COASTAL · ALABAMA

COMMUNITY COLLEGE

est. 1965

2021-2022 CATALOG & STUDENT HANDBOOK

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About Coastal Alabama Community College
College Addresses

1-800-381-3722
www.CoastalAlabama.edu

ADDRESSES

The Academy at the Fairhope Airport
8600-B County Road 32
Fairhope, Alabama 36532

Alabama Aviation Center at Brookley Field
1975 Avenue C
Mobile, Alabama 36615

Atmore Campus
2967 AL Highway 21
Atmore, Alabama 36502

Bay Minette Campus
1900 U.S. Highway 31 South
Bay Minette, Alabama 36507

Brewton Campus
220 Alco Drive
Brewton, Alabama 36426

Fairhope Campus
440 Fairhope Avenue
Fairhope, Alabama 36532

Foley Career and Technical Facility
19812 Underwood Road
Foley, AL 36535

Gilbertown Campus
251 College Street
Gilbertown, Alabama 36908

Gulf Shores Campus
3301 Gulf Shores Parkway
Gulf Shores, Alabama 36542

Jackson Center
PO Box 2000
Jackson, Alabama 36545

Monroeville Campus
2800 South Alabama Avenue
Monroeville, Alabama 36460

North Baldwin Center for Technology
505 W Hurricane Rd
Bay Minette, Alabama 36507

South Baldwin Center for Technology
19200 Carolina Street
Robertsdale, Alabama 36567

Thomasville Campus
30755 US Highway 43
Thomasville, Alabama 36784

Accreditation
Accreditation Statement

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates. The three-fold purpose for publishing the Commission's access and contact number is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about Coastal Alabama Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Coastal Alabama Community College and not the Commission's office.

Additional Accreditation

The Associate Degree and Practical Nursing programs of Coastal Alabama Community College located at the Atmore, Bay Minette, Brewton, Fairhope, Monroeville, and Thomasville Campuses are accredited by the Accreditation Commission for Education in Nursing (ACEN).
3343 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000

American Dental Association (ADA); Commission on Dental Accreditation (CODA)
Dental Assisting Programs
211 E Chicago Avenue, Chicago, IL 60611-2678, (312) 440-2500

American Culinary Federation Educational Institute
180 Center Place Way, St. Augustine, FL 32095, (800) 624-9458

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Surgical Technology Programs
9355-113th St. N., #7709, Seminole, FL 33775 (727) 210-2350 mail@caahep.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Paramedic
9355-113th St. N., #7709, Seminole, FL 33775 (727) 210-2350 mail@caahep.org

American Veterinary Medical Association (AVMA)
Committee on Veterinary Technician Education and Activities (CVTEA)
1931 North Meacham Road, Schaumburg, IL 60173

Member

Alabama Community College System
Alabama Community College Association
American Association of Community Colleges
American Council on Education
Council for Higher Education Accreditation

Licensure

Commission for Independent Education, Department of Education
325 West Gaines St., Suite 1414, Tallahassee, FL 32399-6400, (800) 224-6684

Nondiscrimination Policy

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion,creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

Family Educational Rights and Privacy Act
(Buckley Amendment, 20 U.S.C. 1230, 1232G)
Annual Notice to Students

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. The policy is also printed under Student Records Policy in the Student Handbook. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

College Catalog and Student Handbook Policy and Procedures

Coastal Alabama Community College updates its College Catalog and Student Handbook annually. Information contained in the College Catalog and Student Handbook is subject to change. Since the College Catalog and Student Handbook is updated annually, it is important that each department within the College reviews the policies and procedures that directly impact its area and submit the changes for review and approval to the Executive Cabinet. The College Catalog and Student Handbook is archived in the Registrar's Office.

The following procedures are followed regarding non-instructional departments:

1. Department supervisors are notified that catalog changes and edits are due by April 1st.
2. Updates on policies and procedures are submitted to the Executive Cabinet for review and approval.
3. Changes are updated in the College Catalog and Student Handbook for the next academic year.

The following procedures are followed regarding instructional departments:

1. Changes to curriculum and academic policies and procedures are presented at the Instructional Affairs Committee meeting. This committee reviews and/or approves curriculum and academic policies and procedures.
2. Upon approval through the Instructional Affairs Committee, the changes are implemented in the next academic year College Catalog and Student Handbook.

Important Dates
Fall Semester 2021
August

18-19	Wednesday-Thursday	**Late Registration** for Fall Semester
23	Monday	Fall Semester classes begin (Full-Term & Term I)
23-26	Monday-Thursday	Drop/Add for Full-Term & Term I classes

September

6	Monday	Labor Day Holiday – College Closed
17	Friday	Term 1 Midterm

October

11	Monday	Last Day to Withdraw from Term I Classes
12-13	Tuesday-Wednesday	Final Exams for Term I Classes
14	Thursday	First Day of Term II Classes
14-15	Thursday-Friday	Drop/Add for Term II Classes

November

9	Tuesday	Term II Midterm
11	Thursday	Veterans Day Holiday – College Closed
22-26	Monday-Friday	Thanksgiving Holidays for Students
25-26	Thursday-Friday	Thanksgiving Holidays – College Closed

December

10	Friday	Last Day to Withdraw from Full-Term & Term II Classes
13-17	Monday-Friday	Final Exams for Full Term & Term II Classes
23–31	Wednesday-Friday	Christmas Holidays - College Closed

Spring Semester 2022
January

5	Wednesday	**Late Registration** for Spring Semester
10	Monday	Spring Semester classes begin (Full-Term & Term 1)
10-13	Monday-Thursday	Drop/Add for Full-Term & Term 1 classes
17	Monday	Dr. Martin Luther King, Jr Holiday - College Closed

February

4	Friday	Term I Midterm
28	Monday	Non-Instructional - Faculty Duty Days

March

1	Tuesday	Non-Instructional - Faculty Duty Days
2	Wednesday	Last Day to Withdraw from Term I classes
3-4	Thursday-Friday	Final Exams for Term I
7	Monday	Term II classes begin
7-8	Monday-Tuesday	Drop/Add for Term II classes
21-25	Monday-Friday	Spring Break Holiday for Students and Faculty

April

7	Thursday	Term II Midterm
15	Friday	College Closed

May

3	Tuesday	Last Day to Withdraw from Full-Term & Term II classes
4-10	Wednesday-Tuesday	Final Exams for Full-Term & Term II classes
12-13	Thursday-Friday	Graduation Ceremonies
23	Monday	Faculty Duty Day
24	Tuesday	**Late Registration** for Summer Term classes
25	Wednesday	Summer Term classes begin (Full-Term & Term 1)
25-26	Wednesday-Thursday	Drop/Add for Full Term & Term I Classes
30	Monday	Memorial Day Holiday – College Closed

June

9	Thursday	Term I Midterm
27	Monday	Last Day to Withdraw from Term I Classes
28	Tuesday	Final Exams for Term I Classes
30	Thursday	Term II classes begin
30	Thursday	Drop/Add for Term II Classes

July

1	Friday	Drop/Add for Term II Classes
4	Monday	Independence Day Holiday (recognized)– College Closed
15	Friday	Term II Midterm

August

2	Tuesday	Last Day to Withdraw from Full-Term & Term II classes
3-5	Wednesday-Friday	Final Exams for Full-Term & Term II classes

Important Numbers
Main Number (Operator) 1-800-381-3722

Office Numbers for College-Wide Services

Office Name	Office Number
ADA Office	251-580-2109
Admissions	251-580-2111
Advising	251-580-4925
Alabama Aviation Center	251-580-4930
Athletics	251-575-8259
Bookstore	251-580-2211
Business Office	251-580-2217
Financial Aid	251-580-2151
Instruction	334-637-3156
Technology Services Helpdesk	251-580-4900
Registrar/Records	251-580-2227
Veterans Affairs	251-580-2292

Office Numbers for Campus-Specific Services

Office Name	Bay Minette	Brewton	Gilbertown	Monroeville	Thomasville
Adult Education	251-580-2105	251-809-1505 (Atmore) 251-368-7633 or 251-368-7679	251-843-5265	251-575-8471	334-637-3181
Housing	251-580-2121	251-809-1615			
Library	251-580-2145	251-809-1584	251-843-5265	251-575-8207	334-637-3147
Nursing	251-580-2257 (Fairhope) 251-990-0434	251-809-1600		251-575-8285	334-637-3157
Student Support Services	251-580-2106	251-809-1509		251-575-8254	334-637-3193
Upward Bound			251-843-5265	251-575-8388	334-637-3155
Talent Search Program					334-637-3223

Mission Statement and Values
Mission Statement

Coastal Alabama Community College provides broad access to quality, affordable educational opportunities through a variety of instructional strategies in diverse learning environments that promote economic growth and enhance the quality of life for a global community.

Values that Guide our Actions

Integrity

Accountability

Academic Excellence

Student Success

Service Leadership

Equity

Strategic Directives and Initiatives
Strategic Directives and Initiatives:

1. Teaching and Active Learning

- *Pathways* - Identify program pathways and provide advising and support services that encourage students to take more credits each semester to graduate within four semesters.
- *Distance Education* - Provide access to innovative and high quality distance education opportunities and online student services that empower students to achieve their educational goals.
- *Dual Enrollment* - Develop and build upon relationships with local school officials and educators to provide high school students with opportunities to experience college-level work and to earn credit towards a college degree.
- *Co-Requisite Support* - Increase gateway course completion within the first year by enrolling entering students into college-level math and English courses and providing those who need additional help a credit-bearing concurrent course that offers just-in-time academic support.

2. Student Success and Access

- *Intake through Enrollment* - Develop seamless entry processes ensuring simplicity and understandable procedures for application and enrollment.
- *Student Support Services* - Access to comprehensive student support services to aid in retention, completion, and attainment of personal goals.
- *Library Services* - Provide the College community with access to appropriate library collections, services, and other resources.

3. Community, Economic, and Workforce Development Partnerships

- *Program Alignment with Regional Workforce Trends* - Enhance and expand programs to better serve workforce needs.
- *Civic Engagement* - Support and encourage employee participation and involvement in community groups and events.
- *Community Outreach* - Demonstrate a commitment to public service by providing community programs for cultural growth, adult education and learning support, literacy instruction, continuing education, and by sharing the resources of the College with the community.

4. Fiscal Growth and Stability of Resources

- *Fiscal Resources* - Ensure the effectives use of fiscal resources to support the mission of the College and facilitate future growth.
- *Industry Partnerships* - Maintain and build new relationships with external constituents and government agencies to increase resources for support through partnerships, donations, grants, and other resources.
- *Facility Utilization and Planning* - Maintain a facility master plan that ensures existing facilities remain clean, safe, and systematically updated while supporting future growth.

5. Technology and Infrastructure

- *Network Infrastructure* - Provide a robust and stable network on each campus by connecting college facilities through high speed wireless and terrestrial media.
- *Administrative Software Migration* - Provide a comprehensive and contemporary administrative software system for the College that will support curriculum, fiscal, and students services.
- *Instructional Technology for Optimal Learning Environments* - Provide a standardized interface to prevailing classroom instructional technologies that will facilitate an enhanced learning environment.

6. Institutional Culture

- *Faculty and Staff Development* - Invest in continual relevant and meaningful professional development to enhance the quality of expertise of faculty and staff employed by the College.
- *Data Informed Planning* - A structured institution-wide planning process that engages the College community in data analysis and evaluation for continuous improvement and student success.
- *Information Sharing* - Enhance the quality of internal and external communication to increase understanding and awareness of College operations.

Institutional Goals

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or

age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

- Coastal Alabama Community College provides university parallel programs that transfer to senior colleges and universities and workforce development and technical skills training that increases access to employment, enhances career advancement, and supports local economic needs.
- Coastal Alabama Community College provides traditional and non-traditional venues of instruction, including distance educational opportunities, social media, and other emerging and innovative methods of instruction, as well as hybrid classes.
- Coastal Alabama Community College provides flexible scheduling for each semester/term of classes that are offered at each campus location.
- Coastal Alabama Community College provides access to comprehensive student support services to assist students in attaining their educational and career goals along with reaching their maximum potential socially.
- Coastal Alabama Community College provides quality instruction by employing qualified personnel and encouraging continual professional development.
- Coastal Alabama Community College provides library and technology resources to enhance student learning, meet faculty instructional requirements, and enrich the cultural and resource needs of the College's community.
- Coastal Alabama Community College provides physical facilities that are appropriate for the institution's needs and maintain adequate financial and physical resources to support the mission of the College and facilitate future growth.
- Coastal Alabama Community College maintains a structured, institution-wide planning and evaluation process to include student learning and program outcomes that provide evidence of continuous improvement based on evaluation of results.
- Coastal Alabama Community College provides community programs for cultural growth, adult education, literacy instruction, training for existing businesses and industries, continuing education, and to share College facilities with citizens of the community for educational and/or recreational purposes.

History of the College

Coastal Alabama Community College is a public two-year institution, a member of the Alabama Community College System and governed by the Alabama Community College System Board of Trustees. The Alabama Community College System consists of twenty-three comprehensive community colleges, and technical colleges; Marion Military Institute; and the Alabama Technology Network, an extensive workforce development initiative.

Coastal Alabama Community College, located in Baldwin Choctaw, Clarke, Escambia, Mobile, and Monroe counties in south Alabama, has instructional sites located at the Academy at the Fairhope Airport, Atmore, the Aviation Campus at Brookley Field, Bay Minette, Brewton, Fairhope, Gilbertown, Gulf Shores, Monroeville, Thomasville, Jackson, the Life Tech Center, the North Baldwin Center for Technology, the South Baldwin Center for Technology, Fountain Correctional Facility, and Holman Prison. The Bay Minette Campus is the regional administrative campus.

The former Faulkner State Community College was one of the 13 original two-year colleges created by an act of the Alabama Legislature in 1963 and has undergone several transitions and name changes in its lifetime. For the first few months of operation, it was called Bay Minette State Junior College, but in early 1966, the Board of Trustees named the College William Lowndes Yancey State Junior College in honor of a pre-Civil War statesman and educator. In 1970, the name changed to James H. Faulkner Junior College to honor Mr. James H. Faulkner, a prominent citizen of Baldwin County. The College name was changed again by the Board of Trustees in August 1992, to Faulkner State Community College to more accurately reflect its mission and purpose. The College name was changed again by the Board of Trustees on December 14, 2016, and Coastal Alabama was formed through the consolidation of Alabama Southern Community College, Faulkner State Community College and Jefferson Davis Community College effective January 11, 2017.

