWEE)[060]	3	
HST176 US History to 1865 **or** HST177 US History 1865 to Present (SWEE)[060]	3		Institutional Option (SWEE)[070]	3	
Physical Science (SWEE)[040]	3-5	Lab not required but recommended	*Teacher Education Course	3	
*Teacher Education Course	3		Education Free Elective	3	
Creative Expressions Course	3		Open Elective – must be a Systemwide Transfer Course	1	
TOTAL	15-17		TOTAL	15	

DEGREE TOTAL: 60

Open elective (1) include non-required courses from other disciplines or the student's area of study. Must be a Systemwide Transfer Course https://www.kansasregents.org/academic_affairs/transfer-articulation

*Teacher Education Courses <u>15</u> hrs required from the specific courses listed below.					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
EDU177 Intro to Education	3	Fall	PSY132 Developmental Psych	3	Fall or spring (cannot be taken as a Social Science)
EDU277 Children's Literature	3	Spring	EDU278 Exceptional Children	3	Spring
EDU203 Technology for Teachers	3	Spring			

Creative Expressions Courses <u>3</u> hrs required from the specific courses listed below						3
ART 133 Art for Elementary Classroom Teachers	3	Fall	EDU139 Children's Health & Movement	3	Spring	

Education Free Elective Course <u>3</u> hrs Any Education Course that has not been used to meet other requirements (listed below)					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
EDU139 Children's Health & Movement	3	Spring	ART133 Art for Elementary Classroom Teachers	3	Fall

Life Science Courses <u>4-5</u> hours (with lab)[040]					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
BIO121 Environmental Science & BIO122 Environmental Science Lab	3		BIO165 Microbiology	5	
	2				
BIO123 Environmental Science	4	Fall	BIO276 Anatomy & Physiology I	4	
BIO125 General Biology	5		BIO277 Anatomy & Physiology II	4	
BIO160 Biology II	5	Spring	BIO278 Anatomy & Physiology	5	

Physical Sciences/Physics Courses <u>3-5</u> hrs[040] Lab not required but is recommended					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
CHM176 Fundamentals of Chemistry	5		PHS252 General Physics II	5	
CHM186 General Chemistry I	5		PSC105 Introduction to Meteorology	5	
CHM187 General Chemistry II & Qualitative Analysis	5		PSC175 Introduction to Geology	4	
PHS251 General Physics I	5		PSC176 Physical Science	5	
			PSC177 Introduction to Geology	5	

Social & Behavioral Sciences[050] <u>6</u> hrs At least 2 courses listed below from 2 different subject areas					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
BUS276 Macroeconomics	3	Fall	SOC176 Intro to Sociology	3	
BUS277 Microeconomics	3	Spring	SOC177 Juvenile Delinquency	3	
POS132 State & Local Government & Politics	3	Spring	SOC178 Human Relations	3	Spring
PSY176 General Psychology	3		SOC182 Sociology of Families	3	Spring
PSY201 Child Psychology	3	Fall	SOC233 Social Problems	3	
SOC132 Multicultural Studies	3	Spring	SSC176 World & Regional Geography	3	
SOC138 Perspectives in Sexuality	3	Fall	SSC177 Cultural Anthropology	3	

Arts & Humanities[060] <u>6</u> hrs HST176 US History to 1865 or HST177 US History 1865 to Present plus any course listed below					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ART139 Art Appreciation	3		LIT202 American Literature I	3	
ART176 Survey of Art History I	3		LIT203 American Literature II	3	
ART177 Survey of Art History II	3		LIT232 English Literature-1800 to Present	3	
DRM131 Theatre Appreciation	3	Fall	LIT237 Literature for Adolescents	3	
LIT176 World Literature	3		LIT255 Literature for Adolescents	3	
LIT177 Modern World Literature	3		MUS176 Introduction to Music	3	
LIT182 Young Adult Literature	3	Fall			

Institutional Options[070] <u>6</u> hrs Must take two of these three: 1) POS176 American Government, 2) SOC132 Multicultural Studies, 3) One course from the following that has not otherwise been used:					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ART139 Art Appreciation	3		LIT203 American Literature II	3	

Course	Credits		Course	Credits	
ART176 Survey of Art History I	3		LIT232 English Literature 1800 to Present	3	
ART177 Survey of Art History II	3		LIT237 Introduction to Literature	3	
BIO121 Environmental Science	3		LIT255 Literature for Adolescents	3	
BIO122 Environmental Science Lab	2		MTH178 College Algebra	3	
BIO123 Environmental Science	4		MTH181 Elementary Statistics	3	
BIO125 General Biology	5		MUS176 Introduction to Music	3	
BIO165 Microbiology	5		POS132 State & Local Government & Politics	3	
BIO165 Microbiology	5		POS176 American Government	3	
BIO276 Anatomy & Physiology I	4		PSY176 American Government	3	
BIO277 Anatomy & Physiology II	4		PSY201 Child Psychology	3	
BIO278 Anatomy & Physiology	5		SOC132 Multicultural Studies	3	
BUS276 Principles of Macroeconomics	3		SOC138 Perspectives in Human Sexuality	3	
BUS277 Principles of Microeconomics	3		SOC176 Introduction to Sociology	3	
COM276 Public Speaking	3		SOC177 Juvenile Delinquency	3	
DRM131 Theatre Appreciation	3		SOC178 Human Relations	3	
HST176 American History to 1865	3		SOC182 Sociology of Families	3	
HST177 American History 1865 to Present	3		SOC233 Social Problems	3	
LIT176 World Literature	3		SSC176 World & Regional Geography	3	
LIT177 Modern World Literature	3		SSC177 Cultural Anthropology	3	
LIT182 Young Adult Literature	3				
LIT202 American Literature II	3				

Elementary Education Systemwide Transfer Key
010 English
020 Communications   050 Social & Behavioral Sciences
030 Math & Statistics   060 Arts & Humanities
040 Natural & Physical Sciences (includes both Life   070 Institutional Option
Sciences and Physical Sciences)

Effective Fall 2025

Associate of Applied Science Academic Degree Map
Farm & Ranch Management 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. Students must take 3 hours from courses approved as "AAS Institutionally Designated" (listed in the AAS degree requirements). Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or ENG176 English Comp I	3		MTH126 Tech Math or higher	3	
AAS Institutionally Designated	3	AGR185 Ag Computers preferred	*AGR232 Marketing Ag Products or AGR231 Intro to Ag Business	3	
*Agronomy Area of Study Elective	3-4	AGR131 or AGR133 or AG136 or AGR241)	*Area of Study	9-10	
*Area of Study	7				
TOTAL	16-17		TOTAL	15-16	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Arts & Humanities or Social & Behavioral Science Elective	3		*Area of Study	15	
COM106 or COM130 or COM131 or COM276	3				
*Area of Study	10				
TOTAL	16		TOTAL	15	
				DEGREE TOTAL: 64	

*Area of Study Courses 35-36 hrs. from the following list of courses:					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ACC111 Intro to Accounting	3		AGR221 Occup Work Experience I	2	
ACC177 Accounting I	3		AGR221 Occup Work Experience I	4	
ACC178 Accounting II	3		AGR225 Occup Work Experience	2	
ACC231 Computerized Accounting	3		AGR226 Occup Work Experience II	2	
ACC232 Managerial Accounting	3		AGR231 Intro to Agribusiness	3	
AGR102 Horse Care & Training	2		AGR232 Marketing Ag Products	3	
AGR109 Crop Pest Control	2		AGR239 Fund. of Animal Nutrition	3	
AGR115 Horsemanship	2		AGR241 Range Management	3	
AGR128 Plant & Seed Identification	1		AGR242 Beef Cattle Production	3	
AGR129 Crop Scout Training	3		AGR245 Elements of Meats	2	
AGR131 Plant Science	4		AGR251 Ag Machinery Operations	3	
AGR132 Animal Science	3		AGR253 Feedlot Operations	3	
AGR133 Crop Production	3		AGR254 Farm, Home, & Ranch Repair I	3	
AGR134 Livestock Production	3		AGR264 Farm, Home, & Ranch Repair II	3	
AGR136 Soils	4		AMC136 OSHA Safety Orientation	1	
AGR138 Livestock Selection	2		BUS150 Advertising	3	
AGR142 Ag in Our Society	1		BUS178 Intro to Business	3	
AGR176 Horse Production	3		BUS201 Web Page Design	3	

BUS221 Human Resource Manage.	3		INT206 CompTIA A+ Practical App.	3	
BUS233 Business Law	3		INT209 Network System Technology	3	
BUS234 Marketing	3		INT218 Intro to Computer Programming	3	
BUS237 Business Management	3		INT230 Linux Operating System	3	
BUS249 Medical Terminology	3		INT238 Adv. Visual Basic Programming	3	
CSC201 Web Page Design	3		INT240 CompTIA Security+	3	
INT107 CompTIA A+ Essentials	3		INT250 CompTIA Cloud+	3	
INT109 Intro to Network Technology	3		INT255 Server Administration II	3	
INT155 Server Administration I	3		WLD110 Material Handling & Plant Layout	1	Forklift Class
INT160 Occup Work Experience I	1		WLD136 Welding Safety & OSHA 10	1	
INT161 Occup Work Experience II	1				

Effective Fall 2025

Occupational Certificate Academic Degree Map
Farm & Ranch Management 2025-2026
(Crop Applicator, Agronomy, Animal Science, Agribusiness)

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or higher	3		MTH126 Tech Math or higher	3	
AAS Institutionally Designated	3	AGR185 Ag Computers preferred	*Area of Study	15	
*Area of Study	10				
TOTAL	16		TOTAL	18	
			DEGREE TOTAL:	34	

*Area of Study Courses 25 hrs from the following list of courses. Consult with advisor regarding courses in the different areas of emphasis.