The former Faulkner State began offering courses at the Fairhope site in 1970, and in 1975, the College added a permanent staff, student services, and expanded offerings of programs and services to the community. The Fairhope Campus has been housed both at the Fairhope High School and at the old Fairhope Library building. In 1987, the present Fairhope site was acquired. Originally the home of the Marietta Johnson School of Organic Education, the Fairhope site was entered in the National Register of Historic Places by the United States Department of Interior on July 1, 1988. In 1985, the College opened a site in Foley and moved to the present

Gulf Shores Campus in 1993. The City of Gulf Shores built the facility for the College on land donated by the Meyer family.

The former Alabama Southern Community College was created in 1991 by the merger of two existing colleges in Monroeville and Thomasville. Patrick Henry State Junior College in Monroeville and Hobson State Technical College in Thomasville were both created through Act No. 93 of the Alabama Legislature in 1963. Patrick Henry was accredited initially by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 1970, and Hobson State was accredited initially by the SACS Commission on Occupational Education Institutions in December 1972. The State Board of Education consolidated these two institutions on August 22, 1991, to create Alabama Southern, which was accredited by SACSCOC on June 19, 1992.

The former Jefferson Davis Community College was formed through the consolidation of Jefferson Davis State Junior College and Atmore State Technical College by action of the State Board of Education on December 13, 1990.

Prior to consolidation, the State Legislature's approval of Act No. 93 on May 3, 1963, served as the genesis of Jefferson Davis State Junior College. The Junior College Committee from the Escambia County area was particularly instrumental in the selection of Brewton as the College's site. Farmers, industrialists, educators, ministers, laborers, lawyers, doctors, and merchants - all who believed in educating their neighbors' children - gave their blessings and support to the Junior College's establishment.

The City of Brewton and the Escambia County Board of Commissioners donated the site of Jefferson Davis State Junior College. The city acquired 35 acres from Mrs. Mabel Leigh in 1955 for $22,500. The Escambia County Board of Commissioners purchased 65 acres from the heirs of John M. Holladay on January 6, 1964, for $45,745.

Atmore State Technical Institute was created by Act No. 2295 on September 30, 1972; however, it was not until May 1, 1974, that classes (formerly conducted in Atmore by the J. F. Ingram State Vocational School in Deatsville, Alabama) were placed under the supervision of Atmore State Technical Institute in Atmore, Alabama. The name was changed to Atmore State Technical College by the Alabama State Board of Education on April 28, 1983.

Today, Coastal Alabama Community College services nearly 9,000 square miles in south Alabama and offers more than 100 programs of study, as featured in the College Catalog.

The Thomasville Campus of Coastal Alabama offers many technical programs and hosts the National Center for Pulp and Paper Technology in partnership with the National Science Foundation's Advanced Technological Education Centers, which promote workforce development for the pulp and paper industry.

The Jackson Center of Coastal Alabama was established in 1975 and is located in the north wing of Jackson Middle School. This location is primarily an evening campus, with two classrooms, a computer lab, and administrative offices.

The Gilbertown Campus of Coastal Alabama was established in 1977 and offers a wide range of day and evening classes. The Gilbertown library facility, which is on campus, is available for the public to use as well as students.

Coastal Alabama Community College's Alabama Center for Literary Arts in Monroeville hosts the annual Monroeville Literary Festival, which awards the Harper Lee Award for Alabama's Most Distinguished Writer of the Year.

The Bay Minette Campus of Coastal Alabama is home to the Sun Chiefs' athletic teams, the Monroeville Campus of Coastal Alabama is home to the Eagles' athletic teams and the Brewton Campus of Coastal Alabama is home to the War Hawks' athletic teams. Coastal Alabama athletic teams compete in the Alabama Community College Conference (ACCC) and the National Junior College Athletic Association (NJCAA).

Coastal Alabama Community College serves a current combined enrollment of more than 10,000 students across all fifteen locations.

Coastal Alabama Community College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College and Jefferson Davis Community College. On December 6, 2016, the Southern Association of Colleges and Schools Commission on Colleges voted to approve the consolidation and acknowledge the institution's intent to seek accreditation. Each of the former institutions was accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates.

Campus Facilities

The Academy at Fairhope Airport, 8600 B County Road 32 Fairhope, AL 36532

Alabama Aviation Center at Brookley Field, 1975 Avenue C, Mobile, AL 36615

Atmore Campus, 6574 Highway 21, Atmore, AL 36502

Bay Minette Campus, 1900 U.S. Highway 31 South, Bay Minette, AL 36507

Brewton Campus, 220 Alco Drive, Brewton, AL 36426

Fairhope Campus, 440 Fairhope Avenue, Fairhope, AL 36532

Foley Career and Technical Facility, 19812 Underwood Road, Foley, AL 36535

Gilbertown Campus, 251 College Street, Gilbertown, AL 36908

Gulf Shores Campus, 3301 Gulf Shores Parkway, Gulf Shores, AL 36542

Jackson Center, 235 College Avenue, Jackson, AL 36545

Monroeville Campus, 2800 South Alabama Avenue, Monroeville, AL 36460

Thomasville Campus, 30755 Highway 43 South, Thomasville, AL 36784

Coastal Alabama Community College provides equal educational opportunities and is accessible to all qualified students without regard to race, color, creed, national origin, gender, sexual orientation, qualified disability, or any other permissible factor with respect to all of its programs, activities, or employment. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA).

The College campuses and facilities are available for use by state, county, city, and non-profit agencies which support the College's mission and goals. The College campuses and facilities are open to students, faculty, staff, and authorized visitors for the sole purpose of supporting the College's mission and goals. Unauthorized individuals or authorized individuals who are not in accordance with the College's rules and regulations will be required to leave campus. Individuals who do not leave as requested may be arrested for trespassing in accordance with Board of Trustees Policy 510.10.

The College campuses are open to vehicular traffic related to approved College activities only. Student, faculty, and staff vehicles must display current vehicle identification (parking decals) in accordance with College policy. Visitor vehicular traffic is allowed for approved College activities only. All other vehicles are subject to wheel-lock and/or towing at the owner's expense.

The Academy at the Fairhope Airport

Through a partnership with the Baldwin County Public School System and the Fairhope Airport Authority, Coastal Alabama Community College offers high school students (in Baldwin County) and college students programs in Aviation, Industrial Maintenance, Electrical and Instrumentation, and Welding. The Academy (FHACAD) is located adjacent to the Sonny L. Callahan Airport in Fairhope.

Alabama Aviation Center at Brookley Field

The Alabama Aviation Center at Brookley Field (BF-AAC) was established in November 1979, offering Airframe Technology, Powerplant Technology, and Avionics. Coastal Alabama Community College acquired the Aviation Center in 2018 after approval by the Southern Association of Colleges and Schools Commission on Colleges. The campus is comprised of one building which houses administrative and faculty offices, classrooms, labs, and a Learning Resources Center.

Atmore Campus

The **Administration Building** (AT-A) contains offices for administration, business affairs, faculty, counselor, and adult education classrooms, library, and computer labs. The library provides basic reference materials and a small circulating collection. Students also have access to the Internet, the library catalog, and various databases.

The **Nursing and Allied Health Center** (AT-B) contains the nursing program's classroom, lab, and faculty offices.

The **Machine Tool Technology Building** (AT-D) contains the equipment and lab space for the machine tool program.

The **ILT Building** (AT-E) contains two large classrooms. Also located in Building E, the Air Conditioning/Refrigeration Lab and instructional area contains a training and troubleshooting lab, an oxygen and acetylene welding station, special project work stations, and a classroom.

The **Welding Building** (AT-H) was renovated in 2018 and contains a welding laboratory, classroom, tool room, exterior grinding area, and faculty offices.

The **Workforce Development** (AT-G) and instructional area contains a classroom and computer lab area.

Bay Minette Campus

Wallace Hall Administration Building (BM-A) was the first building completed on the permanent site of the college. The building houses administrative offices and the general information switchboard, a number of faculty offices and ten classrooms. This building also has two computer labs.

The **Adult Education Building** (ABE) is located on U.S. Highway 31 across from the main campus in Bay Minette. This building houses the College's Adult Education Program. This facility contains two large classrooms and multiple offices.

The Business Center (BM-B) completed in the fall of 1988, and recently renovated, houses offices for the Division of Applied Technologies including Paralegal Studies, Computer Technology, Business Technology, Management Supervision, Drafting & Design, and is the home of the CISCO Networking Academy. The Business Center is equipped with a hundred seat auditorium, six lecture classrooms, and seven workforce development labs, all of which offer an environment conducive to preparing students for community business and industry.

Ernest Stone Classroom Building (BM-C) completed during the summer of 1968, houses administrative offices, the Center for Distance Learning, and provides multiple classrooms and laboratories. Special facilities include a conference room and several computer labs to meet the digital needs of the 21st century student.

The **Harold B. Pearson Dental Laboratory** (BM-D) was completed during the summer of 1974 and houses the Dental Assisting Program. The building serves as a mock dental office with individual dental units, X-ray rooms, and an extra laboratory.

Lathem N. Sibert Physical Education Center & Athletic and Recreational Areas (BM-G) is a one-story structure completed in 1968. The gymnasium's arena has a seating capacity of 2000 and contains classrooms for health and physical education, music, speech and theater, and such special equipment rooms as the weight room, trainer's room, a state of the art fitness center, and hospitality room. It also has four dressing rooms with adequate locker space. The building was dedicated and named in

honor of the first president of the college, Dr. Lathem N. Sibert, in January 1971. The baseball field was named for Coach Stan James who was inducted in the AJCCC Hall of fame in 1995. The basketball arena was named for Coach Jack Robertson in 2002. The Lady Sun Chief Softball Field was completed in 2006. In 2018, the outdoor tennis courts, basketball courts, the intramural courts, and walking track were resurfaced.

The **Austin R. Meadows Library** (BM-L) was the second building completed on the Bay Minette Campus. The Library contains a large reading room with networked computers, a printer, and study areas. Additionally, the Library offers an audiovisual auditorium and conference room as well as access to books, online databases, reference materials, periodicals, audiovisuals, study areas, and the Internet, including student access wifi and a public wifi network. The Library Services course/page on Canvas provides 24/7 access to online library resources.

The **Performing Arts Center** (BM-P) has a seating capacity of 999. It provides space for fine arts and music programs, guest speakers, community programs, and graduation exercises.

The **Seymore Trammel Science Building** (BM-S) houses chemistry, biology, and physics laboratories, lecture facilities and faculty offices. College police offices are also located here.

Memorial Hall (BM-M) is a 45,000 square foot, LEED-certified building, completed in 2012. On the first floor of the two-story structure is the College Bookstore, which is managed by Barnes & Noble and offers a wide variety of Coastal Alabama branded merchandise, as well as textbooks and other course related materials. The College Bookstore contains a Barnes & Noble Café, offering a variety of beverages, sandwiches, snacks, and pastries. Also, on the same floor are the Student Services' offices (Admissions, Student Records, Registrar, Veteran Affairs, and Financial Aid, the Student Success Center, and Business Office.) There are nine classrooms and faculty offices located on the second floor.

The **Allied Health Building** (BM-T Building), completed in 1994 was recently renovation and Surgical Technology, Veterinary Technology, Nursing, offices, and classrooms.

The **Aubrey R. McVay Student Center** and **Sun Chief Grill** (BM-E) was built in 1968 and contains 6,000 square feet of recreational area and a cafeteria capable of feeding approximately 500 students. The building was remodeled in 1982, 2005, 2012, and most recently in 2017 to provide an attractive, modern facility for students to use anytime

they are not in class. The Student Center, located on the second floor, houses the office of the Director of Student Activities.

The **W. Candler McGowen Hall Administrative Annex Building** (BM-X) is used for maintenance purposes. The building will be renovated into needed spaces for multiple areas of the College.

The **Fort Cruse Log Cabin** (BM-F) is an activities building located north of the gymnasium and was added to campus in 1986. This building is used for receptions and social events on the campus.

The **Sun Chief Residential Life and Learning Center** (SUNC) opened doors in 2006 and is a modern residential facility that houses 320 students. Residents of Sun Chief Hall have a large lobby area with three fireplaces, a computer lab, theater, game room, kitchen area, and laundry facilities. On-campus meals are provided in Sun Chief Grill.

The **Thompson Residential Life Center** (THMP) houses 140 students. Each room has two spaces and a dressing area. The bathroom is shared with the adjoining room. Thompson Hall has a lobby, living area, computers, three community televisions and gaming areas, and two laundry room facilities. Renovations were made in 2014 and 2015.

Brewton Campus

Built in 1982, the **Neal Colonial Center** (BR-N) resembles the Colonial Williamsburg style and provides a captivating welcome to the Brewton Campus. This building contains administrative and instructors' offices, nursing and biology classrooms and laboratories, and an 84-seat auditorium.

One of the original three buildings on the Brewton Campus, the **Wallace Administration Building** (BR-B), built in 1966, contains the Math lab, the Learning Center, Student Success Center, classrooms for adult education, ESL and for general purposes, and offices for instructors, financial aid, student affairs, and business affairs.

The **Science/Student Center** (BR-C) contains a chemistry and physics classroom and laboratory, a general lecture room and offices.

Built in 1969, **Marie M. Pate Hall** (BR-D)was named for an instructor, counselor, Registrar, and Dean of Instruction for the former Jefferson Davis Community College. Ms. Pate was the first female Dean of Instruction in the State of Alabama. This building provides instructor office space and classrooms for humanities and social science classes.

The **Leigh Library** (BR-L), built in 1966, was one of the original three buildings on campus. It was named for Mabel Leigh from whom the City of Brewton acquired part of the land on which the Brewton Campus is located. The building was renovated to its current style in 2010 and contains various book collections, current periodicals, a classroom, computer work stations, a faculty room, and several study carrels.

The **Gymnasium** (BR-G) has areas for basketball, volleyball, general physical fitness rooms, and newly renovated weight room.

In 1972, the **Woodfin Patterson Auditorium** (BR-P) was built. The 950-seat auditorium provides a community room and ample seating for College and community activities.The auditorium, with its spacious stage and lobby areas, is named after former Jefferson Davis Community College's first president, Woodfin Patterson.

The **Fine Arts Center** (BR-F) contains the **Thomas E. McMillan Museum** (which also houses the Alabama Room), art and ceramics studios, art gallery, history and art classrooms.

Hines Hall (BR-H), built in 1983, was name in honor of Jack and Elinor Hines. Beside the building is a small lake, Gunn Lake, named for Dr. David Gunn, a physician in Brewton. Hines Hall contains instructors' offices and classrooms for business administration, office administration, computer science, economics, mathematics, and psychology.

The **Center for Telecommunications Technology** (BR-T) video conferencing equipment, computer laboratories, office and meeting spaces, and Alabama Technology Network (ATN) offices.

Lakeview, a 40-unit, student housing complex, is located on approximately 18 acres adjacent to the College Park.

The **College Park** is a 60-acre recreational facility that includes baseball and softball fields, a two-mile paved walking trail, and a Frisbee golf course.

Dining Options: The Community Cup is located in the Student Center. Hours are Monday-Thursday, 7 a.m. - 2 p.m.

Fairhope Campus

The Fairhope Campus is located on 10 acres in downtown Fairhope. On this site, a significant educational experiment was launched by Marietta Johnson who founded the School of Organic Education in 1907.The progressive education school reached its zenith during the

1920's. The City of Fairhope acquired the campus from the Fairhope Single Tax Corporation in 1987 and leased it to the former Faulkner State Junior College. The campus was listed on the National Register of Historic Places by the United Stated Department of the Interior in 1988. The following facilities are located on the campus:

Administration Classroom Building (FH-A) houses administrative offices, general classrooms, a computer laboratory, and Learning Resources Center.

The **Bell Building** (FH-B) built in 1904 is the original site of the Marietta Johnson School of Organic Education. It contains two classrooms and the Marietta Johnson Museum.

The **Clern Building** (FH-C) was named in honor of Clifford Ernest Johnson, one of the original students of the School of Organic Education in 1907. Built in 1960, the Clern Building contains two GED classrooms.

Named in honor of the Fairhope Centennial Celebration in 1994, **Centennial Hall** (FC-E) contains eight classrooms, eight faculty offices and a 270-seat auditorium, dedicated in memory of Kenneth and Zelma Giddens.

Dahlgren Hall (FH-D) is named for Harold Dahlgren who provided funds for the 1981 restoration of the 1912 facility. This building is used as a classroom building and is listed as a historic building by the Baldwin County Historic Development Commission.

Built in 1961 and renovated in 1987, the **Fowler Science Building** (FH-F) was named for George T. Fowler and currently houses a modern biology classroom/ laboratory combination.

Gaston Building (FH-G), built in 1950 and renovated in 1987, was named in honor of Barney Gaston, a World War II war hero and the son of Fairhope's Single Tax Colony founder, E.B. Gaston. It contains the Center for Professional Development offices and a classroom.

The **Halstead Amphitheater** (FH-H) was completed in 2015 and named in honor of Ottilie Halstead. The 850 square feet state-of-the-art brick/stone stage was designed to complement the Fairhope atmosphere that highly supports the arts including music, movies, and theater. The facility can accommodate up to 500 people sitting in the grass on blankets or lawn chairs, but the area can support nearly 10,000 people at events that are standing-room only.

The **Thomas Building** (FH-T) was named in honor of Murray Thomas and is comprised of two classrooms that are utilized for workforce training by the Center for Professional Development.

The 52,000 square feet, LEED (green) inspired **John L. Borom Center of Health & Natural Science Building** (FH-J) completed in the fall of 2010 and named after the first Fairhope Campus director, Dr. John Borom, comprises three floors in the center of campus. The Center has faculty offices, 22 classrooms and labs for Allied Health, Biology, Chemistry, Human Anatomy and Physiology, Physics, Physical Science and Microbiology. The Borom Building also hosts two labs for the Animation, Interactive Technology, Video Graphics & Visual Effects program, including a green room. The Sun Chief Den provides a student lounge area.

Gilbertown Center

The Gilbertown Campus includes two buildings, the **Administration Building** (GT-A) and the **W. H. "Pat" Lindsey Library and Adult Education Building** (GT-B). Academic, university transfer courses as well as a limited number of technical programs are offered on the Gilbertown Campus.

Gulf Shores (Wade Ward) Campus

The **Administration and Classroom Building** (GS-A) was constructed in 1993 and was built for the College by the City of Gulf Shores on land donated by the Meyer family. Administrative offices, general purpose classrooms, a computer lab, a Learning Resources Center, and a science lab are housed in the building.

The **Hospitality and Tourism Management Center** (GS-B) was constructed in 1994 and houses offices and classrooms for Culinary Arts, Hospitality Management and Hotel/Restaurant Management. Frederic's, the College's gourmet restaurant operated by Coastal Alabama chefs and students, is also a part of the facility. This building also accommodates the Emergency Medical Technician Program.

The **Gazebo** gives students on the Gulf Shores Campus an area to enjoy the outdoors.

Jackson Center

The **Jackson Center** (JA), located in Jackson, Alabama, consists of two classrooms, a computer lab, and an administrative office provided by the Clarke County Board

of Education in the Jackson Middle School. A limited number of academic, university transfer courses are taught at the Center along with adult education classes.

Monroeville Campus

The **George C. Wallace Administration Building** (MV-A) houses various administrative functions for the College including admissions, business office, and student services. The building contains faculty offices and classrooms. Additionally, there are two computer labs available for students.

The **John D. Forte Library** (MV-L) houses an authorized Pearson-Vue Testing Center, a Student Success Center, and Student Support Services. The John Dennis Forte Library in Monroeville is home to the Southwest Alabama Regional Arts Museum which was made possible due to the generous donation of the art collection of Eric and Pam Sekeres. This art collection represents the Sekeres's life-long commitment to curating a global art collection ranging from 19th century landscapes to modernist works. Visitors may view the collection during library hours. The John D. Forte Library is also home to the **Alabama Center for the Literary Arts** which supports, studies, and celebrates the rich literary tradition of the State of Alabama. Each spring, the Center hosts the Monroeville Literary Festival in Monroeville, the "Literary Capital of Alabama." The Fountain of Literary Inspiration in the courtyard of the John Dennis Forte Library celebrates and honors the legacy of Monroe County's multitude of writers, including Harper Lee and Truman Capote. Visitors may also view the acclaimed artist Nall's mixed media portrayals of the significance of Truman Capote, Helen Keller, Martin Luther King, Jr., Harper Lee, and Booker T. Washington.

The College's intercollegiate athletic programs are located on the Monroeville Campus with the **Cooper Center** (MV-G) housing a gymnasium for men's and women's basketball. In addition to a softball complex and a baseball complex, the College's outdoor facilities include a tennis complex with eight lighted courts for student and public use. The College also has a scenic bike/pedestrian walking trail on the western side of the campus which is approximately 1.2 miles long.

Nettles Auditorium (MV-N) is a 900-seat auditorium that serves the cultural needs of both the College and the community. The auditorium is equipped with sound, lighting, and Internet to support conferences, musicals, and theater productions for the College and the community.

The **Workforce Development Center** (MV-WDC) located near the Monroeville campus is approximately 75,000-square-feet and was purchased in 2010 from Vanity Fair, Inc. The College currently teaches Welding in the facility.

The **Science Building** (MV-B) contains multipurpose classrooms and science laboratories for biology, physics, chemistry, and physical science.

The **Nursing Building** (MV-C) is home to three multipurpose classrooms and a simulation laboratory. Additionally, there are faculty offices and administrative offices located in this building.

Thomasville Campus

TV-A The **George C. Wallace Administration Building** houses administrative offices and student services such as a Student Success Center, Student Services, Student Support Services, Financial Aid, and a testing center. In addition, there are several multipurpose classrooms, two computer labs, and faculty offices.

TV-B The **Allied Health Building** houses nursing staff and students. It has one classroom and a classroom/computer lab. Nursing courses are held in this building and the nursing skills lab is located in the basement.

TV-C The **W.J. Paul Building** houses the Kathryn Tucker Windham Library and Museum which provides students and the community access to library resources while showcasing the life of author, photographer, and celebrated storyteller, Kathryn Tucker Windham. The museum includes many artifacts from Windham's life and takes visitors on a tour of her achievements, including writing the well-love *13 Alabama Ghosts* and *Jeffrey.*

TV-D houses a regional center of the **Alabama Technology Network** which is a part of the Alabama Community College System and provides training and business solutions for the existing businesses and industries in the College's service area. The building also includes a laboratory and classroom space for the **Machine Tool Technology** program and a biology laboratory

TV-E **Building 1300** contains classroom and laboratory space for the Industrial Maintenance and Electrical Technology program. The building provides office space for various College programs.

TV-F The **Paper and Chemical Technology** program is housed in here with laboratory space, classrooms, and offices.

TV-G The **Welding Technology Building** contains a laboratory with welding booths, classrooms, tool and supply area, and material cutting and grinding stations.

TV-H The **Cosmetology Building** provides laboratory, classroom, and office space for the Cosmetology program.

TV-I The Maintenance Storage houses maintenance staff and equipment.

TV-J The **Electrical Building Training Lab** will house the two new welding robots. It has a lab for commercial wiring with walls that will give students a real-life experience to mount and install residential and light commercial wiring. The Electrical Training lab will also house the motors and transformers class as well as the electrical troubleshooting classes.

TV-K The **Ella B. Bell Adult Education Center** (TV-L) consists of two classrooms, offices, and study spaces.

Admissions
Admissions Policies and Procedures

In keeping with the philosophy that the capabilities of each individual should be developed, Coastal Alabama Community College operates under an "open door" admissions policy. However, certain programs have specific program entry requirements. These program requirements are listed in the Programs of Study section. This policy grants admission to entering freshmen, transfer students, transient students, audit students, accelerated high school students, as well as any students seeking readmission. All students must provide one primary form of identification for admission to Alabama community colleges. Act No. 91-584 passed by the Alabama State Legislature requires that all males between the ages of 18 and 26 register with the Selective Service prior to enrolling in any state institution of higher education.

Primary Forms of Identification

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photograph
- I-797 Form with expiration date
- Voter identification card from a state that verifies lawful presence

1. Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission.
2. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.
3. Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

Admission of First-Time College Students

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or "native" students.

Applicants must complete the Application for Admission form which may be obtained upon request from the Admissions Office of the College or on our website. Applicants should submit their application to any Admissions Office at Coastal Alabama Community College as early as possible prior to the semester in which they plan to enroll. Prospective students may also apply online on the College's website.

Admission to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an Associate Degree, first-time college students must meet one of the following criteria:

1. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
2. Applicants who have attended a nonaccredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.
3. Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official copy of scores from testing site. Applicant must hold the GED Certificate prior to the term of enrollment.

Students who meet one of these criteria shall be classified as "Degree-Eligible" students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Unconditional Admission of First-time College Students

For Unconditional Admission, applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED transcript. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with Act 91-584.

Admission of Transfer Students

Student applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Coastal Alabama may also require of transfer students those documents required of first-time college students. Transfer students who meet requirements for admission to courses creditable toward an Associate Degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

Admissions/Academic Standards Committee

Applicants who have been suspended from another institution for academic reasons will not be considered for admission except upon appeal to the Admissions/Academic Standards Committee. All requests, stating the reason why applicants want to be considered for admission to the College, must be submitted in written form to the Registrar's Office at registrar@coastalabama.edu. The correspondence, along with a copy of the applicant's transcript from the institution placing the applicants on suspension, should be addressed to the Admissions/Academic Standards Committee. All written requests must be received in the above referenced office by the first day of class of the term applicants are seeking to enroll, in order to be considered for admission to the College for said term.

Eligibility for "Alabama Resident" Tuition Rate

For the purposes of assessing tuition, applicants for admission shall be classified in one of the three categories as outlined below.

RESIDENT STUDENT: A Resident Student shall be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees.

1. A Resident Student is an applicant for admission who is a citizen of the United States or a resident alien in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

2. In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

MINOR: An individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

SUPPORTING PERSON: Either or both of the parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. An individual claiming to be a resident shall certify by a signed statement each of the following:

1. A specific address or location within the State of Alabama as his/her residence.
2. An intention to remain at this address indefinitely.
3. Possession of more substantial connections with the State of Alabama than with any other state.

Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all of the following connections:

1. Consideration of the location of high school graduation.
2. Payment of Alabama state income taxes as a resident.
3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
4. Full-time employment in the state.
5. Residence in the state of a spouse, parents, or children.
6. Previous periods of residency in the state continuing for one year or more.
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education
8. Possession of state or local licenses to do business or practice a profession in the state.
9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
11. Membership in religious, professional, business, civic, or social organizations in the state
12. Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
14. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

Unconditional Admission of Transfer Students

1. For Unconditional Admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited post-secondary institutions attended and any other documents required for first-time college students.
2. Students who attend another post-secondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. Students must submit an application for admission and an official letter from the institution they have been attending which certifies that the credits they earn at Coastal Alabama will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other post-secondary institutions.
3. Applicants who have completed the Baccalaureate Degree will be required to submit only the transcript from the institution granting the Baccalaureate Degree.

Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted Conditional Admission. No transfer students shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first-semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Initial Academic Status of Transfer Students

1. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.

2. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
3. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for "native" students who have been academically suspended. If transfer students are admitted upon appeal, they will enter the institution on Academic Probation. Their transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

General Principles for Transfer of Credit

1. Courses completed at other regionally accredited postsecondary institutions with a passing grade (D or higher, without being on probation or suspension) will be accepted for transfer as potentially creditable toward graduation requirements. Transfer students admitted on academic probation will have only course grades of "C" or better accepted for transfer.
2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
3. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and prior learning assessment.
4. Transfer credits are considered for degree completion requirements, but are not used in the calculation of your Coastal Alabama Community College GPA.
5. Courses completed at non-regionally accredited institutions may be accepted for transfer based on review. Additional information can be obtained from the Registrar's Office.