Agronomy	Animal & Food Science	Agribusiness	
AGR109 Crop Pest Control (2) AGR128 Plant & Seed Identification (1) AGR129 Crop Scout Training (3) AGR131 Plant Science (4) AGR133 Crop Production (3) AGR136 Soils (4) AGR241 Range Management (3)	AGR102 Horse Care & Training (2) AGR115 Horsemanship (2) AGR132 Animal Science (3) AGR134 Livestock Production (3) AGR138 Livestock Selection (3) AGR176 Horse Production (3) AGR215 Princ of Food Science/Food Systems (3) AGR239 Fundamentals Animal Nutrition (3) AGR242 Beef Cattle Production (3) AGR245 Elements of Meat (2) AGR253 Feedlot Operations (3)	AGR231 Intro to Agribusiness (3) AGR232 Marketing Ag Products (3) ACC111 Intro to Accounting (3) ACC177 Accounting I (3) ACC178 Accounting II (3) ACC231 Computerized Accounting (3) ACC232 Managerial Accounting (3) BUS150 Advertising (3) BUS178 Intro to Business (3) BUS201 Web Page Design (3) BUS202 Advanced Web Page Design (3) BUS221 Human Resource Management (3)	BUS233 Business Law (3) BUS234 Marketing (3) BUS237 Business Management (3) BUS249 Medical Terminology (3) CSC201 Web Page Design (3) INT107 CompTIA A+ Essentials (3) INT109 Intro to Network Technology (3) INT155 Server Administration I (3) INT238 Advanced Visual Basic Programming (3) INT250 CompTIA Cloud + (3) INT255 Server Administration II (3)
Crop Applicator		**Miscellaneous**	
AGR128 Plant & Seed I.D. (1) AGR131 Plant Science (4) AGR251 Ag. Machinery Operation (3) AGR109 Crop Pest Control (2) AGR129 Crop Scout Training (3) AGR133 Crop Production (3)	AGR136 Soils (4) AGR221 Occup. Work Experience I (4) **or** AGR 225 Occup. Work Experience I (2) **or** AGR226 Occup. Work Experience II (2) **or** AGR232 Marketing Ag Products (3)	AGR142 Ag in Our Society (1) AGR221-226 Occ Work Experience (2-6) AGR254 Farm, Home, & Ranch Repair I (3) AGR264 Farm, Home, & Ranch Repair II (3)	WLD136 Industrial Safety & OSHA 10 (1) Any INT (other than INT165)

Associate of Arts Academic Degree Map
Humanities 2025-2026
Areas of Emphasis in Art, English/Literature, History

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 + MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE)[010]	3	Prerequisite: ENG176 w/ C or higher
MTH176 Contemporary Math or higher (SGE) [030]	3		Institutionally Designated (SGE)[070]	3	
Arts & Humanities (SGE)[060]	3		Social & Behavioral Science (SGE) [050]	3	
*Area of Study	3		*Area of Study	3	
Open Electives	4		Open Electives	4	
TOTAL	16		TOTAL	16	
3rd SEMESTER			**4th SEMESTER**		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
Natural & Physical Sciences (SGE)[040]	4-5		Institutionally Designated (SGE)[070]	3	
Communication (SGE)[020]	3		Arts & Humanities (SGE)[060]	3	
Social & Behavioral Science (SGE) [050]	3		*Area of Study	3	
*Area of Study	3		Open Electives	7	
Open Electives	2-3				
TOTAL	16		TOTAL	16	
					DEGREE TOTAL: 64

Open electives (17-18 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses of <u>12</u> hours from the specific courses listed on next page based on Area of Emphasis.

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences

050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

HUMANITIES: RECOMMENDED or REQUIRED COURSES PER AREA OF EMPHASIS

Art Emphasis Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ART131 Drawing	3		ART176 Survey of Art History I	3	
ART128 Digital Photography	3		ART177 Survey of Art History II	3	
ART132 Painting	3		ART191 Projects in Art	1	
ART133 Art for Elementary Classroom Teachers	3		ART228 Adv. Digital Photograph	3	Prerequisite: ART128
ART141 Ceramics I	3		ART243 Ceramics II	3	Prerequisite: ART141

English/Literature Emphasis Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG238 Creative Writing	3		LIT182 Young Adult Literature	3	
LIT237 Introduction to Literature	3		LIT203 American Literature II	3	
LIT176 World Literature	3		LIT202 American Literature I	2	
LIT177 Modern World Lit	3		LIT255 Literature for Adolescents	3	

History Emphasis Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
HST176 American History to 1865	3		HST131 Survey of Civilization I	3	
HST177 American History 1865 - Present	3		HST132 Survey of Civilization II	3	
HST201 American Military History	3		HST178 History of Civil Rights Movement	3	

Effective Fall 2025

Associate of General Studies
2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. Refer to bottom of this page for "AGS Institutionally Designated" options. The approved "Areas of Concentration" are on the second and third page of this document. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

*Co-requisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 English Comp I[010]	3		MTH126 Tech Math or Higher[030]	3	
Arts & Humanities Elective[060]	3		Communications [020]	3	
Area of Concentration*	3		AGS Institutionally Designated	3	
Area of Concentration*	3		Area of Concentration*	3	
Open Elective	6		Open Elective*	3	
TOTAL	18		TOTAL	15	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
AGS Institutionally Designated	2		Social & Behavioral Science Elective[050]	3	
Natural & Physical Sciences[040]	4-5		Area of Concentration*	3	
Area of Concentration*	3		Area of Concentration*	3	
Open Elective	6-7		Open Elective	6	
TOTAL	15-17		TOTAL	15	
					DEGREE TOTAL: 64

Total Required General Education Courses = 24 – 25 credit hours
Courses from Area of Concentration (Excluding General Education requirements) = 18 credit hours
Electives = 21-22 credit hours
Total Required Credit Hours = 64 hours

AGS Institutionally Designated (5 hours)
A total of five (5) credit hours must be taken from the following list of courses:

AGR185 Computers in Agriculture (3)
BIO101 Basic Nutrition (3)
BUS162 Introduction to Word Processing (1)
BUS176 Personal Finance (3)
BUS235 Microcomputer Office Applications I (3)
COM106 Interpersonal Communications (3)
HPR101 Concepts of Physical Health (2)

HPR176 Lifestyle Management (2)
HPR177 Personal and Community Health (3)
HPR161 Nutrition (3)
HPR231 First Aid & Safety (3)

AREAS OF CONCENTRATION
(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 performance courses may be used for this degree's specific Area of Concentration requirements and/or electives.

AGRICULTURE/AGRI-BUSINESS CONCENTRATION	
ACC classes	CSC classes
AGR classes	Science classes
BUS classes	

BUSINESS AND/OR ACCOUNTING CONCENTRATION	
ACC classes	BUS classes
CSC classes	

BUSINESS ADMINISTRATION & MANAGEMENT	
ACC177 Accounting I	BUS233 Business Law
BUS150 Advertising	BUS234 Marketing
BUS178 Introduction to Business	BUS237 Business Management

HEALTH & PHYSICAL EDUCATION CONCENTRATION	
HPR classes (except Varsity Athletics)	SOC classes
EDU139 Children's Health & Movement	HOC classes
BIO classes	PSY classes

HUMANITIES CONCENTRATION	
ART classes	MLN classes
DRM classes	MUS classes
HST classes	PHL classes
LIT classes	

LAW ENFORCEMENT/CORRECTIONS CONCENTRATION	
PHL276 Introduction to Ethics	POS classes
SOC177 Juvenile Delinquency	PSY classes
SOC182 Sociology of Families	MLN classes
SOC233 Social Problems	SSC161 Intro to Law Enforcement
Other SOC classes	SSC212 Intro to Corrections

MATHEMATICS & SCIENCE CONCENTRATION	
AGR131 Plant Science	CHM classes
AGR132 Animal Science	MTH classes (except corequisite courses)
AGR136 Soils	PHS classes
BIO classes	PSC classes

SOCIAL SCIENCES CONCENTRATION	
BUS276 Macroeconomics	PSY classes
BUS177 Microeconomics	SOC classes
HST176 American History to 1865	SSC classes
HST177 American History to Present	

SPORTS SCIENCES CONCENTRATION	
ACC111 Intro to Accounting or ACC177 Accounting I	HPR125 Psychology of Sport
BUS177/SOC178	HPR130 Introduction to Sports Administration
BUS178 Introduction to Business	HPR classes (except Varsity Athletics)
BUS221 Human Resource Management	

TECHNICAL STUDIES CONCENTRATION	
AMC classes	HOC classes
AGR classes (AGR151 is excluded)	BUS176 Personal Finance
CDL classes	BUS177/SOC178 Human Relations
EPT classes	BUS178 Introduction to Business
INT classes	Any Science class
WLD classes	

WILDLIFE OUTFITTING & OPERATIONS CONCENTRATION	
AGR136 Soils	WOO275 Wildlife & Outdoor Media Production
AGR142 Ag in Our Society	WOO276 Guiding in the Outdoors
AGR241 Range Management	WOO277 Gamebird Brooding
BIO123 Environmental Science	WOO280 Waterfowl Management Techniques
BUS176 Personal Finance	WLD281 Upland Game & Turkey Management
HPR112 Shooting Sports I	WOO282 Deer Hunting Management Techniques
WOO270 Wildlife Business Basics	WOO283 Freshwater Fishing Management Techniques
WOO271 Hunter Education Instructor Training	ACC classes
WOO272 Firearms Handling	AGR classes
WOO273 Bow Hunting Equipment	BIO classes
WOO274 Habitat & Food Plot Installation	WLD classes

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 2025

Associate of Applied Science Academic Degree Map
Information Network Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. Students must take 3 hours from this list of courses. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 +MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
*INT107 A+ Essentials	3		*INT206 A+ Pract Applica	3	
*INT109 Intro to Network	3		*INT209 Network Sys	3	INT109 Recommended
*INT105 Intro Game Theory	3		*INT238 Adv Visual Basic	3	
*INT218 Intro Programming	3		*INT Area of Study	3	
ENG135 Writing for the Workplace or Eng176 English Comp I	3		COM106 or COM130 or COM131, or COM276	3	
			AAS Institutionally Designated Course(s)	3	
TOTAL	15		TOTAL	18	
3rd SEMESTER			4th SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
*INT240 Security+	3		*INT155 Server Admin I	3	
*INT Area of Study Option	3		*INT255 Server Admin II	3	
*INT Area of Study Option	3		*INT230 Linux OS	3	
*BUS201 Web Design	3		*INT250 Cloud+	3	
MTH126 Tech Math or higher	3		*INT Area of Study Option	2	
Social & Behavioral Sciences or Arts & Humanities	3				
TOTAL	18		TOTAL	14	
					DEGREE TOTAL: 65
*Area of Study Courses 11 hrs required from the following:					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
BUS234 Marketing	3		BUS178 Intro to Business	3	
BUS233 Business Law	3		INT160 Occup Work Experience I	1	
BUS150 Advertising	3		INT161 Occup Work Experience II	1	
BUS218 Business Ethics	3				

Effective Fall 2025

Associate of Science Academic Degree Map
Information Network Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
*INT107 A+ Essentials	3		*INT206 A+ Pract Appl	3	
MTH178 or higher (SGE) 030	3		Natural & Physical Sciences (SGE)040	4-5	
ENG176 Eng Comp I (SGE)010	3		ENG177 Comp II (SGE)010	3	ENG176 w/ C or higher
Institutionally Designated (SGE)070	3		Institutionally Designated (SGE)070	3	
*Area of Study	3		Arts & Humanities (SGE)060	3	
TOTAL	15		TOTAL	16-17	
3rd SEMESTER			**4th SEMESTER**		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
*INT109 Intro Network Tech	3		*INT209 Network System Tech	3	INT109 Recommended
*INT240 Security+	3		Social & Behavioral Sciences (SGE)050	3	
Communications (SGE)020	3		*Area of Study	3	
Arts & Humanities (SGE)060	3		Open Elective	5-6	
Social & Behavioral Sciences (SGE)050	3				
Open Elective	3				
TOTAL	18		TOTAL	14-15	
					DEGREE TOTAL: 64
Open electives (8-9 hrs) include non-required courses from other disciplines or the student's area of study.					