Transient Students
Policy

Students who are currently attending another accredited college or university and who are in good standing may be admitted to Coastal Alabama Community College as transient students. Transient students in good standing must provide written authorization from the postsecondary institution in which they are currently enrolled stating that courses selected at Coastal Alabama have been approved for transferable credit. The transient form must be submitted at the same time the student applies for admission.

Procedure

Applicants must complete the online Application for Admission and provide a picture ID (Driver's License or other approved ID). Applicants must request that an official "Letter of Transiency," properly signed by the Dean or Registrar at the postsecondary institution in which they are currently enrolled, be emailed or mailed directly to the Admissions Office.

Students Seeking Readmission
Policy

Former students who have not attended Coastal Alabama for one or more semesters (excluding summer semester) are required to apply for readmission. Applicants who have been admitted previously, but who did not enroll, will be required to apply for readmission.

Procedure

Students who are seeking readmission must complete an Application for Admission form, which is obtained upon request, from the Admissions Office or on our website. Students seeking readmission must request that any postsecondary institution attended since leaving Coastal Alabama Community College mail official transcripts directly to the Admissions Office.

International Students
General Information

International student applications are not eligible for conditional admission status. International students must meet all qualifications and provide all documents listed on the application packet, including proof of English proficiency such as the required Test of English as a Foreign Language (TOEFL) score, before they can be issued an I-20 form. Prior to being issued an I-20 Form, International Students must contact the Office of Admissions. Coastal Alabama Community College is authorized under Federal law to enroll nonimmigrant students.

Application Deadline

All international applications must be submitted six months prior to the beginning of the semester for which the applicant hopes to gain admittance. Applications that are not turned in six months prior to the beginning of the term may not be considered for admittance.

Notification

Applicants are notified of decisions regarding admission to the College as soon as possible after all required documents are received by the Admissions Office. The I-20 Form and a letter of acceptance for admission will be mailed to each applicant who meets the requirements.

Audit Students
Policy

Audit Only applicants must complete all steps, just as new or first-time transfer students, including the completion of an application for admission. Also, applicants must have all transcripts from high school and college(s) sent to the Admissions Office. Finally, applicants must obtain a "Declaration of Intent to Audit" form from the Registrar's Office, complete the form with the course(s) to be audited, and forward it back to the Registrar's Office. The "Declaration of Intent to Audit" form, which becomes part of the applicant's permanent file, must be completed by the end of the registration period and may not be changed thereafter.

Students enrolled in audit courses are expected to attend classes regularly. They must adhere to all College rules and regulations regarding the withdrawal from course(s) or the College. The cost for auditing a course is the same as the cost for taking a course for credit.

Procedure

Audit Only applicants must complete all steps as those for any new or first-time transfer student, including the completion of an application for admission. The applicant must mark "Audit Only" on the application and must have all transcripts sent to the Admissions Office.

All other applicants who wish to audit courses, including degree-seeking students, must obtain a "Declaration of Intent to Audit" form from the Registrar's Office. This form must be completed for the course(s) to be audited. The completed "Declaration of Intent to Audit" form must be submitted to the Registrar's Office by the end of the registration period. As official College documents, the "Declaration of Intent to Audit" forms are placed in students' respective permanent files.
http://www.coastalalabama.edu/media/coastal_alabama/content_assets/documents/admissions/DECLARATION_OF_INTENT_TO_AUDIT.pdf

Students enrolled in either classification of audit courses are expected to attend classes regularly. If it becomes necessary for them to withdraw from college, they should follow the same withdrawal procedure as regular students.

DIVE Into College: New Student Orientation, Advising, and Registration

New students attend new student orientation, DIVE into College, prior to registration at Coastal Alabama Community College. DIVE Into College is designed to familiarize students with campus facilities and services, College policies, and to assist students in their academic environment. Sessions with academic advisors and professional counselors devote attention to proper academic placement, academic programs and requirements, the selection of a major field of study, and extracurricular activities as well as individual advisement on schedule preparation and registration. New students are required to register for ORI101, Orientation to College. (ORI101 is waived for transient and transfer students.)

Registration

Registration dates for each semester are published in advance and can be found on the College's website and on the College's calendar. Information regarding registration is sent to new students at the time they are accepted. Students are encouraged to meet with an academic advisor or counselor prior to registration.

Any registration which is completed after the beginning of classes is considered late. **Late registration** dates will be published in the College Calendar and on the College's website. No credit will be awarded to any student who (1) is not properly registered for a class; (2) has not paid all tuition and/or fees; or (3) has not resolved all registration discrepancies during the term in which the discrepancies occurred or before the first day of class of the next term.

DegreeWorks

Coastal Alabama has launched DegreeWorks, a new degree-auditing and degree-tracking tool. You can use it track your academic progress toward a degree, review the requirements you have satisfied, and plan the courses you can take to complete your remaining requirements. You can also use DegreeWorks to do a "what if" analysis to see how the courses you have taken fit into a different major.

DegreeWorks provides the basic information you need so that you and your advisor can focus on your goals and plan how to achieve them.

DegreeWorks provides an electronic audit of your progress toward a specific degree. The audit will report and track:

- Courses and credit hours earned as applied toward your degree program
- Catalog requirements in effect when you choose a major
- All requirements necessary to receive a specific degree
- Transfer credits used to satisfy degree requirements
- Courses for which you are currently registered (listed as in-progress or "IP")
- Courses that do not apply to specific degree requirements, but do apply toward overall earned hours and cumulative GPA

Service Members' Opportunity College Program

The Service Member's Opportunity College (SOC) network is designed to permit military service students and their dependents to pursue college-level programs without penalty for unusual situations and transfer over which they have no control. Since Coastal Alabama Community College is an affiliate member of the SOC, a military service member through a contract with the College may complete at least 25% of the degree in residence with Coastal Alabama. The student may then complete the remaining course work required to meet degree requirements at another accredited college or university and transfer this credit back to Coastal Alabama.

High School Programs
High School Programs General Information/Policy

At Coastal Alabama Community College, qualifying high school students have several opportunities to earn college credit while still attending high school. Under the guidelines of the Alabama Community College System Board of Trustees Policies and through cooperative partnerships with groups such as the public school systems in our service area, the following programs currently allow high school students early admission to college:

1. Accelerated Program
2. Dual Enrollment/Dual Credit
3. Career/Technical Dual Enrollment
4. Early Release

Detailed information on Accelerated High School/Dual Enrollment, including admission procedures and forms, can be found on the Coastal Alabama Community College website under the "Programs" link. Private, parochial, and home school students may be governed by separate agreements.

Accelerated Program

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. This program is available to students attending public, private, parochial, or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Highly motivated students from schools outside of the public school systems have also taken advantage of online classes and on-site classes, allowing them to earn several college credits through the Accelerated Program before they graduate high school. Students pay tuition, fees and cost of books/materials.

QUALIFICATIONS

Students interested in taking college courses through the Accelerated Program must meet the following criteria for each term:

- Have completed the 10th grade
- Have written verification, have at least a 2.5 GPA, and a recommendation from the Principal or Principal Designee

- Have completed prerequisites for the courses in which they want to enroll as determined by the high school
- Have met placement guidelines for English and math courses

The terms and conditions of the Accelerated Program are subject to change without notice according to changes in secondary and postsecondary standards. Accelerated credit may not substitute for high school requirements.

Dual Enrollment/Dual Credit and Early Release for High School Students

Coastal Alabama Community College provides instructional opportunities to eligible high school students through Dual Enrollment/Dual Credit for High School Students which allows eligible high school students to enroll in college classes concurrently with high school classes and to receive high school and college credit where appropriate. Early Release (where offered) allows eligible students who have met the required prerequisites to leave their high school campus to attend college classes at any of the Coastal Alabama Community College campuses. Students who qualify must take one college course (3 credits) that will transfer back to the high school as one (1) credit. Coastal Alabama Community College will have individual contracts with each separate public school system in its service area. Students pay tuition, fees, and costs of books/materials.

QUALIFICATIONS

Students interested in taking college courses through Dual Enrollment/Early Release, if a contract is available, must meet the following criteria for each term in which they wish to participate:

- Completed the 9th grade
- Have at least a 2.5 GPA
- Have written verification and recommendation from the Principal or Principal Designee
- ACT score for participating seniors
- Have met placement guidelines for English and math courses

The terms and conditions of Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

Career/Technical Dual Enrollment

Coastal Alabama Community College offers opportunities for high school students to earn free college credits when grant funds are available while they earn high school credits where available. Students who wish to participate in this program must have a minimum 2.0 GPA and be interested in one of the areas listed below:

- Aviation
- Electrical Technology
- Industrial Maintenance Technology
- Building Construction
- Emergency Medical Technician
- Machine Tool Technology
- Culinary Arts
- HVAC
- Welding Technology
- Drafting and Design Technology
- Industrial Engineering Technology

The terms and conditions of Career/Technical Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

High School Programs Information Contacts

Accelerated Programs: 334-637-3143

Dual Enrollment Programs: 251-580-4916

Business Office
Tuition and Fees

FALL 2021 TUITION ONLY

Credit Hours	In-State	Out-of-State	In-State Tuition & Fees			Out-of-State Tuition & Fees			
1	$ 133	$ 266	1	$ 162.00	$ 162.00	1	$ 295.00	$ 295.00
2	$ 266	$ 532	2	$ 162.00	$ 324.00	2	$ 295.00	$ 590.00
3	$ 399	$ 798	3	$ 162.00	$ 486.00	3	$ 295.00	$ 885.00
4	$ 532	$ 1,064	4	$ 162.00	$ 648.00	4	$ 295.00	$ 1,180.00
5	$ 665	$ 1,330	5	$ 162.00	$ 810.00	5	$ 295.00	$ 1,475.00
6	$ 798	$ 1,596	6	$ 162.00	$ 972.00	6	$ 295.00	$ 1,770.00
7	$ 931	$ 1,862	7	$ 162.00	$ 1,134.00	7	$ 295.00	$ 2,065.00
8	$ 1,064	$ 2,128	8	$ 162.00	$ 1,296.00	8	$ 295.00	$ 2,360.00
9	$ 1,197	$ 2,394	9	$ 162.00	$ 1,458.00	9	$ 295.00	$ 2,655.00
10	$ 1,330	$ 2,660	10	$ 162.00	$ 1,620.00	10	$ 295.00	$ 2,950.00
11	$ 1,463	$ 2,926	11	$ 162.00	$ 1,782.00	11	$ 295.00	$ 3,245.00
12	$ 1,596	$ 3,192	12	$ 162.00	$ 1,944.00	12	$ 295.00	$ 3,540.00
13	$ 1,729	$ 3,458	13	$ 162.00	$ 2,106.00	13	$ 295.00	$ 3,835.00
14	$ 1,862	$ 3,724	14	$ 162.00	$ 2,268.00	14	$ 295.00	$ 4,130.00
15	$ 1,995	$ 3,990	15	$ 162.00	$ 2,430.00	15	$ 295.00	$ 4,425.00
16	$ 2,128	$ 4,256	16	$ 162.00	$ 2,592.00	16	$ 295.00	$ 4,720.00
17	$ 2,261	$ 4,522	17	$ 162.00	$ 2,754.00	17	$ 295.00	$ 5,015.00
18	$ 2,394	$ 4,788	18	$ 162.00	$ 2,916.00	18	$ 295.00	$ 5,310.00
19	$ 2,527	$ 5,054	19	$ 162.00	$ 3,078.00	19	$ 295.00	$ 5,605.00
20	$ 2,660	$ 5,320	20	$ 162.00	$ 3,240.00	20	$ 295.00	$ 5,900.00
21	$ 2,793	$ 5,586						
22	$ 2,926	$ 5,852						
23	$ 3,059	$ 6,118						
24	$ 3,192	$ 6,384						
25	$ 3,325	$ 6,650						
26	$ 3,458	$ 6,916						
27	$ 3,591	$ 7,182						
28	$ 3,724	$ 7,448						
29	$ 3,857	$ 7,714						

*General Fees - Effective Fall 2020

*Subject to change

These fees are required each semester and are subject to change without notice. In-state fees include $133.00 per credit hour Tuition, $9.00 per credit hour Technology Fee, $9.00 per credit hour Facility Renewal Fee, $10.00 per credit hour Special Building Fee, and a $1.00 Bond Reserve Fund Fee. Out-of-state fees include $266.00 per credit hour Tuition, $9.00 per credit hour Technology Fee, $9.00 per credit hour Facility Renewal Fee, $10.00 per credit hour Special Building Fee, and a $1.00 Bond Reserve Fund Fee. In addition to paying the appropriate tuition fee, you may also be required to purchase certain necessary tools and supplies for some courses or programs.

Tuition is due prior to the first day of class. These fees are required each semester and are subject to change without notice. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Wayne (MS) and Lauderdale (MS).

Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, all classes and campus housing will be cancelled, and the check will be treated as a nonpayment for services. A service charge will also be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

All returning students for the Fall Semester must reapply for Financial Aid by completing the free application for Federal Student Aid. The FAFSA for the upcoming academic school year should be completed and submitted early to avoid delays in being awarded financial aid.

Students who have not been awarded Financial Aid MUST be prepared to pay for tuition, fees, and books at the time of registration.

Other Fees

- Room and Board - Fees for room and board (available on the Bay Minette and Brewton Campuses) is listed in the Housing Contract for the semester requested. A $100.00 Non-Refundable Housing Application fee is collected at the time of application. See the website for further housing information.
- Non-Residential Meal Plan - 10 meals for $58.75
- Graduation Fee - $25.00 (Cap and Gown not included)
- ID Replacement Fee - $25.00
- Placement Challenge Test Fee - $25.00
- WorkKeys Test Fee - $31.75 - Students who took the WorkKeys test as part of a high school program should contact Scott Dees at 334-637-3162. Students may be granted credit for WKO 107 if they tested and reached their major's target level.
- Parking Decal Fee - $20.00 (Please visit http://www.coastalalabama.edu/safety/).
- Housing students could face additional fees in the case of damage to College and private individuals property and for violation of Housing policies and procedures. For a full list of the possible fees and all of Housing's policies and procedures please review the Housing Handbook at http://www.coastalalabama.edu/housing/resident_forms/.