*Area of Study 6 hrs required from the specific courses listed below.					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
INT250 CompTIA Cloud+	3		INT230 Linux Operating System	3	
INT255 Server Administration II	3		INT238 Adv. Visual Basic Programming	3	
INT160 Occup Work Exp I	1		INT161 Occup Work Exp II	1	
INT101 Intro to Info Tech	3		BUS201/CSC201 Web Page Design	3	
INT105 Intro to Game Theory	3		BUS150 Advertising	3	
INT155 Server Administration I	3		BUS233 Business Law	3	
INT218 Intro to Computer Programming	3		BUS234 Marketing	3	

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics

040 Natural & Physical Sciences
050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Associate of Arts Degree Map
Liberal Arts 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 Eng Comp I (SGE) 010	3	Placement scores required; may require a support course	ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
MTH176 Contemporary Math or higher (SGE)[030]	3	May require a support course	Institutionally Designated (SGE) [070]	3	
Arts & Humanities (SGE)[060]	3		Social & Behavioral Science (SGE) [050]	3	
Open Electives	7		*Area of Study	3	
			Open Electives	4	
TOTAL	16		TOTAL	16	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Communications (SGE) [020]	3		Arts & Humanities (SGE)[060]	3	
Social & Behavioral Science (SGE)[050]	3		Institutionally Designated (SGE) [070]	3	
Natural & Physical Science (SGE)[040]	4-5		*Area of Study	3	
*Area of Study	3		Open Electives	7	
Open Elective	2-3				
TOTAL	16		TOTAL	16	

DEGREE TOTAL: 64

Open electives include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses:
A minimum of 9 hrs required from a single discipline outside of the systemwide general education (SWG) courses.

Certificate Academic Degree Map
Patient Care Technician 2025-2026

The Patient Care Technician program is designed to train individuals to provide direct patient care and support in various healthcare settings. Patient Care Technicians play a crucial role in assisting healthcare professionals, delivering quality patient care, and ensuring the well-being of patients. The class format will include online content that will cover essential concepts and skills, hands on training through labs that include practical demonstrations, simulations, and supervised practice to develop clinical skills and competency, and clinical rotations in healthcare facilities to gain real-world experience and apply learned skills under supervision. Upon completion of the program, students will be eligible to pursue certification as a Certified Patient Care Technician (CPCT), a Certified Nursing Assistant (CNA), a Certified Phlebotomy Technician (CPT), and a Certified EKG Technician (CET) to enhance their job prospects and credibility in the healthcare field.

1st Semester	Notes
HOC101 Nurse Aide (5 cr)	
HOC174 Principles of Phlebotomy (4 cr)	
HOC175 Phlebotomy Clinical Practicum (1 cr)	Must be 18 to take certification exam
HOC176 EKG Technician (4 cr)	Must be 18 to take certification exam

Associate of Science Academic Degree Map
Pre-Law 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
Communication (SGE)[020]	3		MTH178 or higher (SGE) [020]	3	
Institutionally Designated (SGE)[070]	3		Social & Behavioral Science (SGE) [050]	3	
Arts & Humanities (SGE)[060]	3		*Area of Study	3	
*Area of Study	3		Open Electives	3	
Open Electives	3				
TOTAL	18		TOTAL	15	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Natural & Physical Sciences (SGE)[040]	4-5		Institutionally Designated (SGE)[070]	3	
Social & Behavioral Science (SGE) [050]	3		Arts & Humanities (SGE)[060]	3	
*Area of Study	3		*Area of Study	3	
Open Electives	6		Open Electives	6	
TOTAL	16-17		TOTAL	15	
					DEGREE TOTAL: 64
Open electives (18 hrs) include non-required courses from other disciplines or the student's area of study.					

*Area of Study Courses 12 hrs required from the specific courses listed below:					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
POS176 American Government	3		HST176 Amer Hist. to 1865	3	
POS132 State and Local Government	3		HST177 Amer Hist. to Present	3	
Any SOC course	3-6		PSY176 Gen Psychology	3	

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences

050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Effective Fall 2025

Associate of Science Academic Degree Map
Secondary Education 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 Eng Comp I (SGE) [010]	3	Placement scores required; may require a support course	ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
MTH176 Contemporary Math or higher (SGE)[030]	3	Placement scores required; may require a support course	Natural/Physical Science (SGE) [040]	4-5	
Arts/Humanities (SGE)[060]	3		Social/Behavioral Science course[050]	3	
*Area of Study	3		*Area of Study	3	
Open Electives	4		Open Electives	2-3	
TOTAL	16		TOTAL	15-17	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Communications (SGE)[020]	3		Arts/Humanities (SGE)[060]	3	
Institutionally Designated (SGE)[070]	3		Institutionally Designated (SGE)[070]	3	
Social & Behavioral Science (SGE)[050]	3		*Area of Study	3	
*Area of Study	3		Open Electives	6-8	
Open Electives	4				
TOTAL	16		TOTAL	15-17	
					DEGREE TOTAL: 64
Open electives (17-18 hrs) include non-required courses from other disciplines or the student's area of study.					

*Area of Study Courses 12 hrs required from the specific courses listed below.					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
EDU177 Introduction to Education	3	Required	EDU278 Exceptional Children	3	Recommended
Course(s) in chosen teaching discipline (see advisor)	3-9	Required (Course prefixes of AGR, ART, BIO, BUS, COM, ENG/LIT, HST, MTH, etc.)	MTH181 Elementary Statistics	3	Recommended

Systemwide General Education (SGE) Key
010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences

050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

Associate of Science Academic Degree Map
Social & Behavioral Sciences 2025-2026
Psychology or Social Work

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG176 Eng Comp I (SWG) [010]	3		ENG177 Eng Comp II (SGE) [010]	3	ENG176 w/ C or higher
Communications (SGE)[020]	3		MTH178, College Algebra / MTH181, Statistics (SGE) [030]	3	
Arts & Humanities (SGE) [060]	3		Institutionally Designated (SGE)[070]	3	
Social & Behavioral Science (SGE)[050]	3		*Area of Study	3	
*Area of Study	3		Open Electives	3-6	
TOTAL	15		TOTAL	15-18	
3rd SEMESTER			**4th SEMESTER**		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
Natural & Physical Science (SGE) [040]	4-5		Arts & Humanities (SGE) [060]	3	
Social & Behavioral Science (SGE)[050]	3		*Area of Study	3	
*Area of Study	3		Institutionally Designated (SGE)[070]	3	
Open Electives	5-6		Open Electives	6-9	
TOTAL	15-17		TOTAL	15-18	
					DEGREE TOTAL: 64

Open electives (a minimum of 14 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 12 hrs required from the specific courses listed below. See next page for recommended courses based on the area of emphasis.					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
PSY132 Developmental Psych	3		SOC123 Criminology	3	
PSY176 General Psychology	3		SOC 178/BUS177 Human Relations	3	
PSY201 Child Psych	3		SOC177 Juvenile Delinquency	3	
PSY110 Preventing Drug Abuse	3		SSC161 Intro Law Enforcement	3	
SOC176 Intro to Sociology	3		SSC177 Cultural Anthropology	3	
SOC182 Sociology of Families	3		SSC212 Intro to Corrections	3	
SOC233 Social Problems	3		POS132 State & Local Gov & Politics	3	
SOC132 Multicultural Study	3		POS176 American Government	3	

Systemwide General Education (SGE) Key

010 English	050 Social & Behavioral Sciences
020 Communications	060 Arts & Humanities
030 Math & Statistics	070 Institutionally Designated
040 Natural & Physical Sciences	

SOCIAL & BEHAVIORAL SCIENCES: RECOMMENDED COURSES PER AREA OF EMPHASIS

Psychology Emphasis Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
PSY132 Developmental Psychology	3		PSY110 Preventing Drug Abuse	3	
PSY176 General Psychology	3		SOC176 Intro to Sociology	3	
PSY201 Child Psychology	3		SOC233 Social Problems	3	

Social Work Emphasis Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
SOC176 Intro to Sociology	3		SOC177 Juvenile Delinquency	3	
SOC182 Sociology of Families	3		SOC123 Criminology	3	
SOC233 Social Problems	3		SOC178 Human Relations	3	
SOC132 Multicultural Studies	3				

Associate of Science Academic Degree Map
Sport Sciences 2025-2026
Sports Administration, Coaching, Physical Education, Personal Trainer,
Sports Performance & Wellness

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE) [010]	3	ENG176 w/ C or higher
MTH178 College Algebra or higher (SGE) [030]	3		Arts &Humanities (SGE)[060]	3	
Social & Behavioral Sciences (SGE) [050]	3		Institutionally Designated (SGE) [070]	3	
*Area of Study	3		*Area of Study	3	
Open Electives	3		Open Electives	3	
TOTAL	15		TOTAL	15	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Natural & Physical Science (SGE) [040]	4-5		Social & Behavioral Sciences (SGE) [050]	3	
Communications (SGE) [020]	3		Institutionally Designated (SGE) [070]	3	
Arts & Humanities (SGE)[060]	3		*Area of Study	3	
*Area of Study	3		*Area of Study	3	
Open Electives	2-3		Open Electives	6	
TOTAL	16-17		TOTAL	18	

DEGREE TOTAL: 64

Open electives (14-15 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study 15 hrs required from the specific courses listed below.					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
HPR231 First Aid/Safety	3		HPR161/BIO101 Nutrition	3	
HPR135 Intro Health/PE	3		HPR125 Psychology of Sport	3	
HPR292 Care/Prev Sport Inj.	3		HPR105 Fund Coaching	3	
HPR130 Intro Sport Admin	3		HPR123 Concepts of Apps of Exercise Science	3	
HPR224 Exercise Techniques	3				

Systemwide General Education (SGE) Key	040 Natural & Physical Sciences
010 English	050 Social & Behavioral Sciences
020 Communications	060 Arts & Humanities
030 Math & Statistics	070 Institutionally Designated

Associate of Science Academic Degree Map Template
STEM 2025-2026

Biology, Math, Chemistry, Pre-Engineering, Pre-Nursing, Pre-Health Professional (Pre-Med, Pre-Dentistry, Pre-Pharmacy, Pre-Optometry, Pre-Vet, Physical Therapy): see advisor for recommended courses.

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

*Co-requisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	3 cr hrs
MTH078	Support for College Algebra	3 cr hrs
MTH081	Support for Elementary Statistics	3 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG176 Eng Comp I (SGE)[010]	3		ENG177 Eng Comp II (SGE)[010]	3	ENG176 w/ C or higher
MTH178 or higher (SGE)[030]	3	Excluding MTH181	Communication (SGE)[020]	3	
Natural & Physical Sciences (SGE)[040]	4-5	Must include lab	Social & Behavioral Sciences (SGE)[050]	3	
Arts & Humanities (SGE)[060]	3		*Area of Study	3	
Open Electives	3-4		Open Electives	4	
TOTAL	16-17		TOTAL	16	
3rd SEMESTER			**4th SEMESTER**		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
*Area of Study	4-5		*Area of Study	3	
Arts & Humanities (SGE)[060]	3		Social & Behavioral Sciences (SGE)[050]	3	
Institutionally Designated (SGE)[070]	3		Institutionally Designated (SGE)[070]	3	
Open Electives	5		Open Electives	7	
TOTAL	15-16		TOTAL	16	

DEGREE TOTAL: 64

Open electives (19-20 hrs) include non-required courses from other disciplines or the student's area of study.

*Area of Study Courses 10 hrs required from the specific courses listed below:					
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
CHM186 Gen Chem I	5	Concurrent/Completed Col Alg **Fall Only**	CHM187 Gen Chem II	5	CHM186 "C" or higher **Spring Only**
PHS251 Gen Physics 1	5	Completed Col Alg **Fall Only**	PHS252 Gen Physics II	5	PHS251 "C" or higher **Spring Only**
MTH191 Anal Geom & Calculus I	5	Col Alg "C" or higher **Fall Only**	MTH183 Trigonometry	3	Col Alg "C" or higher/placement **Spring Only**
PHS261 Engineering Physics I	5	Concurrent w MTH191 **Fall Only**	MTH193 Anal Geom & Calculus II	5	MTH191 "C" or higher **Spring Only**
BIO123 Environmental Science **or**	4	**Fall Only**	PHS262 Engineering Physics II	5	PHS261 "C" or higher **Spring Only**
BIO121 & 122 Environmental Science & Lab	3 & 2	Online only			
CHM176 Fund. Of Chemistry	5		BIO160 Biology II	5	BIO125 "C" or higher **Spring Only**
MTH181 Elem. Statistics	3		Any PSC course w/ Lab	4/5	
BIO125 Gen Biology	5				

STEM: RECOMMENDED COURSES PER OPTIONAL AREA OF EMPHASIS:

Pre-Engineering Recommended Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Fall Semester			Spring Semester		
CHM186	5	1st Semester	CHM187	5	2nd Semester
PHS261	5	3rd Semester	MTH183	3	2nd Semester
MTH191	5	3rd Semester	PHS262	3	4th Semester
			MTH193	5	4th Semester

Pre-Chemistry Recommended Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Fall Semester			Spring Semester		
CHM186	5	1st Semester	CHM187	5	2nd Semester
PHS251 or PHS261	5	3rd Semester	PHS252 or PHS262	5	4th Semester
MTH191	5				

Math Recommended Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
MTH181	3		MTH191	5	MTH177/178 "C" or Higher

Biology Recommended Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
BIO125	5		BIO160	5	
CHM186	5		CHM187	5	
PHS251	5		PHS252	5	
BIO165	5				

Pre-Nursing Recommended Courses

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
PSY132	3		SOC176	3	
PSY176	3		MTH178	3	
BIO165	5		HPR161/BIO101	3	
BIO276 & BIO277 **or** BIO278	4-8 / 5		CHM176	5	
BIO290	4		MTH181	3	
BUS249	3				

Pre-Health Professional: Recommended Courses

Pre-Medicine, Pre-Pharmacy, Pre-Optometry, Pre-Veterinary, Pre-Dentistry, Physical Therapy					
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
Fall Semester			Spring Semester		
CHM186	5	1st Semester	CHM187	5	2nd Semester
PHS251	5	3rd Semester	PHS252	5	4th Semester
BIO125	5		BIO165	5	
MTH181	3		MTH183	3	
AGR132	3	For pre-vet	AGR142	3	For pre-vet

Associate of Applied Science Academic Degree Map
Welding Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 +MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or ENG176 English Comp I	3		Social & Behavioral Sciences or Arts & Humanities	3	
AAS Institutionally Designated	3		MTH126 Technical Math or higher	3	
WLD136 Industrial Safety and OSHA 10	1		WLD204 Shielded Metal Arc Welding II (SMAW II)	3	WLD104 prereq
WLD104 Shielded Metal Arc Welding I (SMAW I)	3		WLD181 Welding Metallurgy	2	
WLD112 Oxy-Acetylene Welding & Cutting Processes	3		WLD114 Gas Metal Arc Welding I (GMAW I)	3	
WLD110 Material Handling & Plant Layout	1		WLD111 Blueprint Reading & Welding Symbols	2	
TOTAL	14		TOTAL	16	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
COM106 or COM130 or COM131 or COM276	3		WLD215 Gas Tungsten Arc Welding II (GTAW II)	3	WLD115 prereq
WLD214 Gas Metal Arc Welding II (GMAW II)	3	WLD114 prereq	WLD231 Pipe Welding II	3	WLD131 prereq
WLD115 Gas Tungsten Arc Welding I (GTAW I)	3		WLD232 Design & Fabrication II or WLD200 Welding Internship	5	WLD132 Prereq
WLD131 Pipe Welding I	3		WLD234 Robotic Welding	2	
WLD132 Design & Fabrication I	3		WLD235 Specialty Welding Processes	2	
TOTAL	15		TOTAL	15	
				DEGREE TOTAL:	60

Effective Fall 2025

Occupational Certificate Academic Degree Map
Welding Technology Level I - Certificate A 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2nd SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
WLD136 Industrial Safety and OSHA 10	1		WLD111 Blueprint Reading & Welding Symbols	2	
WLD112 Oxy-Acetylene Welding & Cutting Processes	3		*Area of Study	6-9	
WLD110 Material Handling & Plant Layout	1	Online, in-person driving			
*Area Of Study	3-6				
TOTAL	8-11		TOTAL	8-11	
					Certificate Total: 19

*Area of Study: A minimum of __12__ hrs must be taken from the courses listed below (in prerequisite order)					
SMAW	**Hrs**	**GMAW**	**Hrs**	**GTAW**	**Hrs**
WLD104 Shielded Metal Arc Welding I (SMAW I)	3	WLD114 Gas Metal Arc Welding I (GMAW I)	3	WLD115 Gas Tungsten Arc Welding I (GTAW I)	3
WLD204 Shielded Metal Arc Welding II (SMAW II)	3	WLD214 Gas Metal Arc Welding II (GMAW II)	3	WLD215 Gas Tungsten Arc Welding II (GTAW II)	3

Effective Fall 2025

Occupational Certificate Academic Degree Map
Welding Technology Level II – Certificate B 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the program. Consult with your advisor for more information.

*Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	**Hrs**	**Milestones/Notes**	**Course**	**Hrs**	**Milestones/Notes**
ENG135 Writing for the Workplace or ENG176 English Composition I	3		MTH126 Technical Math or higher	3	
WLD136 Industrial Safety and OSHA 10	1		WLD204 Shielded Metal Arc Welding II (SMAW II)	3	WLD104 prereq
WLD104 Shielded Metal Arc Welding I (SMAW I)	3		WLD114 Gas Metal Arc Welding I (GMAW I)	3	
WLD112 Oxy-Acetylene Welding & Cutting Processes	3		WLD111 Blueprint Reading & Welding Symbols	2	
WLD110 Material Handling & Plant Layout	1		WLD214 Gas Metal Arc Welding II (GMAW II)	3	WLD114 prereq
WLD115 Gas Tungsten Arc Welding I (GTAW I)	3				
TOTAL	14		TOTAL	14	

3rd SEMESTER					
Course	**Hrs**	**Milestones/Notes**			
COM106 or COM130 or COM131 or COM276	3				
WLD131 Pipe Welding I	3				
WLD215 Gas Tungsten Arc Welding II	3	CBA only; WLD115 is a prereq			
TOTAL	9				

CERTIFICATE TOTAL: 37	

Effective Fall 2025

Associate of Science Academic Degree Map
Wildlife Outfitting and Operations 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are designated to keep students on track to graduate in two years. Missing any of these could delay program completion. Students should consult with their advisor for more information.

Corequisite Course (if needed, must be taken with college level required course)		
(ENG098 +ENG176), (MTH056 + MTH176), MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

1ST SEMESTER			2ND SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
*WOO280 Waterfowl Management	3		*WOO281 Upland Game & Turkey	3	
MTH178 or higher (SGE) [030]	3		BIO125 General Biology (SGE)[040]	5	
Social & Behavioral Science (SGE) [050]	3		ENG176 Eng Comp I (SGE)[010]	3	
Arts & Humanities (SGE)[060]	3		Other Electives	5	
Other Electives	3				
TOTAL	15		TOTAL	16	
3rd SEMESTER			4th SEMESTER		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
*WOO282 Deer Management	3		*WOO283 Freshwater Fish Management	3	
ENG177 Eng Comp II (SGE)[010]	3		Social & Behavioral Science (SGE) [050]	3	
Arts & Humanities (SGE)[060]	3		Institutionally Designated (SGE)[070]	3	
Communication (SGE)[020]	3		Open Electives	6	
Institutionally Designated (SGE)[070]	3				
Open Electives	3				
TOTAL	18		TOTAL	15	
					DEGREE TOTAL: 64
Open electives (17 hrs) include non-required courses from other disciplines or the student's area of study.					
***Area of Study Courses (12) hrs required as per the above specific courses marked by an *.**					

Other Suggested WOO Courses:				
WOO270 Wildlife Business Basics	1	WOO274 Wildlife Habitat & Food Plot	2	
WOO271 Hunter Ed Instructor Training	2	WOO275 Wildlife & Outdoor Media	3	
WOO273 Bow Hunting Equipment	2	WOO276 Guiding in the Outdoors	3	

Systemwide General Education (SGE) Key	
010 English	040 Natural & Physical Sciences
020 Communications	050 Social & Behavioral Sciences
030 Math & Statistics	060 Arts & Humanities
	070 Institutionally Designated

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. KRSN: ACC1010 Financial Accounting if both ACC177 and ACC178 are taken

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. KRSN: ACC1010 if both ACC177 and ACC178 are taken

ACC179 ⮞   **Financial Accounting**   **3 cr. hr.**

Financial Accounting is the study of accounting as a means of communicating financial information about the activities of businesses that is useful for decision making. The student will be able to understand the process of recording, summarizing, and reporting financial transactions and statements for corporations, limited liability companies, partnerships, and proprietorship business entities following Generally Accepted Accounting Principles (GAAP). Recommended: One year of high school accounting or ACC 177 or permission of instructor. KRSN: ACC1010 Financial Accounting

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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

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. KRSN: ACC2010 Managerial Accounting

AGRICULTURE

AGR102　　　　　　　　　　**Horse Care and Training**　　　　**2 cr. hr.**

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.**

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.**

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.**

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.**

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.**

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

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

insects and diseases commonly found in agronomic crop fields in this part of the Midwest and High Plains.

AGR131   **Plant Science**   **4 cr. hr.**

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.