- Returned Check Fee - All returned checks received for services will be treated as nonpayment for tuition and fees, immediate cancellation of class schedule; for dormitory and/or meals, immediate cancellation of and access removal to those services. After returned check, students will be given 10 days from date of written notification to present cash or credit card to regain class schedule and/or access to services. Coastal Alabama will no longer accept personal checks from the student. Returned checks received for all other goods and services will be treated like any other bad debt. The current Board of Trustees approved returned check fee will be applied to the student's account. The student will be billed until the end of the semester in which the check was returned and any outstanding charges will be remitted to the current collection company, at which time the student becomes liable for the amount of bad debt and all collection cost associated with the collection of the debt.

NOTICE: Students who owe the College any type of fee, such as a tuition and/or fees, the fees described above, or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College. The College will not release official College credits, transcripts, or diplomas until all delinquent balances are paid in full.

Tuition Deferment Plan

Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay a $40.00 processing fee* and at least one-half of total term charges no later than the first day of each term. The remaining balance shall be paid no later than midpoint of the term.

In the event of delinquent student payments, no official grades, college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Business Office. There is a $40.00 deferment fee* to enroll in this plan.

*Subject to change

Provisional Enrollment

There are several third party agencies responsible for the payment of tuition and fees for students attending the Alabama Community College System. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred for 30 calendar days after the last day of registration for students receiving financial assistance from third party agencies (private, federal, and state). However, federal and state agency payments may be extended beyond the 30 calendar days after the registration period in accordance with each individual program's procedures.

Students sponsored by third party private agencies will be responsible for payment of tuition and fees immediately if the private third party agency has not paid by the end of the registration period or by the 30 calendar day extension. If payment is not rendered immediately, the student will be administratively withdrawn.

Refund Policy for Complete Withdrawal

A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date as follows:

Complete withdrawal during first week: 75% of fees refunded

Complete withdrawal during second week: 50% of fees refunded

Complete withdrawal during third week: 25% of fees refunded

Complete withdrawal after close of third week: No fees refunded

1. Administrative Fee- An administrative fee not to exceed 5% of tuition and other institutional charges or $100.00 whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
2. Books and Supplies- A student who withdraws and who has purchased returnable books and/or supplies from the College and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50% of the purchase price.

Policy for Refunds for Withdrawing from Class

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who withdraws from a class after the official drop/add period. If the student owes the College additional tuition and fees as a result of adding classes, the student must pay the additional amount to the Business Office before attending class. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the second week of the term as long as the student account balance is zero. No refunds of any type will be issued if the student has an account balance greater than zero.

In some cases, you may be given a refund if you drop a class that meets on an irregular basis--for example, if you drop a class that meets only one day during the semester. For more information, contact the Business Office. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of classes is indicated on the College calendar as the day that classes begin. This day may not be the first day on which all classes begin.

Coastal Alabama Community College uses Touchnet Bill + Payment portal to process refunds due to students.

Current Students can maintain their Touchnet payment portal accounts at https://secure.touchnet.net/C20421_tsa/web. This website is where a student accesses their Refunds account to manage their refunds, view latest eBill Statement, student account details, etc. Once signed in, students have the option to sign up for their refund to be delivered via direct deposit. For further questions regarding your refund please call 251-580-2217.

Subject to Change

Refund in Compliance with Federal Regulations

Coastal Alabama Community College complies with all federal regulations relative to refund of tuition and other institutional charges for Title IV recipients. Students who do not attend beyond 60% of the semester will be subject to Title IV repayment.

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the semester/term due to active duty orders or assignment to another location.

NOTICE:In some cases, you may be given a refund if you drop a class that meets on an irregular basis–for example, if you drop a class that meets only one day during the semester. For more information, contact the Business Office. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of class is indicated on the College Calendar as the day that classes begin. This day may not be the first day on which all classes begin. All refunds are issued by check and mailed at the end of the fourth week of class.

For Students Receiving Financial Aid

Students receiving assistance from one or more student financial aid (SFA) programs (other than work-study) during a semester when they are due a refund under the Coastal Alabama refund policy must return part of the refund to the financial aid program(s) involved. The refund repayment procedure is as follows:

A withdrawal occurs when a student officially withdraws, drops or, takes an approved leave of absence, is expelled, or otherwise fails to complete the program on or after the first day.

The withdrawal date is:

1. official withdrawal—the date the student notifies of withdrawal or the date of withdrawal specified by the student;
2. drop out—the last recorded date of class attendance;
3. Internet course—the date of the last assignment submitted by the student.

The withdrawal date must be determined within 30 days after the end of the earlier of:

1. the period of enrollment for which the student has been charged;
2. the academic year; or,
3. the educational program.

Title IV recipients who withdraw from the College or stop attending class(es) before completing 60% of the semester will owe a refund to the College and Title IV programs based upon actual last day of documented class attendance.

The Last Date of Attendance—For Title IV purposes, a grade of "F" will be assigned to any student who does not satisfactorily complete the requirements of a course or who voluntarily discontinues class attendance and does not follow the official withdrawal procedure.

Early Registration, Cancellations & Refunds

Students who decide not to attend school after early registering for a semester must **officially cancel** their registration to avoid receiving "F's" for that semester.

If students who paid fees or made financial arrangements before the opening of the semester officially cancel their registration prior to the beginning of the semester, all fees will be refunded.

If students do not cancel their early registration prior to the beginning of the semester, they must officially withdraw from school. If they never attend any classes, all fees will be refunded.

Financial Aid
Important Deadlines
To better serve the students, the **College Financial Aid Priority deadline is July 1st**. To receive full consideration for all aid sources, student application packets, including the submission of all required documents, must be completed and received by the Financial Aid Office by noon on July 1st. Completed packets received after that time will still be processed for Pell Grant eligibility and Direct Loan eligibility. All tuition and fees are due on the last day of regular registration or students will be removed from registered classes. Students may re-register (with payment) for classes during the late registration period, provided space in those classes is available.

Awarding of Financial Aid
Financial Aid is a process which involves many stakeholders: the Department of Education, the Internal Revenue Service, the family, the student, the Institution, the Financial Aid Office, the Admissions Office, and the Registrar, to name a few. Processing financial aid is a detailed process that takes time. Filing the FAFSA is the start of the process. The awarding process, once the Financial Aid Office receives all required information, takes 7 to 10 working days to complete.

Once all information is received, the Financial Aid Office can provide the student with a financial aid package. This notification and all subsequent notifications will be sent to the student's secure campus email account, unless the student has informed the Financial Aid Office of their desire to receive all notifications through mail. The student agrees to receive electronic emails during the admissions application process. All students will be sent yearly, via email, a notification of these electronic notifications. The financial aid package will confirm if the student is eligible for any type of grant aid or scholarship aid. The financial aid package will also confirm the amount and type of loan that the student is eligible for. Please note all students are eligible for loans unless: (1) they have defaulted on a previous loan, (2) they are academically ineligible to receive loans, or (3) they have used their maximum loan amount eligibility.

Federal Financial Aid (Pell Grants, SEOG, and Direct loans) are Title IV Funds. In order to qualify for federal student aid, a student who first enrolls in a program of study on or after July 1 must have a high school diploma, a recognized equivalent of a high school diploma, or have completed a home school program. Documentation that a student needs to provide can be a copy of the high school diploma, or a copy of a final transcript from the high school showing the date when the applicant completed his or her education. A student who has not graduated from high school may provide a General Educational Development (GED) certificate. Those students who have been home schooled must provide either of the following: a transcript or its equivalent that lists the courses completed by the applicant and that documents completion of high school. Such a transcript or the equivalent must be signed by the applicant's parent or guardian, or a high school completion credential for home school provided for under state law. No financial aid can be awarded until the above requirement is met.

Please Note
Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriations and actual receipt of the funds by the College. The Financial Aid and Scholarship Committee reserves the right on behalf of the College to review and cancel an award at any time because of changes in the student's financial or academic status, changes of academic program or changes in the institutional award level.

Purpose
The primary purpose of the Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid is provided in the following ways:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Work Study Jobs
- Institutional Work Study
- Scholarships
- Alabama Student Assistance Program
- Direct Stafford Loan Program
- Parent Plus Loan Program

Grants are monies usually provided from a political source, such as federal, state or local government, and do not have to be paid back. Scholarships are monies normally provided by private sources or foundations. In most cases, scholarships do not have to be paid back if a student follows all terms and conditions that are stated in the scholarship award document, which is provided to the student by the scholarship committee or foundation awarding the scholarship. Loans are monies that the student borrows and these monies will need to be paid back to the lender. In the Direct Loan program, the federal government is the lender.

Students in violation of the College's strict policy against alcohol and drugs on campus and/or in violation of local, state and federal regulations on alcohol and drug usage may jeopardize their grant and work eligibility.

In determining student need, the Financial Aid Office personnel will use the Student Aid Report from the Free Federal Application for Student Aid (FAFSA). No financial aid can be determined without filing a FAFSA. To file the FAFSA, students should go to the website: http://student.gov. The FAFSA needs to be filed yearly, no earlier than October 1st. Once the FAFSA is filed, the student will receive the Student Aid Report, which will have the family's Expected Family Contribution (EFC). The EFC will be used to consider financial need. The amount of financial assistance students may receive depends upon their need as determined by: the family's EFC and aid received from outside sources. Financial aid is awarded on an academic year basis. Primary consideration is given to an applicant's demonstrated financial need. Normally, the financial aid package will be disbursed in two payment periods, except the work-study award. The applicant receiving a work study award will receive wages monthly.

Financial Aid Code of Conduct

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions were developed to bring the College into compliance with the federal law.

Neither the College as an institution nor any individual officer, employee or agent shall enter into any revenue sharing arrangements with any lender.

No officer or employee of the College who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de-minimus amount.

An officer or employee of the College who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

The College shall not A) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender, or B) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

The College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan to students in exchange for the institution providing concessions or promises regarding providing the lender with A) a specified number of loans made, insured, or guaranteed under Title IV, B) a specified loan volume of such loans, or C) a preferred lender arrangement for such loans.

The College shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.

Any employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Financial Aid Policies
Financial Aid Satisfactory Academic Progress Policy

Federal regulations require all students receiving federal financial aid (Federal Title 4 aid including: Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Stafford Subsidized, Unsubsidized or Plus Loans) must make satisfactory academic progress (SAP) toward completion of a degree or certificate. Students receiving an Alabama Student Assistance grant must also make satisfactory academic progress toward completion of a degree or certificate.

SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office. If after the first term of attendance the student is not

making SAP, they will be placed on a **Warning Status** and allowed to keep aid for one term. A student's continued eligibility will be determined after the next term check point. If the student's SAP status is **Failure** after the SAP check is performed, the student will not qualify for financial aid for the following term. If the student's SAP status is Failure and the student cannot mathematically attain SAP requirements following the next term, an appeal will be permissible. Third Party unrelated documentation of an extraordinary circumstance (a circumstance not under the control of the student, work is not considered an extraordinary circumstance) is required to support any appeal. A student may appeal their SAP Failure status only twice during their academic career at Coastal Alabama Community College: once for failure and once for maximum time if needed. The SAP appeal form can be found on the Financial Aid link on the website.

After each review of satisfactory academic progress, students who do meet the progress requirements will be notified via their campus e-mail. The notice will tell the student to go to the student portal and ask them to review their status to see what type of satisfactory progress issue the student has: Warning, Failure or suspension due to exceeding maximum time.

According to 34 CFR 668-16(e), there are two major components of satisfactory academic progress: the qualitative component (cumulative GPA) and quantitative component (timeframe of completion).

Qualitative Requirement (Cumulative GPA) – Students must meet or exceed the following minimum cumulative GPA's based upon total hours attempted:

Semester Credit Hours Attempted	Cumulative GPA
1-21	1.50
22-32	1.75
33 or more	2.00

Quantitative Requirement (Timeframe for Completion) – Eligible students may receive federal financial aid for a period of time not to exceed 1.5 times the normal length of his/her program of study. As an example students enrolled in the Certificate programs may receive financial aid for a maximum of 45 credits (30 credits X 1.5) and if enrolled in an Associate degree a student may receive financial aid for a maximum of 90 (60 credits X1.5) semester hours attempted. All credits transferred into the college will be counted toward the maximum number of hours attempted. Each student on federal financial aid must complete/earn hours at the appropriate rate (see table below) for all the hours he/she attempts in order to complete a program in the normal

length of time allowed. Students who have not passed the required number of hours will be suspended (financial aid suspension) from receiving federal financial aid. Financial aid is reinstated when the student has achieved the minimum cumulative GPA required and earned the required minimum number of credit hours.

Completion Ration – Quantitative Measure of Progress

Hours Attempted	% of Hours to be Completed	Cumulative GPA
1-21	58%	1.50
22-32	62%	1.75
33-and above	67%	2.00

If a student repeats a course which was previously successfully completed, the hours obtained the second time the course is attempted do count toward the minimum number of academic hours required for program completion. Failing grades, withdrawals, incompletes and/or repeated classes may result in financial aid suspension because these classes are considered as attempted hours not successfully completed (these hours are included in the maximum number of hours attempted).

Developmental Courses – A student receiving federal financial aid may not enroll in the same developmental (remedial) course more than three times and continue to receive federal financial aid. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. Credit hours attempted for developmental courses are included when determining a student's qualitative or quantitative progress for financial aid, including the maximum time frame requirement.

Academic Suspension – Is different than Financial Aid Suspension. A student who is readmitted academically or who has appealed successfully their academic suspension, may not be able to receive financial aid and MUST contact the financial aid office. Approval of the student's appeal to the admissions committee for readmission does not reinstate the student's eligibility for financial aid.