AGR132   **Animal Science**   **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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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.

AGR151   **Applied Agriculture Techniques**   **1 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 includes various activities in the areas of stretching, body mechanics, safe lifting, ergonomic tasks, 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.

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

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

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.

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.**

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.**

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.**

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.**

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.**

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

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
AGR245	**Elements of Meats**	**2 cr. hr.**

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.**

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

AGR251   **Ag Machinery Operation**   **3 cr. hr.**

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.

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.

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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

AUTOMOTIVE

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

In this course, students will complete work order and check history; identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities.

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: AMC108 Engine Performance I (passed with D or better)

AMC111   **Engine Repair I**   **3 cr. hr.**

This course deals primarily with short block repair. The course begins with basic engine diagnostics to establish a starting point then 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: AMC111 Engine Repair I (passed with D or better)

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

In this course, students will complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities.

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

In this course, students will document fundamental suspension systems concern; perform fundamental diagnostics of steering systems; perform fundamental repairs of suspension systems.

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. Prerequisite: AMC129 Electrical I (passed with D or better).

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

AMC136   **OSHA 10 Safety Orientation**   **1 cr. hr.**

This course provides safety and health training for entry level workers. OSHA-authorized training will be used as curriculum for this class. Topic areas include workplace hazards, safety training, accident reporting, employer responsibilities, employee rights, complaint filing, PPED and Bloodborne Pathogens.

AMC152   **Service Techniques**   **3 cr. hr.**

This course is designed for community members and students to be able to use the PCC automotive facilities for personal growth and development.

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: AMC108 Engine Performance I and AMC109 Engine Performance II (passed with D or better).

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. Prerequisites: AMC108 Engine Performance I, AMC109 Engine Performance II, and AMC208 Engine Performance III (passed with D or better).

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. Prerequisites: AMC129 Electrical I and AMC134 Electrical II (passed with D's or better).

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 (passed with D or better).

COURSE NUMBER	**COURSE TITLE**	**CREDIT HOURS**
AMC254	**Brakes I**	**3 cr. hr.**

This course is a thorough and detailed study of brake system theory and functional operation and principles of hydraulic systems as it applies to braking system operation. Practical applications of all phases of brake work including complete system service of disc and drum brake systems, parking brake systems, power assist devices and machining of brake disc and drum.

AMC255	**Brakes II**	**2 cr. h**r.

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 (passed with D or better)

AMC260	**Automotive Heating & 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.

ART

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. KRSN: ART1040 Introduction to Drawing

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.

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

ART133   **Art for Elementary Classroom Teachers   3 cr. hr.**

This course will concentrate on the basic principles, methods, material, and techniques in teaching art to children in elementary schools. Students will be involved in planning lessons as well as implementing and completing examples of projects. This is an elective course for students planning to teach at the elementary school level. KRSN: ART2020 Art in the Elementary Classroom

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. KRSN: ART1010 Art Appreciation

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. KRSN: ART1020 Art History I – Prehistoric to Medieval

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. KRSN: ART1030 Art History II: Renaissance to Contemporary

ART191   **Projects in Art**   **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. Prerequisite: ART128

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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.

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. KRSN: HSC1010 Nutrition

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. KRSN: BIO1041 Environmental Science Lecture

BIO122   **Environmental Science Lab**   **2 cr. hr.**

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. KRSN: BIO1042 Environmental Science Lab

BIO123   **Environmental Science**   **4 cr. hr.**

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. KRSN: BIO1040 Environmental Science and Lab (Combined)

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

BIO125 General Biology **5 cr. hr.**

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. KRSN: BIO1010 General Biology and Lab for Non-Majors, BIO1020 Biology I and Lab for Majors

BIO160 Biology II **5 cr. hr.**

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. KRSN: BIO1030 Biology II and Lab for Majors

BIO165 Microbiology **5 cr. hr.**

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. KRSN: BIO1040 Microbiology and Lab

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. KRSN: BIO2030 Anatomy and Physiology and Lab-8 credits (BIO276 and BIO277 must both be taken to count as this KRSN)

BIO277 Anatomy & Physiology II **4 cr. hr.**

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: BIO276 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. KRSN: BIO2030 Anatomy and Physiology and Lab-8 credits (BIO276 and BIO277 must both be taken to count as this KRSN)

BIO278   **Anatomy & Physiology**   **5 cr. hr.**

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. KRSN: BIO2020 Anatomy and Physiology and Lab – 5 credit hours

BIO290   **Pathophysiology**   **4 cr. hr.**

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

BUSINESS

BUS150   **Advertising**   **3 cr. hr.**

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.

BUS158   **Office Technology**   **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.

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.

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. KRSN: BUS1010 Personal Finance

COURSE NUMBER   **COURSE TITLE**   **CREDIT HOURS**
BUS177   **Human Relations**   **3 cr. hr.**

Included in this course are behavioral concepts and theories as they relate to: *Intra*personal Skills, *Inter*personal 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. KRSN: BUS1020 Introduction to Business

BUS185   **Principles of Leadership**   **3 cr. hr.**

This course is designed to provide students with an introduction to leadership styles, theories, and principles. Topics covered include: the nature of leadership, leadership traits, style, and skills. Leadership obstacles along with strategies for effective leadership are addressed. KRSN: BUS2010 Principles of Leadership

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.

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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

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. KRSN: BUS2030 Business Law

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. KRSN: BUS1030 Principles of Marketing

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

This course is an introduction to a 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. KRSN: CSC101 Computer Concepts and Applications

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. Word processing skills and a good foundation in grammar are needed. Prerequisites: BUS235 Microcomputer Office Applications I and ENG176 English Composition I. Sophomore standing recommended. KRSN: BUS2040 Business Communications

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. KRSN: BUS2020 Principles of Management

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.

COURSE NUMBER   **COURSE TITLE**   **CREDIT HOURS**
BUS243-246   **Occupational Work Experience I-IV**   **1 cr. hr.**

Work is done is 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.

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. KRSN: HSC1030 Medical Terminology

BUS255   **Microcomputer-Office Applications II**   **3 cr. hr.**

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 Management**   **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 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.**

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. Prerequisite: a) ACT Mathematics Placement Score of 20 or higher or b) completion of MTH181 Elementary Statistics or c) permission of the instructor. Sophomore standing is recommended. KRSN: ECO1020 Macroeconomics

BUS277   **Principles of Microeconomics**   **3 cr. hr.**

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. Prerequisite: a) ACT Mathematics Placement Score of 20 or higher or b) Completion of Statistics or c) permission of instructor. Sophomore standing is recommended. KRSN: ECO1010 Microeconomics

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

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. Pre-requisite: ACC178 with "C" or higher.

COMMERCIAL DRIVER'S LICENCE

CDL101 **CDL Theory** **3 cr. hr.**

Provides classroom training in basic operations, safety procedures, advanced driving practices, vehicle systems and reporting malfunctions, for Entry Level Driver Training (ELDT) to operate a commercial vehicle and preparation to complete and pass the written test to obtain a Class A CDL learner's permit. Prerequisites: Students must be at least 18 years of age and hold a valid Kansas Driver's License (out of state students contact the instructor). Students also need to enroll in CDL 102 Driving.

CDL102 **CDL Driving** **2 cr. hr.**

Provides instruction and driving practice in a commercial motor vehicle (CMV) to meet the requirements to test for a Commercial Driver's License. Prerequisites: Students must be at least 18 years of age and hold a valid Kansas Driver's License (out of state students contact the instructor). Students must have successfully completed CDL 101 Theory, passed the written test, and received a learner's permit prior to beginning this course.

CHEMISTRY

CHM176 **Fundamentals of Chemistry** **5 cr. hr.**

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 CHM176 laboratory is required. KRSN: CHM1030 General Chemistry and Lab for Non-Majors

CHM186 **General Chemistry I** **5 cr. hr.**

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,

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

equilibrium, reaction kinetics, and acid-base chemistry. Concurrent enrollment in CHM186 laboratory is required. Prerequisite: MTH178 College Algebra or higher (may be taken concurrently). KRSN: CHM1010 Chemistry I and Lab for Majors

CHM187 **General Chemistry II & Qualitative Analysis** **5 cr. hr.**

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. KRSN: CHM1020 Chemistry II and Lab for Majors

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. KRSN: COM1020 Interpersonal Communication

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.

COM131 **Speech Communications** **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. KRSN: COM1020 Speech Communications

COM276 **Public Speaking** **3 cr. hr.**

This course presents theories of communication, audience analysis, speaker motivation, and techniques for planning, organizing, and delivering speeches for persuasive, special occasion, and

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

impromptu types. At least four speeches and a group presentation will be given by the student. KRSN: COM1010 Public Speaking

COMPUTER SCIENCE

CSC125   **Windows Operating System**   **3 cr. hr.**

As a student in this course, you will learn the fundamentals of the Microsoft Windows 10 operating system. You will be exposed to practical examples and work-related tasks including: accessing and customizing settings within the Windows 10 environment, navigating files and folders, running both apps and desktop applications, configuring peripherals, managing security features, and accessing the Internet using Microsoft Edge.

CSC176   **Introduction to Computers**   **3 cr. hr.**

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. KRSN: CSC1010 Computer Concepts and Applications

CSC230   **Desktop Publishing**   **3 cr. hr.**

As a student in this course, you will learn the fundamentals of Adobe InDesign for desktop publishing. You will be exposed to sample projects where you will learn to use the application to create professional document layout and design. As a part of the course, you will learn to: layout pages, manage typography, integrate graphics/pictures/colors, generate text elements, and create master page templates. Projects in the class can include advertisements, brochures, magazines, and books.

DRAMA AND THEATRE

DRM122   **Theatre Workshop**   **3 cr. hr.**

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

DRM125   **Technical Workshop**   **3 cr. hr.**

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

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

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. KRSN: THT1010 Theatre Appreciation

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** 3 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.

DRM223 **Exploration of Music Theatre** 3 cr. hr.

Students will become acquainted with and gain an appreciation for musical theatre. Students will experience music theatre via recorded productions and develop knowledge of music theatre production, culture costume design, set design, and more.

EDUCATION

EDU139 ▷ **Children's Health & Movement** 3 cr. hr.

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. KRSN: HSC2020 Elementary School PE and Health

EDU177 ▷ **Introduction to Education** 3 cr. hr.

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. KRSN: EDU1010 Introduction to Education

EDU203 ▷ **Technology for Teachers** 3 cr. hr.

This course will introduce various forms of electronic and digital technology in the teaching/learning process in the classroom. The course provides training in some of the many digital tools used in today's schools. Participants will work in-depth with the International Society for Technology in Education's (ISTE) Standards for Students and plan new learning experiences that focus on the

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

benefits of creativity and using digital tools to connect beyond the traditional boundaries of classroom walls. KRSN: EDU2030 Technology for Teachers

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. KRSN: EDU2010 Children's Literature

EDU278   **Exceptional Children**   **3 cr. hr.**

This is an introductory course providing an overview of various exceptionalities and the unique needs of students ages birth to twenty-one with physical, cognitive, communication, or social/emotional disabilities. The course will review historical influences on special education; the laws and procedures which govern accessibility, identification and placement; the various teaching and learning challenges; various perspectives regarding disabilities; national and local resources; and recommended modifications and accommodations to meet various exceptionalities. Examples of exceptionalities include: learning disabilities, intellectual disabilities, developmental delays, intellectually gifted, speech and language disorders, other health impairment, autism spectrum disorder, visual and hearing loss or impairments, traumatic brain injury, multiple disabilities, and emotional disabilities. KRSN: EDU2020 Educating Exceptional Students

Emergency Medical Services

EMS100   **Community Emergency Response Team**   **3 cr. hr.**

This course provides a basic and fundamental understanding of the steps that need to be taken to provide incident command, basic life support, disaster medical response, search and rescue, fire suppression, communication, animal response, and disaster psychology. The curriculum of this course complies with the National FEMA Community Emergency Response Team (CERT) program. Students must be 16 or older to take this course.

ENGLISH

ENG098   **Composition I Coreq**   **2 cr. hr.**

The purpose of this course is to assist the student in successful completion of English Composition I, ENG176, which is a Kansas Systemwide Transfer (KRSN) course. Course content includes grammatical and organizational topics helpful in fostering a deeper understanding of the writing process as well as reading and critical thinking skills needed to be successful in the systemwide transfer course. Additional topics may be included in compatibility with the ENG176 course.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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 engage in reading, critical thought, and the development of skills and concepts enabling them to control the content and mechanics of expository writing. Students learn to organize their ideas and create structured essays. In addition, students learn basic research and essay test techniques. Prerequisite: Students must meet one placement measure. KRSN: ENG1010 English Composition I

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

This course is designed to expand the writing skills developed in English Composition I. It will further develop argumentative writing strategies and patterns while developing critical intellectual skills, such as analyzing and evaluating. The course will also continue the development of proficiency in research and documentation. Prerequisite: A grade of C or higher in ENG176 English Composition I . KRSN: ENG1020 English Composition II

ENG238   **Creative Writing**   **3 cr. hr.**

This course is designed as a study and practice of the fundamentals of short story, poetry, and creative nonfiction (three creative writing genres). Students will compose their own works and analyze elements and techniques in published works. They will be exposed to creative writing best practices. The course fulfills three credit hours toward the Arts & Humanities general education requirement. KRSN: ENG2030 Creative Writing

ENGLISH AS A SECOND LANGUAGE

ESL011   **English as a Second Language I**   **5 cr. hr.**

ESL011 is designed to help beginner non-native speakers improve their English skills. The focus will be on finding meaning in written and spoken English. Students will actively practice reading, writing, listening, and speaking skills in English. Students will focus on increasing English vocabulary and comprehension through reading, writing, listening, and speaking English. Promotion to ESL012 requires a grade of C or better in this course.

ESL012   **English as a Second Language II**   **5 cr. hr.**

ESL012 is designed to help the intermediate non-native speaker improve English skills. The focus will be on finding meaning in written and spoken English. Students will intensively practice reading, writing,

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

listening, and speaking skills in English. Written and oral presentations are a regular requirement for this course. Promotion to ESL013 requires a grade of C or better in this course.

ESL013   English as a Second Language III   4 cr. hr.

ESL013 is designed to help the high intermediate non-native speaker improve English skills. The focus will be on finding meaning in written and spoken English, as well as, producing written text and spoken monologues. Students will intensively practice reading, writing, listening, and speaking skills in English.

ELECTRICAL POWER TECHNOLOGY

EPD119   Leadership Fundamentals   2 cr. hr.

This course is designed to familiarize the student with the five levels of leadership identified by the author as: 1) Position – People follow because they have to. 2) Permission – People follow because they want to. 3) Production – People follow because of what you have done for the organization. 4) People follow because of what you have done for them personally. 5) Pinnacle – People reach the top level of leadership where they help others to become leaders.   KRSN: BUS2010 Principles of Leadership

EPD124   Electrical Theory   3 cr. hr.

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.

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   3 cr. hr.

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.

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

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

protective equipment. Students study theory of single and polyphase metering, meter maintenance, etc.

EPD136   **Lab and Field Training IA**   **4 cr. hr.**

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.**

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.**

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.

EPD139   **Lab and Field Training IIB**   **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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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.

EPD146	**Support Specialist Lab I**	**6 cr. hr.**

Students will experience hands on training during their lab time that will prepare them for a wide variety of jobs. They will learn how to pull underground cable elbows in pad mount transformer cabinets, locate underground power lines both primary and secondary. They will practice power restoration skills as relating to a grounds' person. Various other tasks and skills too numerous to mention here.

EPD148	**Support Specialist Lab II**	**6 cr. hr.**

Students will train with several types of electrical distribution support equipment. Such as chainsaws, skid steer loaders, and trencher backhoe blades. Students will also practice locating and marking underground utilities. Students will also learn how to set up bucket trucks by chocking the wheels and leveling with the out riggers and pads.
Prerequisite: EPD146

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.

EPD155	**Powerline Troubleshooting**	**3 cr. hr.**

This course is designed to familiarize the student with common methods of troubleshooting distribution overhead, primary underground, and secondary powerlines. The student will become familiar with the most common methods of troubleshooting under normal and emergency conditions. The student will become familiar with common methods of locating both primary and secondary faulted underground cable. This training would be valuable for students interested in a power supply specialist career and covers overhead distribution lines, primary & secondary underground cable.

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.

EPD236	**Industrial Safety & Relations**	**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.

COURSE NUMBER   **COURSE TITLE**   **CREDIT HOURS**
EPD250   **Substations & Switchyards**   3 cr. hr.

This course is designed to familiarize the student with the electrical equipment used today to operate and maintain electrical power Substations and the Switchyards associated with them. The student will learn how the equipment operates to maintain the high level of power quality demanded by today's consumers. Substations and Switchyards is designed for any student wanting an introductory course in substations and switchyard equipment.

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. It 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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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.

HOC174   **Principles of Phlebotomy**   **4 cr. hr.**

Students learn the practice of phlebotomy. They are provided with the knowledge and necessary skills to perform a variety of blood collection methods using proper techniques and precautions. Emphasis will be placed on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, and processing. Quality assurance, professional conduct, and federal regulatory issues will be covered as well. Students must have a high school diploma or a GED to take the NHA Phlebotomy certification test.

HOC175   **Phlebotomy Clinical Practicum**   **1 cr. hr.**

The student will demonstrate skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions which includes: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is placed on infection control and prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling, processing and accessioning. The course is designed to allow students to develop the skills, knowledge, and attitude required to function in a professional manner in the health care setting. Laboratory information services, client services and quality assurance may be covered. Students must perform a minimum of 100 successful venipunctures and 8 successful skin punctures. Students will be scheduled for a minimum of 112 up to a maximum of 120 hours of clinical. Students who successfully complete the Phlebotomy Clinical Practicum will be awarded a certificate of completion and be eligible to take a national certification exam. Students must have a high school diploma or a GED to take the NHA Phlebotomy certification test.

HOC176   **EKG Technician**   **4 cr. hr.**

This course covers key areas and topics such as detailed anatomy and physiology of the heart, medical disease processes and terminology, medical ethics and legal aspects of patient contact, electrocardiography and echocardiography, an introduction to the components, function, and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12- lead placement and other practices (Holter Monitor and stress test). This course will provide 38 hours classroom, 20 hours of lab and clinical. Students must have a High School diploma or a GED to be able to sit for the NHA certification test.

HEALTH, PHYSICAL ACTIVITY & RECREATION

HPR101   **Concepts of Physical Health**   **2 cr. hr.**

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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

HPR105   **Fundamentals of Coaching**   3 cr. hr.

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.

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.

HPR120   **Rules & Officiating I**   3 cr. hr.

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.

HPR121   **Rules & Officiating Practicum**   1 cr. hr.

This is a hybrid course designed for the student to learn the intricacies of officiating and then apply it to the profession. This course is not meant to transfer and will be a repeatable course with sports ranging from Basketball, Football, Volleyball, Soccer, Flag Football, Baseball, Softball, Wrestling, Boys and Girls Lacrosse, Track and Field, Swimming and Diving, Ice Hockey and Field Hockey.

HPR122   **Recreational Leadership**   3 cr. hr.

This course is designed to give students hands on experience in contemporary recreational leadership. The focus of the course will be directed at the leadership skills needed to manage activities and programs in the Recreation field in a global society. This course is a foundation course for students wishing to enter the area of recreational leadership and will provide the student with knowledge of the leadership responsibilities and management tools needed to function as a recreational leader.

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. KRSN: HSC1050 Introduction to Exercise Science

COURSE NUMBER   **COURSE TITLE**   **CREDIT HOURS**
HPR125   **Psychology of Sport**   **3 cr. hr.**

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.

HPR130   **Introduction to Sports Administration**   **3 cr. hr.**

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.

HPR135   **Intro to Health PE, Recreation**   **3 cr. hr.**

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.

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.**

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.

HPR150   **Introduction to Athletic Training**   **3 cr. hr.**

This course is designed to introduce the student to the profession of athletic training and provide a preparatory background of duties and responsibilities within the sports medicine field. Emphasis will be placed on the understanding of general concepts important to developing a fundamental base necessary for creating competence in more specific athletic training domains. As part of this course students will have the opportunity to earn extra credit if they elect to complete a CPR certification through the Red Cross. The cost of the Red Cross Certification is $35 and is not included in the course fee.

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

HPR161   **Nutrition**   **3 cr. hr.**

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. KRSN: HSC1010 Nutrition

HPR165   **Varsity Athletics:**   **1 cr. hr.**

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.

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. KRSN: HSC1020 Personal and Community Health

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

This course 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.

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

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

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. KRSN: HSC1040 First Aid and CPR

HPR237   **Advanced Weightlifting, R&F**   **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.

HPR285   **Fitness Evaluation, Education, & 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.**

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. KRSN: HSC2010 Prevention and Care of Athletic Injuries

HISTORY

HST131   **Survey of Civilization I**   **3 cr. hr.**

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. KRSN: HIS1030 World History to 1500

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

HST132   **Survey of Civilization II**   **3 cr. hr.**

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. KRSN: HST1040 World History 1500 to Present

HST176   **American History to 1865**   **3 cr. hr.**

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. KRSN: HIS1010 United States History to 1877

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. KRSN: HIS1020 United States History Since 1877

HST178   **History of Civil Rights Movement**   **3 cr. hr.**

This course is a record of one of the greatest and most turbulent movements of the last century. It will be an indispensable course for students and teachers who are interested in civil rights in America.