Change in Program – If a student changes programs, he or she will be allowed to continue to receive federal financial aid for 1.5 times the normal length of a degree program. If the student fails to complete a degree by 90 attempted credits, the student must appeal as Max Time appeal. The student must also appeal if they have earned a degree and are continuing to a second degree. Appeals must have a stated reason as to why the student did not complete and why the student changed programs. The appeal must have attached a degree plan signed by the student and the student's advisor indicating the courses

by term that the student will need to graduate and the anticipated graduation date. If the appeal is granted, it will at a completion rate of 100% and the signed academic degree plan must be followed. If a student fails to follow the stated degree plan, federal aid will be suspended. Students who are on an appeal have their files check each and every enrollment period. A student may change programs of study more than once and can appeal but will not be allowed to receive federal financial aid for more than 180 credit hours attempted.

Appeals Process – If a student wishes to request consideration for re-instatement of federal financial aid due to either a maximum time situation or an extraordinary circumstances (examples: death of parent, spouse or family member, documented medical issues, documented injury (Note: work is not considered extraordinary), the student must do the following:

1. Complete a Financial Aid Appeal form and follow the form directions.
2. A student must have a statement regarding why the student failed to make SAP (extraordinary circumstance).
3. A student must have a statement what has changed to allow the student to make SAP progress and what the student is going to do to be successful. This must include what the student intends to do differently to succeed academically.
4. Students must provide a detailed academic plan signed by the student academic advisor, indicating courses needed to graduate in cases where financial aid suspension resulted from maximum time (credit consumption). This degree plan must include graduation date (term). If appeal is approved, the plan must be followed exactly or future aid will be removed.
5. Provide third party unrelated professional documentation of reason for extraordinary circumstance. This documentation must be date and time specific and address the reason as stated in the appeal. For death of a family member, an original death certificate must be received, as well as other third party unrelated professional documentation that supports the reason as stated.

A student may submit an appeal for reinstatement of federal financial aid twice. Any appeals that are not complete will be returned to the student unprocessed. Once appeals are received by the Financial Aid Committee, written decisions will be sent to the student's email within two weeks. The decision of the Financial Aid Appeal Committee is final.

Send to – Send all appeal documents to:

Coastal Alabama Community College
ATTN: Financial Aid Office
1900 US Highway 31 South

Bay Minette, AL 36507

Verification
Verification

Verification uses documentation to confirm that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify, or confirm, the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the federal financial aid to which they are entitled and prevents ineligible students from receiving financial aid for which they do not qualify.

HOW WILL I KNOW IF I AM SELECTED FOR VERIFICATION?

If a student's SAR indicates that he/she was selected for verification or if the Financial Aid Office determines that the student's application needs to be verified, the student and his/her parent(s) will be required to provide supporting documents to the Financial Aid Office. Students will be notified by e-mail to their college e-mail address and told to check their *One*ACCS student portal for information. Students need to monitor their e-mail accounts.

HOW WILL I KNOW WHAT ADDITIONAL DOCUMENTATION IS REQUIRED FOR VERIFICATION, WHERE TO SEND IT, OR WHEN TO SEND IT BY?

If a student's SAR indicates he/she was selected for verification or if the Financial Aid Office determines that the application needs to be verified, the student and his/her parent(s) will be required to provide supporting documents to the Financial Aid Office. Students will be notified by email to their campus that they have a notification and they need to check their *One*ACCS student portal to find out what additional information needs to provided. Students need to check their financial aid information using their *One*ACCS accounts to see what documents they need to send in.

IF I AM SELECTED FOR VERIFICATION, AM I REQUIRED TO SEND ADDITIONAL DOCUMENTATION?

Yes. Participation in the verification process is not optional. If a student who is selected does not submit the

required documentation by the established deadline, the student will not be eligible to receive federal financial aid from the College.

WHAT HAPPENS AFTER VERIFICATION?

Once the verification documentation has been received, it will be compared to data elements on the student's FAFSA. If the information on the FAFSA matches the documentation provided, then no changes to the FAFSA are required, the verification process will continue, and the student will receive a financial aid package based on the original FAFSA results. The student will receive notification by campus email to check their *One*ACCS account for updated information.

If the verification process results in corrections to any data elements on the FAFSA, the Financial Aid Office will submit these changes electronically to the federal processor. Both the student and Financial Aid Office will be notified of the reprocessed FAFSA results electronically from the processor. Once received, the student will receive a financial aid package based on the reprocessed FAFSA results.

WHAT IS PROFESSIONAL JUDGEMENT?

Professional Judgement is a request to have a student's FAFSA information reviewed by the Director of Financial Aid. If a significant change in a student or family income has occurred since the filing of the FAFSA, the student can request that a Professional Judgement be made on the results of the FAFSA. If a student has been selected for verification, the process must be completed before a Professional Judgement can be considered.

If a student has not been selected for verification prior to requesting a Professional Judgement, the student will receive notification by campus email to check their *One*ACCS account for updated information that they have been selected and what documentation they must return to complete the process. Additional documentation will be requested based on the situation and the student's requests outlined in the Professional Judgement. If a student believes they qualify for a Professional Judgement, they need to contact that Financial Aid Office for more information.

DEADLINES

All required documents should be submitted to the Financial Aid Office no later than 10 business days from the initial date of request. Delay in submitting all required documents will cause a delay in receiving a financial aid package. The process takes 7 to 10 business days to complete. Students are expected to apply for aid and complete the verification process before the term has begun. Otherwise, the student is in jeopardy of not

receiving any Federal aid for their period of enrollment. A Pell Grant applicant must complete the entire process before the Pell Grant program deadline in September or 120 days after the last day of the student's enrollment, whichever is earlier. If the process is not complete, the student is not eligible for Pell for that award year. If the Financial Aid Office suspects that a student, or other individual, has intentionally misreported information or altered documentation to fraudulently obtain federal financial aid funds, the office can report its suspicions, and will provide the evidence to the Office of Inspector General, U.S. Department of Education for review.

FINANCIAL AID FRAUD POLICY

Institutions must refer applicants who are suspected of having engaged in fraud or other criminal misconduct in connection with Title V programs to the United State's Department of Education's Office of Inspector General. The regulations require only that the institution refer the suspected case for investigation, not that it reached a firm conclusion about the propriety of the applicant's conduct.

As stewards of Title IV funds, Coastal Alabama Community College is obligated to assure that processes are developed to protect against fraud by either applicants or staff. All financial aid staff are responsible for detecting and reporting fraud. If, in the financial aid administrator's judgement, the applicant and their family have provided a fraudulent application or documentation, it must be reported immediately to a supervisor. For more information please visit our website at http://www.coastalalabama.edu/financialaid/financial_aid_fraud_policy/.

Return of Title IV Funds
Return of Title IV Funds

In accordance with Federal regulations, those students who receive federal financial aid and who officially withdraw from the College during the first 60 percent of a term will have their federal financial aid adjusted. To officially withdraw from the College, a student may withdraw any time prior to the last day of class before any final exams start for any semester or term, as published in the printed semester schedule for the College. To withdraw, students must complete the withdrawal process on line.

The adjustment is based on the percentage of calendar days used in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer).The date of withdrawal will

be the date the student begins the withdrawal process unless there is documentation of class attendance beyond that date.

Students who do not follow the official withdrawal procedure, but who stop attending classes for all of their courses, will be considered to have withdrawn at the 50 percent point of the term unless attendance is documented after that time. Attendance is tracked electronically for students taking Distance Education courses. Distance Education students should follow the official withdrawal procedure and base their official withdrawal date on their actual last date of attendance (i.e. course participation). There will be no adjustment to federal financial aid after the completion of at least 60 percent of the term.

A student who receives all "F"s or all "W"s, and whose last day of attendance was before the 60 percent date of the term, will have their federal aid adjusted as stated previously.

Once the amount of federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

Students who receive a refund of financial aid prior to withdrawing from the College may owe a repayment of federal financial aid funds received. Students will be billed by the Student Account Office and will be given 30 (thirty) days to repay the funds to the College. Students who fail to repay the unearned portion of Federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

Grants, Loans & Scholarships

Federal Pell Grants

By filing the FAFSA, a student is automatically considered for a Pell Grant based on his/her family's EFC and if he/she is enrolled in an eligible program of study. Students receive preliminary Pell eligibility upon completion of filing their FAFSA electronically. This amount is subject to any changes that a student might make to his/her FAFSA application or from the process of Verification.

The amount of the student's award, based on the determination of eligibility and the cost of his/her education, is determined by the U.S. Department of Education. This grant program, authorized by the Educational Amendments of 1972, does not have to be repaid and is used to provide the "base" for a student's financial package. The maximum amount varies from year to year dependent on published Office of Education payment schedules.

Once a Pell Package is sent to a student and that student becomes registered, Pell is placed on the student account. A Pell grant is used to pay tuition, fees, room and board (if a student lives on campus). Any amount over these billed amounts can be refunded to a student. Students who are Pell-eligible can charge their books from the campus bookstore to their accounts before any Pell refunds are distributed if financial aid is greater than tuition, fees and dorm charges. This can be by the 7th day of a payment period, as long as the student has completed the financial aid process. Students must have completed the financial aid process (must have received a financial aid package) in order to obtain their books in this manner. This process is only for the College bookstore.

Students must apply each year by filing the FAFSA electronically. Students can apply after October 1st each year. All new and returning students are encouraged to apply early, at least by April 1, to ensure adequate time for processing.

The amount of a student's financial aid package can be affected by a student's enrollment status: full time, part time or less then part time. Before a student changes enrollment status (drops or adds classes) he/she should check with the Financial Aid Office to see how the change will affect his/her aid status. After the official drop and add period, the Financial Aid Office will not recalculate a student's Federal Pell Grant amount due to enrollment status change. EXAMPLES: If Student A enrolls for 12 credit hours and withdraws from 3 credit hours after the official Drop/Add period, then Student A will be paid as a full time student. If Student B originally enrolls for 9 credit hours and adds an additional 3 credit hours after the official Drop/Add period, then Student B will be paid as a three-quarter time student, not as a full time student.

When a student receives a financial aid package after the beginning of a term (semester) and the student is Pell eligible their enrollment will be reviewed at that time. To receive a Pell grant a student must be enrolled and attending those courses that the student is enrolled in and these courses must be in a degree or certificate program that is qualified for federal student aid. The student's Pell will be packaged based on this course attendance, regardless of what the student was originally enrolled for.

The date of record for Pell will be the date that the student has completed the awarding process. No reduction of Pell will occur after a student is awarded except when a student totally withdraws or fails all courses in a given term. Then the rules for recalculation of Title IV aid will be reviewed with respect to the students last date of enrollment and federal aid is adjusted at that time if need be.

Pell Grants are federal financial aid. Direct Student Loans, Plus loans, FWS and FESOG are also federal financial aid. Students receiving federal financial aid of any type must have their attendance verified each semester before any aid proceeds are disbursed. This process, completed by the faculty, occurs after the last day of drop and add for the term of current enrollment. Any student not attending classes as documented by the faculty will have their classes dropped and will have their federal financial aid suspended. Students are notified of this via their campus email. Students will not be able to attend classes. If a student believes they have attended class, they need to contact their instructors and follow the instructions that were emailed to them.

Students receiving Pell Grants are subject to lifetime limits and review of their enrollment history. For information, please go to Pell LEU and Unusual Enrollment History.

Federal Supplemental – Educational Opportunity Grants

By filing the FAFSA form, students are considered for the the Federal Supplemental Educational Opportunity Grant Program (FSEOG). This grant is for students with exceptional financial need. The students with the lowest EFC have the highest need. If a student receives FSEOG, it cannot be less than $200. Not all students who qualify can be awarded, as there is a limited amount of grant money available. Students who apply early (file a complete FAFSA) are given first consideration.

Federal Work-Study Program

By filing the FAFSA form, students can be considered for the Federal Work-Study Program (FWS). The FWS program provides jobs for students who have financial need and who indicate on their FAFSA that they are interested in employment. The number of hours a student may work is determined by the student's need for financial aid. A student may earn no less than minimum wage. Students are paid monthly via student payroll.

Jobs include on-campus work in the cafeteria, library, administrative offices, residence halls, labs, gymnasium, facilities and grounds maintenance department, and off-campus with a public or private nonprofit agency, such as the public school system. In arranging a job and determining how many hours a week a student may work under this program, the Financial Aid Director or his designee will take into account: (1) need for financial assistance, (2) class schedule, (3) health, and (4) academic progress.

Federal Work-Study job assignments are made according to the date students complete their file and receive a Federal Work Study award. The student's job preference and skills are given first consideration; however, other factors may determine final job placement. Students who indicate no skills or job preference are placed in areas needing the largest number of student workers. Those students who fail to complete their files prior to orientation are considered late and are placed in the areas with remaining jobs.

Not all students who want jobs or are eligible can be placed. FWS is also limited due to the amount granted by the federal government. The necessary forms for signing up for federal work study are located on the forms tab on Financial Aid link at the College website. Those students who apply early by filing the FAFSA will be considered first.

Institutional Work Study

This program of student employment provides jobs for students who are interested in campus-based jobs. Students may earn no less than minimum wage. Jobs are the same as the Federal College Work-Study Program. Students must be full-time and make satisfactory academic progress.

Alabama Student Assistance Program

The Alabama Student Assistance Program provides a supplemental source of financial assistance to qualified undergraduate students with an established financial need from families with income below the prescribed maximum levels provided by law.

Students must be enrolled at least half-time in an eligible program of study leading to a degree other than a field of preparation for a religious profession. They must be legal residents of the State of Alabama and must maintain satisfactory progress.

Direct Student Loan

By filing the FAFSA form and being in an eligible program, a student can qualify for the Direct Student Loan Program. This loan program provides financial assistance through the federal government. To apply for a student loan, a student must go to http://studentaid.gov. A student must do both a MPN (master promissory note found on the website) and entrance counseling (also found on the website). When a student ends his/her college career, either by graduating or withdrawing (not continuing), he/she must do exit loan counseling. The College will notify all students who graduate, withdraw or do not enroll for the next term within 30 days of the end of each term. This notification will be a reminder for the student to do exit counseling. This counseling service is found at http://studentaid.gov. For more information on exit counseling and what student responsibilities are, students should view the Exit Counseling Guide for Federal Student Loan Borrowers.