HST201   **American Military History**   **3 cr. hr.**

This is a survey of the military experiences in American history from the colonial period to the present. The course analyzes war, its economics, technological developments, doctrines, politics, and other factors that have influenced the military aspects of American history. Civil-military relations and foreign policy will also, of necessity, be a focus of this course.

INFORMATION NETWORK TECHNOLOGY

INT101   **Introduction to Information Technology**   **3 cr. hr.**

As a student in this course, you will examine a variety of current, work-related topics focused on the practical use of computers, computer applications, and related technologies. No prior computer experience with these topics is assumed. As a part of this course, you will be exposed to: the fundamentals of computer hardware, the basics of computer operating systems and software applications, the use of computer networks and the Internet to interact and communicate, and current events and new developments within the IT industry - their applications to business and daily life.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
INT105	**Introduction to Game Theory**	**3 cr. hr.**

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.**

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.**

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.**

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.

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   **Varsity eSports**   **1 cr. hr.**

Varsity eSports provides an introduction to the world of competitive gaming through practices, live events, networking, and wellness.

INT206   **CompTIA A+ Practical Applications**   **3 cr. hr.**

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.**

This course is designed to provide key skills for persons desiring to be computer networking professionals. This course is the second 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.**

This course is designed to introduce the student to computer programming skills, using Python language. This is a programming language used across Windows, macOS, and Linux environments. 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 Python programming language. These skills will cover the fundamentals of this language, the procedures, decisions, repetition, and arrays.

INT230   **Linux Operating System**   **3 cr. hr.**

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.

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.**

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.**

This course will prepare the student to take the COMPTIA Cloud+ 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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
INT255	Server Administration II	3 cr. hr.

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.

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.

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.

LIT182	Young Adult Literature	3 cr. hr.

Students in this course read and discuss various forms of literature geared toward adolescents and discuss social issues such as death, religion, race, class, friendship, sexuality, etc. as a means to think critically, track relevant themes, and offer analysis. Students in this class explore a variety of literary genres with readings originating from a variety of perspectives and time periods. This exploration includes students discovering common themes or finding meaning in their own experiences as well as connecting to the experiences of others, thus increasing the student's cultural exposure and knowledge.

LIT202	American Literature I	3 cr. hr.

American Literature I is a survey of American writing from pre-colonial to 1865, with emphasis on the major writers and movements. KRSN: ENG2010 American Literature I

LIT203	American Literature II	3 cr. hr.

American Literature II is a survey course of representative works of American Literature from the post-Civil War period forward, including genres of short story, poetry, novel, and drama. In this course students examine major writers in the rise of realism, modern, and postmodern literary trends. KRSN: ENG2020 American Literature II

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

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

different cultures and time periods throughout history with an emphasis on more modern writings. KRSN: ENG1030 Introduction to Literature

LIT255   **Literature for Adolescents**   **3 cr. hr.**

A course focusing on literature for and about adolescents. The course includes literature read by middle school and high school students and adults. Emphasis is on reading and interpreting literature in-depth, engaging in substantive literary discussion, and writing critical responses to literature. Diverse course materials are designed to serve as life and career resources. Recommended for education and library science majors. Students should demonstrate readiness for English Composition I, by placement or by course credit.

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. KRSN: SPA1010 Spanish I

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 Elementary Spanish I with "C" or better. KRSN: SPA1020 Spanish II

MATHEMATICS

MTH056   **Contemporary Math Coreq**   **2 cr. hr.**

The purpose of this course is to assist students in successful completion of MTH176 Contemporary Math. Topics covered include any basic mathematics helpful in fostering a deeper understanding of basic skills needed to be successful in MTH176 Contemporary Math, which is a Kansas Systemwide Transfer (KRSN) course. Additional topics covered include compatibility with MTH176 properties of and operations with numbers systems, basic equation solving, consumer math, and applications of geometry. This course does not meet requirements for a degree program.

MTH078   **College Algebra Coreq**   **2 cr. hr.**

The purpose of this course is to assist students in successful completion of MTH178 College Algebra. Topics covered include any Pre-Algebra mathematics helpful in fostering a deeper understanding of basic skills needed to be successful in MTH178 College Algebra, which is a Kansas Systemwide Transfer (KRSN) course. Additional topics covered in compatibility with MTH178 include algebraic

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

functions and their graphs, set theory, complex numbers, systems of equations, etc. This course does not meet requirements for a degree program.

MTH081   **Elementary Statistics Coreq.**   **2 cr. hr.**

The purpose of this course is to assist students in successful completion of MTH181 Elementary Statistics. Topics covered include any Pre-statistics mathematics helpful in fostering a deeper understanding of basic skills needed to be successful in MTH181 statistics which is a Kansas Systemwide Transfer (KRSN) course. Additional topics covered in compatibility with MTH181 include frequency distributions, measures of location, probability, standard deviation, regression, and correlation. This course does not meet requirements for a degree program.

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

This course is designed for students enrolled in Technical Education programs.

MTH176   **Contemporary Math**   **3 cr. hr.**

Contemporary math is a course designed to satisfy the math requirement for students seeking the AA or AGS degree. It can also be used as a preparatory course for students who need to take College Algebra for the AS degree. Material covered will include properties of and operations with number systems, basic equation solving, consumer math, introductory statistics, and applications of geometry. Prerequisite: Any one of the following: (a) 20 or higher ACT score (b) QAS 250 or higher Accuplacer Score (c) 3.0 Cumulative GPA 7+ semesters. Students not meeting these requirements will be placed into the mandatory MTH 056 Contemporary Math Coreq in conjunction with their MTH 176 registration. KRSN: MAT1040 Contemporary Math/Essential Math

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: Enrollment in College Algebra MTH 178 requires (a) 23 or higher ACT, or (b) Accuplacer QAS score 263 or higher, or (c) GPA (HS) 7+ semesters 3.0 cumulative or higher. If none of these are met, enrollment in College Algebra with the College Algebra Coreq requires (a) 20-22 ACT score or, (b) Accuplacer QAS score 250-262 or, (c) GPA (HS) 7+ semesters 2.5-3.0 cumulative. If none of these requirements are met, students must take Contemporary Math with Coreq before enrolling in College Algebra. KRSN: MAT1010 College Algebra

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) 20 or higher ACT score (b) QAS 250 or higher Accuplacer Score (c) 3.0 Cumulative GPA 7+ semesters. Students not meeting these requirements will be placed into the mandatory MTH 081 Statistics Coreq in conjunction with their MTH 181 registration. KRSN: MAT1020 Elementary Statistics

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

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. KRSN: MAT1030 Trigonometry

MTH187   **Calculus Methods**   **4 cr. hr.**

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. KRSN: MAT1050 General/Business Calculus

MTH191   **Analytic Geometry and Calculus I**   **5 cr. hr.**

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. KRSN: MAT2010 Calculus I

MTH193   **Analytic Geometry and Calculus II**   **5 cr. hr.**

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. KRSN: MAT2020 Calculus II

MUSIC

MUS111   **Band**   **1 cr. hr.**

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. This course is open to all students and community members. Prerequisite: Consent of instructor.

MUS113   **Choir**   **1 cr. hr.**
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.

COURSE NUMBER   **COURSE TITLE**   **CREDIT HOURS**
MUS145   **Jazz Band**   **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.

MUS151   **Show Choir**   **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.

MUS176   **Introduction to Music**   **3 cr. hr.**

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. KRSN: MUS1010 Music Appreciation

MUS186   **World Music**   **3 cr. hr.**

This is a course designed to aid the student in achieving a better understanding of many musical styles of the world. Study includes the elements of music in different cultures, the instruments and ensembles used to produce music, the development of musical forms, and the application of music in the life of other cultures.

PHILOSOPHY

PHL105   **Introduction to the Old Testament**   **3 cr. hr.**

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. KRSN: REL1020 Old Testament

PHL106   **Introduction to the New Testament**   **3 cr. hr.**

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. KRSN: REL1030 New Testament

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

PHL123 Comparative Religions 3 cr. hr.

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, 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. KRSN: REL1010 World/Comparative Religions

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. KRSN: PHL1010 Introduction to Philosophy

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. KRSN: PHL1020 Ethics

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 MTH 178 College Algebra (or higher) with a "C" or better. KRSN: PHY1010 Physics I and Lab

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 with a "C" or better. KRSN: PHY2020 Physics II and Lab

PHS261 Engineering Physics I 5 cr. hr.

This is a calculus-based course in physics. The course includes the study of mechanics, mechanical waves, thermodynamics, and fluids. Students must also enroll in the Engineering Physics I Laboratory.

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

Prerequisite: Concurrent enrollment in MTH191 or Completion of MTH191, Analytical Geometry & Calculus, or higher, with a "C" or better. KRSN: PHY1030 Engineering Physics I and Lab

PHS262   **Engineering Physics II**   **5 cr. hr.**

This is a calculus-based course in physics and a continuation of Engineering Physics I. The course includes the study of electricity, magnetism, and optics. Students must also enroll in the Engineering Physics II Laboratory. KRSN: PHY2030 Engineering Physics II and Lab

POLITICAL SCIENCE

POS132   **State & Local Government & Politics**   **3 cr. hr.**

This is a survey of the structure and function of local governments in the U.S. with specific emphasis on the structure and function of Kansas government. Specific topics include: an introduction to the variables affecting political behavior, organization and function of local political systems, and the relationship of the states to the national government. KRSN: POL2020 State and Local Government

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. KRSN: POL1020 American Government

PHYSICAL SCIENCE

PSC001   **STEM**   **1 cr. hr.**

STEM (Science, Technology, Engineering, and Math) is open to all students interested in science, technology, engineering, and math, no matter what their science/math background may be. A variety of concepts in areas of STEM will be taught at an introductory level. STEM members will participate in STEM outreach shows to service area elementary and middle school-aged children.

PSC105   **Introduction to Meteorology**   **5 cr. hr.**

This course provides an introduction to atmospheric phenomena and weather and an introduction to the sciences of meteorology and climatology. It is designed to provide comprehensive knowledge of the earth's atmosphere and its changing behavior as it relates to human activities and how it influences our daily lives. How scientists evaluate atmospheric processes using the scientific method will be emphasized throughout the course. This course provides a first look at various aspects of meteorology including solar radiation, global circulation, environmental issues, winds, cloud

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

formation, stability, precipitation processes, weather systems, and severe weather. The course will also cover meteorological terminology, large-scale climate processes such as El Niño, and will discuss techniques of weather forecasting. Basic physical principles and processes are emphasized that are important for understanding the world around us. KRSN: PSI2010 Meteorology Lecture and Lab

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. KRSN: PSI1030 Physical Geology Lecture and Lab

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. KRSN: PSI1010 Physical Science and Lab

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. KRSN: PSI1030 Physical Geology Lecture and Lab

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. KRSN: PHY1020 Descriptive Astronomy Lecture and Lab

PSYCHOLOGY

PSY110   **Preventing Drug Abuse**   **3 cr. hr.**

This course provides an overview of drugs of use, misuse, and abuse in society. This course will examine physiological, social, philosophical, historical, legal, and health aspects of drug use and abuse. Additionally, we will explore the relationships between substances that may affect the human body and/or societal institutions. Understanding of what a drug is, the biological and psychological

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

patterns of behavior related to those specific drugs. Along with the cultural, economic, and political foundations that are affected by drugs both international and domestically. A heavy emphasis will be placed on discussions, interventions, and prevention of abuse. This course is designed as general education and is not part of the Addiction Counselor Program.

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. KRSN: PSY2020 Human Lifespan/Developmental Psychology

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. KRSN: PSY1010 Introduction to Psychology

PSY201 **Child Psychology** **3 cr. hr.**

This course will enable the student to explore child development and behavior from the prenatal period through adolescence. Emphasis will be given on physical, mental, social and emotional development. Students will gain understanding in the interrelationship of growth and behavior and the influence of the child's cultural environment on the child's development. KRSN: PSY2030 Childhood Growth and Development

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. KRSN: CRJ1010 Introduction to Criminal Justice

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. KRSN: SOC2030 Cultural Diversity and Ethnicity

COURSE NUMBER   **COURSE TITLE**   **CREDIT HOURS**
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. KRSN: SOC1010 Introduction to Sociology

SOC177   **Juvenile Delinquency**   **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: *Intra*personal Skills, *Inter*personal 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. KRSN: SOC2020 Marriage and 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

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

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. KRSN: SOC2010 Social Problems

SOCIAL SCIENCE

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

This course is 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)

SSC176   **World Regional Geography**   **3 cr. hr.**

This course is a geographic survey course based on regional studies of world resources, economics, politics, environment, and lifestyles to provide a global perspective. KRSN: GEO1010 World Regional Geography

SSC177   **Cultural Anthropology**   **3 cr. hr.**

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. KRSN: ANT1010 Introduction to Cultural Anthropology

SSC212   **Introduction to Corrections**   **3 cr. hr.**

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.**

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 in 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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
VES201	ATTENTION DEFICIT DISORDER	2 cr. hr.

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 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 SPECTRUM DISORDER   2 cr. hr.

This course is an interactive computer-based instruction course designed to help you achieve a better understanding of autism spectrum disorder, of intervention strategies to enhance communication and learning, and of methods for teaching more conventional behaviors. Autism Spectrum Disorder provides information about 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 autistic students. The course helps you comprehend why individuals with Autism Spectrum Disorder act the way they do and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel, and parents who would like more help or information on autism. 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

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

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 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,

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

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 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

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

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 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.

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

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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.

VES216   **READING FUNDAMENTALS #1**   **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.

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

VES219 TALENTED & GIFTED 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.

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

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 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; it's 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.

VES226   VIOLENCE IN SCHOOLS   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

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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.

VES229   **Teaching Secondary Math Conceptually**   **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.

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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.

VES232	**Response to Intervention**	**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.

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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.

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.

VES236   Supporting At-Risk Young Learners & their Families   3 cr. hr.

This course is designed to help Early Childhood Educators gain strategies to reach and teach young children who are at risk of not meeting their potential. Participants will learn the internal and external factors that place a child at risk, how heredity and environment affect a child's development, the characteristics of various risk factors, and interventions for each risk factor. A major emphasis will be on the family's influence on the child's development and how Early Childhood Educators can work with families to support their child's growth in all areas of development. 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.

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VES237	**Social & Emotional Learning**	**3 cr. hr.**

Social-emotional learning (SEL) comprises life skills that are foundational to motivation in the classroom and classroom management. Students who have strong social and emotional skill sets will be more successful in the classroom and in life. In this course, students will first examine what SEL is, including the research foundational to SEL. Then students will examine the five SEL competencies – self-awareness, self-management, social awareness, relationship skills, and responsible decision-making - and how each of these can be developed first in the classrooms and then in the schools to optimize learning environments. While examining the five SEL competencies, students will also investigate how these skill sets can affect families and communities. 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.

VES238   **Effective Use of Technology in the Classroom**   **3 cr. hr.**

Regardless of skill level, this course covers innovative technology that will inspire creativity and elevate the way information and ideas are shared. Students will learn how to select and evaluate technology tools to align to current curriculum. Knowledge and skills taught will allow students to effectively pursue professional growth in educational technology. Through discovery, reflection, and analysis students will realize practical applications of interactive digital tools and have the opportunity to explore internet-based multimedia that can be integrated inside and outside of the 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.

VES239   **Ethical Leadership & Leading Teams in Schools**   **3 cr. hr.**

Ethical Leadership & Leading Teams in Schools is written for individuals, in any school leadership capacity, to learn and apply ethical leadership principles. This course is also written for teachers and administrators as they work to create and manage teams in schools. 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   **COURSE TITLE**   **CREDIT HOURS**

WELDING TECHNOLOGY

WLD104   **Shielded Metal Arc Welding I (SMAW I)**   **3 cr. hr.**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

WLD110   **Material Handling & Plant Layout**   **1 cr. hr.**

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.

WLD111   **Blueprint Reading & Welding Symbols**   **2 cr. hr.**

This course covers detailed drawings and their interpretation. Understanding and construction of drawings for many factures are also discussed. We will be training welders to read, interpret, understand and build projects for industry. Successful completion of this course's 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.**

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 (GMAW I)**   **3 cr. hr.**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WLD115   **Gas Tungsten Arc Welding I (GTAW I)**   **3 cr. hr.**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of

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

the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WLD131   **Pipe Welding I**   **3 cr. hr.**

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.**

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 students that want to seek certification.

WLD136   **Industrial Safety &/or OSHA 10**   **1 cr. hr.**

This course provides safety and health training for entry level workers. NC3, 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, complaint filing, PPE and Bloodborne Pathogens.

WLD181   **Welding Metallurgy**   **2 cr. hr.**

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.**

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

WLD204   **Shielded Metal Arc Welding II (SMAW II)**   **3 cr. hr.**

Shielded Metal Arc Welding II (SMAW II) 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.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
WLD214	**Gas Metal Arc Welding II (GMAW II)**	**3 cr. hr.**

This course is an advanced skill level developed in the 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 (GTAW II)**	**3 cr. hr.**

This course is advanced skill level development into the 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 students that want to work towards certification.

WLD231	**Pipe Welding II**	**3 cr. hr.**

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 students who want to work towards certification.

WLD232	**Design & Fabrication II**	**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.**

This 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.**

Students 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.

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.

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

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   2 cr. hr.

This course offers training in the knowledge and skills necessary to become certified as a volunteer Kansas Hunter Education Instructor through the Kansas Department of Wildlife and Parks. Students will learn how to teach wildlife conservation, safe gun handling, and the role of hunting in conservation. This course will focus heavily on developing students' presentation skills using the lecture format, training aids, electronic media and internet instruction. Students must be at least 18-years-old and pass a criminal background check to receive the certification. Emphasis will be placed on firearms safety and adherence to all state and federal regulations. Students are expected to have their Hunter Education Certification prior to this course.

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

This course is designed to provide students with the essential knowledge and skills required to become a certified Firearms Range Safety Officer (RSO). Students will learn the fundamental principles of firearm safety, emergency procedures, and the responsibilities of overseeing a shooting range. The course will cover a range of topics, including range setup and maintenance, safe firearm handling, monitoring shooters, enforcing safety rules, and responding to accidents or malfunctions.

WOO273   Bowhunting Equipment   2 cr. hr.

This course provides students with the skills and knowledge required to properly maintain, repair, and tune a compound bow. Emphasizing hands-on experience, students will learn about the mechanics of the bow, identify common issues, and perform repairs and adjustments. The course will also cover bow accessories, string care, and safety protocols. By the end of the course, students will be able to troubleshoot compound bow issues and enhance the performance of their equipment.

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

This course covers enhancing 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 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.

Students will learn the principles of storytelling through visual media techniques used in the outdoor industry. This course covers various photography and videography techniques using high-quality cameras, audio devices and editing software. In addition to fieldwork, the course includes instruction on post-production and editing software. An ethical consideration will also be taken when capturing nature, wildlife and hunting outings.

WOO276   Guiding in the Outdoors   3 cr. hr.

This course introduces the basic concepts needed to be an apprentice backcountry guide or outfitter. Learning basic safety and preparedness, e-scouting, client relations and campsite essentials,

students will be prepared to find apprenticeships in the western big game outfitting industry. Students should be prepared for overnight excursions in the backcountry. This will involve hiking and backpacking. Emphasis will be placed on the basic principles of "leave no trace" and environmental awareness.

WOO277   **Gamebird Brooding**   **3 cr. Hrs.**

An introductory game birding course, this course is designed to acquaint students with modern concepts in gamebird brooding to include Upland Game Rearing/Brooding, Gamebird Management and Gamebird Marketing. Specifically, students will develop an understanding of gamebird species and their rearing, explore proper management of gamebird facilities and rearing practices, gain knowledge of gamebird purpose and market, and explore techniques to raise and market gamebirds for outfitters. Course activities are designed to be student oriented and complement the lecture topics.

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

This program equips students with the essential skills and knowledge needed to pursue a career as a professional hunting guide. By mastering waterfowl identification, patterning, and guiding techniques, along with gaining practical experience through fieldwork and mentor-guided hunts, students will be prepared to work in the field. Emphasizing firearm safety and regulatory compliance ensures they are well-prepared for the legal responsibilities of a guide. Completing this training, along with their Hunter Safety Certification, will enhance students' qualifications and make them competitive candidates for hunting guide positions in the industry.

WOO281   **Upland Game & Turkey Management Techniques**   **3 cr. hr.**

Students learn hunting, guiding, management and conservation techniques of upland birds. This course provides them with the necessary skills to manage habitat for ground nesting birds, as well as hunting and guiding techniques necessary for jobs in the industry. Students will be expected to apply skills learned in the classroom during field days and in the class and guided mentor hunts. Emphasis will be placed on firearms safety and all state and federal regulations. Students are expected to have their Hunter Education Certification prior to field days and handling firearms.

WOO282   **Deer Management Techniques**   **3 cr. hr.**

Students learn beginning to advanced hunting, guiding, management, and conservation techniques of whitetail deer. They are provided with the knowledge and necessary skills of identifying, patterning, and guiding. Students will be expected to apply skills learned in the classroom during field work and in the guided mentor hunt. Emphasis will be placed on firearm safety and all state and federal regulations. Students are expected to have their Hunters Safety Certification prior to field work and handling a firearm. Hunting trips and outings will follow all legal requirements.

WOO283   **Freshwater Fishing Management Techniques**   **3 cr. hr.**

This career-focused course prepares students for professional roles in the management, fishing, and guiding industries related to freshwater fisheries. Students will develop the essential skills and knowledge to pursue careers in fisheries management and as certified fishing guides. The course combines a deep understanding of fish biology and ecology with practical, hands-on experience in fishing techniques, client services, and sustainable management practices.