Once a student is awarded a Direct Loan by the Financial Aid Office, the student must fill out a Loan Request Form (form is located on the Forms tab of the Financial Aid website). Students must complete this form to receive any Direct Student loans. Loan eligibility can be found on the award notification or on student's *One*ACCS account. Students must apply for loans on an annual (academic year) basis, UNLESS a student is only attending for a single semester. This means that students must fill this form out for two consecutive terms: Fall and Spring or Spring and Summer. If applying for a single term loan please note that this loan is subject to two disbursements during the term of the loan. Single term summer loans can be requested if a student is eligible, but a student must check on the request form if the summer loan is an additional loan or first time loan. Loans will only be disbursed for the terms that a student is registered for. Loans that are not disbursed do not have to be paid back. Interest on unsubsidized loans or parent plus loans does not start until loans are disbursed.

If a student is in the first year of undergraduate study and is a first-time Direct Subsidized/Direct Unsubsidized Loan borrower, the disbursement of the first installment of the Direct loan will not occur until 30 calendar days after the student's program of study begins.

Direct Student Loans will be awarded to students who at the time of awarding are enrolled at least half time in a degree or certificate program that qualifies for federal student aid. Direct student loans are subject to positive confirmation by the student before any actual loans are originated. Also a student must be enrolled at least half time at time of loan disbursement. Direct student loans are also subject to the rules of Title IV recalculation if a student totally withdraws or fails all courses in a given term.

The Direct Loan Program has two types of loans: Subsidized and Unsubsidized.

For more information about current interest rates, applications and counseling information, please go to http:studentaid.gov.

Subsidized Direct Loan

The student borrower is required to demonstrate a financial need. The federal government, on behalf of the borrower, pays the interest that begins to accrue while a student is in school, during authorized deferment periods, and for six months after the student ceases to be enrolled at least half-time.

Students who are first time loan borrowers on or after July 1, 2013, are subject to a 150% maximum borrowing time limit for subsidized loans. For example, if a student is enrolled in a two year degree, he/she has three years of subsidized eligibility (if qualified) to earn the degree. If a student does not earn the degree (graduate), he/she will become only eligible for unsubsidized loans and the subsidized loans that he/she has previously received will revert to unsubsidized loans and the student will be responsible for any and all interest. For one-year certificate programs, the time limit is 18 months.

Students transferring into the College from other colleges who were first time loan borrowers on or after July 1, 2013, are subject to the maximum borrowing limits. For example a student who had borrowed three years of subsidized loans at a four year school and is transferring to the College, regardless of the number of accepted transfer credits, would have zero eligibility left for subsidized loans, but would have unsubsidized loan eligibility left depending on his/her lifetime eligibility limits.

Students who change programs without completing their initial program are subject to maximum time rules for subsidized loans. For example a student who starts a program but fails to complete it and starts a program of equal or less length loses subsidized eligibility after the 150 percent time period.

For more information about current interest rates, applications and counseling information, please go to http://studentaid.gov.

Unsubsidized Direct Loan

The student borrower is not required to demonstrate a financial need to qualify for the unsubsidized loan. However, repayment begins immediately upon disbursement or payment may be delayed. If repayment is delayed, the applicable interest payment begins to accrue upon disbursement.

Loan Amounts

Depending on the student's cost of attendance and their student status (dependent or independent), a student can borrow from $3,500-$9,500 on both the Subsidized and Unsubsidized Stafford Loan Program for the first year, and between $4,500-$10,500 for the second year. A student can borrow a lesser amount than listed above and is encouraged to do so. Students are encouraged to visit http://studentaid.gov for more loan information.

Direct Plus Loan (LOAN for Parents)

A Plus Loan enables a parent with a good credit history to borrow to pay the educational expenses of each child who is a dependent, undergraduate student. Eligibility is not based on income. This loan program is intended to supplement the Direct Student Loan Program. Detailed information and application information can be found here https://studentaid.gov/plus-app/parent. A parent may borrow an amount not to exceed the student's estimated cost of attendance minus any financial aid that has been awarded for the enrollment period. For more information about current interest rates, applications and counseling information, please go to http://studentaid.gov.

Private Alternative Loans

For more information, please visit our website at http://www.coastalalabama.edu/financialaid/private_education_loan_disclosures/.

Ombudsman Contacts

We are pleased to provide updated information to ensure that borrowers of loans authorized under Title IV of the Higher Education Act of 1965, as amended, have the most current contact information for the Student Loan Ombudsman. This information is necessary to comply with the regulatory requirements that schools, lenders, guaranty agencies, and commercial and Department of Education servicers notify borrowers regarding the availability of the Ombudsman. Those requirements are included in the regulations at 34 CFR 674.42(b)(2)(xi) and .45(h); CFR 682.208(c)(3)(ii), .410(b)(5)(vii), .411(b)(3), and .604(g)(2)(x); and CFR 685.304(b)(4)(vii). Effective February 28, 2016, students should use the following information to contact the FSA Student Loan Ombudsman Group.

- Via on-line assistance: http://studentaid.gov/repay-loans/disputes/prepare
- Via telephone: 877-557-2575
- Via fax: 606-396-4821
- Via mail:

FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

Scholarships

The College offers several types of scholarships to students. The Scholarship Committees award scholarships for proven performance in academics, technical, leadership, athletics, cheerleading, and performing arts. Detailed information on scholarships may be obtained through the Financial Aid Offices. The Coastal Alabama scholarship application will be available online and is only open for submission between August and February 1st each year. Students applying for any type of scholarship are encouraged to file the FAFSA. Only citizens of the United States or resident aliens are eligible for Institutional Scholarships. Academic scholarships are only awarded to students within the Coastal Alabama service area. For a full list of scholarships, go to http://www.coastalalabama.edu/scholarships

Veteran Benefit Programs
ABOUT VA EDUCATION BENEFITS

The Veteran Affairs Office of the College makes every effort to ensure that all veterans, dependents, and reservists receive their educational benefits in a timely manner. If you have any questions about applying for VA education benefits, please contact the Veterans Affairs Office. For other information, including questions regarding your eligibility, please contact the Department of Veterans Affairs (DVA) at 1-888-GIBILL1.

VA CHAPTERS FOR EDUCATIONAL BENEFITS

- Chapter 30 – Montgomery GI Bill

- Chapter 31 – VA Vocational Rehabilitation
- Chapter 33 – Post 9/11
- Chapter 1606 – Montgomery GI Bill – Selected Reserve
- Chapter 35 – Dependents Educational Assistance (DEA)
- Chapter 36 – Counseling Services
- Tuition Assistance – for individuals currently on active duty and active reserve
- State VA – Alabama scholarship for dependents and spouses
- More information (1-888-442-4551) or at www.gibill.va.gov.

DESCRIPTION OF CHAPTERS

Chapters 30, 1606, 1607 and 35 - These Chapters receive benefits in the form of a monthly check; none of these chapters pay for tuition or books. Muskogee Regional office determines their eligibility.

Chapter 31 - This chapter pays for tuition and books and receives a monthly stipend, which is determined by their local office. The local office is responsible for getting an authorization form to the College's Veterans Affairs Office so that tuition and books can be paid for.

Chapter 33 - This chapter is for veterans, spouses and children. It pays tuition (based on percentage rating), provides stipends for books, and pays a basic monthly housing allowance. The tuition money is sent to the College, and the book stipend and housing allowance is paid straight from the VA to the student via check or direct deposit. In order to be eligible for the full housing allowance, students must be full time and must have at least one campus course. If the student is less than full-time, the allowance will be prorated. Students must have at least seven hours or more to qualify for the housing allowance period. For individuals whose eligibility rating is less than 100 percent, the housing allowance will be paid based on percentage (60 percent, 70 percent, 80 percent, etc.).

Chapter 35 - Survivors and Dependents Educational Assistance Program
This chapter provides education and training opportunities to eligible dependents of certain veterans. This program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeships, and on-the-job training. If you are a spouse, you may take correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain conditions.

Chapter 36 - This chapter is designed to provide professional, educational, vocational and career counseling services to service members, veterans and dependents. This benefit is available to service members within six months of anticipated discharge, veterans within one year following discharge from active duty, and service member or veteran currently eligible for a VA education benefit and all current VA education beneficiaries. These are the VA forms students will need for counseling VAF 28-8832, VAF 22-1990, VAF 28-1902 and VAF 28-8606. Information about this benefit can be found by clicking here.

Tuition Assistance - This benefit is for active duty and active reserve only. Neither spouses nor children can receive this benefit. Active Army must apply through ArmyIgnite.com; active Navy must apply through navycollege.navy.mil; active Coast Guard must apply through forcecom.uscg.mil; and active Air Force must apply through afpc.af.mil. Upon approval, he/she must submit a Tuition assistance Authorization form to the College's Veterans Affairs Office so the tuition can be paid. This covers tuition and fees only (no books or housing allowance).

State Veterans' Affairs - This benefit is for spouses and children of a disabled veteran. The veteran has to have at least a 40 percent service-connected disability and must be a resident of the State of Alabama when he/she enlisted. If the veteran was not a resident of the State of Alabama at the time of enlistment, but he/she has lived in Alabama for five years or longer, then he/she may qualify. State VA pays tuition and a portion of fees and books. State VA does not cover $19 per credit hour of fees, nor do they cover remedial courses. Remaining balances can be paid for by cash or alternative methods of financial aid.

HOW TO APPLY:

NEW APPLICANTS

Chapters 30, 33, 1606 and 1607 – Go to the VA website (www.benefits.va.gov/gibill), and complete a 22-1990 form. The VA will contact the student by mail letting them know their eligibility. The College's Veteran Affairs office requires a copy of the DD214 (discharge notification), along with a completed in-house form known as the Request for Certification of Enrollment.

Chapter 33, Post 911 – Students need to submit a copy of their certificate of eligibility once they receive it from the VA.

Chapter 35 – Students must go to the VA website (https://benefits.va.gov/gibill/) and complete a 22-5490 form.

Veteran students who have received benefits through Chapter 30, 33, 1606 or 1607, are required to complete a 22-1995 form. The Veterans Affairs Office requires a completed 22-1995, along with a copy of the DD214 and a completed in-house form known as the Request for Certification of Enrollment. Chapter 35 established veterans will need to fill out a 22-5495 and submit it to the Veterans Affairs Office.

NEW DEPENDENTS FOR POST-9/11

Veterans must go to the Department of Defense website (DOD) and elect how many months of benefits they wish to transfer to their child or spouse. Once the Department of Defense approves their request, the veteran can complete the application online at https://benefits.va.gov/gibill/ or can complete a paper 22-5490 form. Once receiving a certificate of eligibility, the veteran needs to submit a copy to the Veterans Affairs Office. The Veterans Affairs Office will require a copy of the veteran's certificate of eligibility if the veteran is applying for Chapter 33, Post 9/11.

ESTABLISHED DEPENDENTS FOR POST-9/11

Veterans must complete a 22-5495 and submit a copy of their certificate of eligibility to the Veteran Affairs Office.

TUITION ASSISTANCE

To apply for tuition assistance, the service member will need to access Tuition Assistance - This benefit is for active duty and active reserve only. Neither spouses nor children can receive this benefit. Active Army must apply through ArmyIgnite.com; active Navy must apply through navycollege.navy.mil; active Coast Guard must apply through forcecom.uscg.mil; and active Air Force must apply through afpc.af.mil. Upon approval, he/she must submit a Tuition assistance Authorization form to the College's Veterans Affairs Office so the tuition can be paid. Once tuition assistance is approved, the service member needs to submit a copy of the Tuition Assistance Authorization form to the Veterans Affairs Office.

TUITION GUIDELINES

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)
(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of
residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. § 3679 as amended.

STATE VETERANS' AFFAIRS

A veteran must apply within the county he/she lives in. To locate a number for the county office, the veteran can go to www.va.alabama.gov. On the left-hand side of the website, choose County Veterans' Service Office, then choose the county of residency.

ANGEAP - ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM

An award to be used for tuition, educational fees and books/supplies for Alabama National Guard members to attend a public postsecondary educational institution in Alabama. Awards are limited to $5,464 per semester. Applications are available at Alabama National Guard units.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is an agency providing funding for education. To contact this agency, students should call (334) 213-1200, extension 4144.

GI BILL COMPARISON TOOL

Thanks to VA's new GI Bill® Comparison Tool, veterans can now find information online about Post-9/11 GI Bill benefits and the schools and training programs available to education beneficiaries. Before this tool launched, estimating how much beneficiaries may receive under the Post-9/11 GI Bill benefit was challenging. The new comparison tool makes it easy to estimate Post-9/11 GI Bill benefits with just one click.

In addition, Veterans can find and compare information on our 10,000+ approved education and training programs, including estimated tuition and fee amounts and your projected housing allowance. Also available are each school's graduation rate, student loan default rate and Yellow Ribbon participation. Together, the GI Bill benefit estimator and school comparison information enable students to compare education options and make the best decision for their future. In the future, VA will add additional functionality to the tool, including the ability to compare up to three schools side-by-side

VETERAN EMPLOYMENT WEBSITE

An Employment Center is available on www.ebenefits.va.gov. The Department of Veterans Affairs worked closely with our federal partners to develop the Employment Center, which is the single federal source for Veterans looking for new career opportunities in the private and public sectors, as well as Servicemembers transitioning to the civilian workforce, military spouses and dependents looking for employment opportunities, G.I. Bill® beneficiaries transitioning from training to the job market and employers looking to connect with high quality applicants. This new site integrates multiple tools and resources for both job seekers and employers, including the Veterans Job Bank.

If you or someone you know is a veteran, service member, military spouse or a dependent who is either unemployed or looking for a different career opportunity, I strongly encourage you to check out the new Employment Center. Once on the site you will be able to use the Skills Translator to translate your military skills to civilian skills or skip directly to building a resume with the Resume Builder tool. Resumes created on the site will be available for viewing by both private and public sector employers who are specifically looking to hire Veterans. Please, visit www.ebenefits.va.gov and click on the Employment Center tab on the top navigation bar to create and post your resume. This will ensure that employers looking to hire Veterans like you have access to your resume online.

IN-STATE TUITION RATES FOR VETERANS

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

• A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

• Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

• Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

• Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).

• Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

• Anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E), also be charged the resident rate. Effective for courses and terms beginning **after March 1, 2019**, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

• The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

Estimated Cost of Attendance (COA)

Cost of attendance (COA) is an average figure used to determine financial aid eligibility. It includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses, such as unreimbursed medical/dental expenses, clothing, and transportation. Cost of Attendance minus the Expected Family Contribution (EFC) from your FAFSA equals your financial need for need-based financial aid programs.

The COA is not a bill and is provided for planning purposes only. Actual student bills will differ from the estimated COA figures provided by the College, which include both direct (i.e. billable) costs and indirect costs for two semesters. Tuition, fees, room (for on-campus residents), and books are the direct costs for which students are billed by the College. Other costs, including off-campus living expenses, are not billed by the College and will vary for each student.

Estimated cost of attendance budgets for 2021-2022 (two semesters of enrollment) are provided by the College upon request. Please note that COA figures are estimates and are subject to change.

Full Time	Single at Home Full Time<	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
30 Credit hours	30 Credits	30 Credits	30 Credits	30 Credits	30 Credits
Tuition and Fees	$4,860	$4,860	$4,860	$8,850	$8,850
Room/Board	$0	$5,900	$6,215	$5,900	$6,215
Book and Supplies	$2,500	$2,500	$2,500	$2,500	$2,500
Loan Cost	$129	$129	$129	$129	$129
Personal Expenses	$1,478	$1,478	$1,478	$1,478	$1,478
Transportation	$2,700	$2,700	$2,800	$2,800	$2,800
Total	$11,667	$17,567	17,982	$21,657	$21,972

Three-Quarter Time	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
18-22 credit hours	20 Credits	20 Credits	20 Credits	20 Credits	20 Credits
Tuition and Fees	$3,240	$3,240	$3,240	$5,900	$5,900
Room/Board		$5,900	$6,215	$5,900	$6,215
Books and Supplies	$1,876	$1,876	$1,876	$1,876	$1,876
Loan Cost	$129	$129	$129	$129	$129
Personal Expenses	$1,490	$1,490	$1,490	$1,490	$1,490
Transportation	$2,900	$2,900	$3,000	$2,900	$2,900
Total	$9,635	$15,535	$15,950	$18,195	$18,510

Half-Time	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
12-17 credit hours	15 Credits	15 Credits	15 Credits	15 Credits	15 Credits
Tuition and Fees	$2,430	$2,430	$2,430	$4,425	$4,425
Room/Board		$5,900	$6,215	$5,900	$6,215
Books and Supplies	$1,250	$1,250	$1,250	$1,250	$1,250
Loan Cost	$129	$129	$129	$129	$129
Personal Expenses	$1,500	$1,500	$1,500	$1,500	$1,500
Transportation	$1,950	$1,950	$2,050	$2,800	$2,900
Total	$7,259	$13,159	$13,574	$16,004	$16,419

Less than Half-Time	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
1-5 credit hours	5 Credits	5 Credits	5 Credits	5 Credits	5 Credits
Tuition and Fees	$810	$810	$810	$1,475	$1,475
Room/Board		$5,900	$6,215	$5,900	$6,215
Books and Supplies	$312	$312	$312	$312	$312
Loan Cost	$129	$129	$129	$129	$129
Personal Expenses	$1,550	$1,550	$1,550	$1,550	$1,550
Transportation	$2,020	$2,020	$2,020	$2,070	$2,070
Total	$4,821	$10,721	$11,036	$11,436	$11,751

NOTE: Cost of Attendance is reduced for less than full time status. The above table is for one academic year and is subject to change. Refer to the College website for the most current information. Estimated costs of attendance (two semesters of enrollment) are provided by the College

upon request or can be found at www.CoastalAlabama.edu/financial-aid. Please note that COA figures are estimates and are subject to change.

Academic Affairs
Program and Catalog Changes
Provisions of this publication are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change without prior notice any provision or requirement at any time within the student's term of attendance. It is the student's responsibility to know and follow all requirements.

Classification of Students
Freshman: A student who has earned fewer than 30 semester hours of credit.

Sophomore: A student who has earned 30 or more semester hours of credit.

Credit Hour Definition
The Alabama Community College System requires all institutions in the System to operate on a semester system. Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term.

Coastal Alabama Community College determines that one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation 34 CFR 600.2 which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.

Coastal Alabama Community College follows the Alabama Community College System Board of Trustees Policies which are published on the Alabama Community College System Course Directory. This Course Directory is used by all institutions in the Alabama Community College System to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College uses standardized textbooks and ensures state mandates and policies through the use of standardized College syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

Coastal Alabama Community College adheres to the policies and guidelines that are approved by the Alabama Community College System Board of Trustees and regulated by the Alabama Community College System regarding the level of credit awarded for courses taught at all colleges within the Alabama Community College System, regardless of the format or mode of delivery, including distance education/online courses.

Maximum and Minimum Course Loads
- The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.
- The maximum load for a student who has an average of 3.00 or above during the preceding semester is 24 semester hours. However, students wishing to take more than 19 semester hours must have written permission from the appropriate Instructional Officer or Designee.
- The minimum load for a regular full-time student is 12 semester hours. A student taking an average of 16 semester hours earns 32 semester hours in 2 semesters.
- The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.

Grading System
Letter grades are assigned for all courses, with the exception of nursing courses, for which students have registered as follows:

A Excellent 90-100

B Good 80-89

C Average 70-79

D Poor 60-69

F Failure below 60

Nursing course grades are assigned as follows:

A Excellent 90-100

B Good 80-89

C Average 75-79

D Poor 60-74

F Failure below 60

Other grades that may be assigned as follows:

W Withdrawal

I Incomplete

P Non-Credit

AU Audit

Grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of "D" for transfer, and these courses should be repeated before attempting transfer.

A grade of "W" will be assigned to students who officially withdraw from the College or a particular course according to College policy. A grade of incomplete "I" will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken.

A grade of "I" must be cleared by the first day of final exams of the following semester. If the grade of "I" is not cleared, a grade of "F" will be assigned. It is the student's responsibility to follow up with the College to ensure the grade of "I" has been appropriately changed.

Students may access their grade report and a variety of other student information items online. Official transcripts must be requested through the Credentials Transfer Ordering Services using the link on the Registrar page of the College website.

No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the term in which they occur or before the first day of class for the next term.

Quality Points

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

A - 4 quality points per credit hour

B - 3 quality points per credit hour

C - 2 quality points per credit hour

D - 1 quality point per credit hour

F - 0 quality points per credit hour

A student's scholastic standing or grade point average (GPA) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for graduation.

Grade Appeal Policy

A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally if possible. However, if it is not possible to resolve the matter informally, then a grade appeal must be received in writing in the office of the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued. Grade appeals may only be filed if the student has completed the course and the term has ended.Students who withdraw from a course are not eligible for the grade appeal process.

All academic concerns relative to a final grade, except plagiarism, are subject to the steps outlined below. Please note that issues of plagiarism must be handled via the Student Conduct Administrator. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

The following procedure for appealing a grade must be followed in the order listed:

- The student should first contact the instructor to request verification of the grade and how it was determined.
- If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.
- However, if the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the faculty member, independently or jointly, in an attempt to reach closure.
- If closure is not reached by using the informal approach, the student may file a formal grade appeal

to the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued. The written appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.

- The appropriate Instructional Officer will forward copies of the student's request letter along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Instructional Affairs Committee for a hearing. Members of the Instructional Affairs Committee will sit as the investigatory body. If the Committee requests additional information for the hearing, the appropriate Instructional Officer will coordinate the collection of information. After the written appeal is received, the Committee will deliberate and make a determination on the request within a reasonable period of time. The decision will be recorded in the Committee's minutes.
- If the Committee's decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the Committee's decision as soon as possible. If the Committee's decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision as soon as possible.
- The decision of the Instructional Affairs Committee is final.

Course Forgiveness

Course forgiveness occurs when a student repeats a course and the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted. *A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated (see Registrar section on the college website for form).*

Academic Bankruptcy

The academic bankruptcy policy will allow students at certain intervals of their academic career or training to declare bankruptcy. The transcript will identify the bankrupted courses and credits; however, all coursework taken, even hours completed satisfactorily, will be disregarded in the cumulative grade point average and will not be counted toward graduation. Students must request academic bankruptcy using the online form located on the Registrar page of the College website:

1. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
2. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester(s) occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
3. When academic bankruptcy is declared the transcript will reflect the wording "ACADEMIC BANKRUPTCY IMPLEMENTED" after each semester for which it is declared. The courses and grades forgiven will not be deleted from the transcript.

A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

Prerequisites

Certain college courses have prerequisite courses (identified in the Course Descriptions section of this Catalog) that must be taken and passed successfully before a student may take the subsequent course unless permission to omit the prerequisites is obtained from the Division Chair and the appropriate Instructional Officer.

Attendance Policy

Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group

discusion in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in a College-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class and for completing work missed. Excused absences are subject to verification and may include, but may not be limited to the following: active military duty, jury duty, and other as approved by the Dean of Student Services. Specific attendance requirements will be indicated in all course syllabi.

Withdrawals

Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online withdrawal form located on the Registrar page of the College website.

Students who complete the withdrawal process prior to the deadline will be assigned a grade of "W". However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

Standards of Academic Progress

The standards of academic progress shall apply to all students unless otherwise noted.

Exceptions to Standards of Academic Progress

- Programs within the institution which are subject to external licensure, certification, and or/accreditation or that are fewer than four semesters in length may have higher standards of academic progress than the institutional standards of progress.
- Transfer students admitted on academic probation must transition to these standards of academic progress.

GPA Requirements for Academic Progress

A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have clear academic status.

Hours Attempted	Minimum GPA
12-21	1.50
22-32	1.75
33 or more	2.00

Intervention for Student Success

When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, interventions may be instituted, such as limiting the maximum course load, requiring a study skills course, and/or prescribing other specific courses to ensure student success.

Application of Standards of Progress

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on ACADEMIC PROBATION.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution, but the Semester GPA is 2.0 or above, the student remains on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the Semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving one semester suspension, the

transcript will read SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves a one semester suspension reenters the institution on Academic Probation.

5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose Semester GPA is 2.0 or above will remain on Academic Probation UNTIL THE STUDENT ACHIEVES THE REQUIRED GPA FOR TOTAL NUMBER OF HOURS ATTEMPTED. A student who is on Academic Probation after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.

6. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED ONE YEAR/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves the calendar year suspension reenters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

Process for Appeal for Readmission

If a student declares no contest to the facts leading to suspension under Standards of Academic Progress, but simply wishes to request consideration for readmission, the student may submit an appeal for readmission using the online form located on the Registrar page of the College website. During the meeting of the Admissions/Academic Standards Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decisions of the Admissions/Academic Standards Committee, together with the materials presented by the student, shall be placed in the College's official records.

Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Definition of Terms

- Grade Point Average (GPA) – The grade point average based on all hours attempted during any one semester at the institution based on a 4 point scale.
- Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.
- Clear Academic Status – The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.
- Academic Probation – (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.
- One Semester Academic Suspension – The status of a student who was on Academic Probation the previous term, but who, since probation, has not achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted and whose GPA for the term was below 2.0.
- One Year Academic Suspension – The status of a student who was on Academic Probation the previous term and who has been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted and whose GPA for that term was below 2.0.
- Appeal of Suspension – The process by which the College shall allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

Standards of Academic Progress: Transfer Students

1. A transfer student who is admitted on Clear Academic Status is subject to the same standards of

academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA Calculation.

2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester hours at Coastal Alabama Community College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED–ONE SEMESTER.

3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is 1.5 or above, the student's status is clear.

Final Examinations

Final exams assure that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit. A final examination or alternative assessment is required for each course at the close of the term. Alternative assessments include, but are not limited to final projects, papers, essays, discussions, presentation, etc. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Instructional Officers and any deviations from the published schedule must be approved by the appropriate Instructional Officer. Final examinations must be comprehensive in nature and should count for no less than 20 percent or more than 30 percent of the final average. No student exemptions are permitted.

Credit by Non-Traditional Means

In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System Board of Trustees Policy–Credit Awarded through Non-traditional Means, general college credit may be awarded through non-traditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency). Specifically, credit awarded through non-traditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide

programs identified by the Alabama Community College System. Also, credit awarded through non-traditional means for non-academic transfer courses, such as occupational and technical courses and programs of study, may be awarded through portfolio review by faculty members, program coordinators, through statewide articulation agreement for career and technical students, or other statewide programs identified by the Alabama Community College System. However, not more than 25 percent of total credit required for any program may be awarded through non-traditional means. Also, credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in Alabama Community College System Board of Trustees Policy–Graduation Requirements: Degrees.

Credit by Career Readiness Certification

Students enrolled in an occupational program of study at Coastal Alabama Community College may receive credit for WKO107, Workplace Skills Preparation, if the student holds a valid Alabama Career Readiness Certificate at or above the WorkKeys® target level corresponding to the occupational program of study. The credit will be awarded only at the request of the student after registration in an occupational program of study at the College. The request must be made prior to the end of the first semester of enrollment in the occupation program of study. All documentation to qualify must be presented in writing to the Dean of Career Technology and approved by the Admissions Office at Coastal Alabama Community College. More information about the WorkKeys® target levels designated for occupational programs at Coastal Alabama Community College can be found on the WorkKeys® page of the College website.

Credit from Advanced Placement Exams

The College will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 20 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the College when credit is awarded. The College will accept up to a maximum of 20 semester hours of credit from all non-traditional sources.

Coastal Alabama Community College will award credit using The American Council on Education (ACE) and the College Board recommendations as outlined on the College Board website (click here for link).

The student should be aware that acceptance of AP credit by Coastal Alabama does not assure that another postsecondary institution will award advanced credit for the course. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the College.

College Level Examination Program – CLEP

Credit for Subject Examinations will be granted provided the student has not previously been enrolled in the course for which credit is to be earned. CLEP/DANTES credit shall not be granted for college level courses previously failed, for courses in which credit for higher level courses has already been earned, or for both the Subject Examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has earned a minimum of 12 semester hours at the College. Notation will be made on the student's permanent record indicating the course for which credit was awarded with the statement "Credit by Examination" followed by the number of semester hours granted.

The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges and the student is cautioned to check with other colleges to obtain additional information.

The College will award credit through selected CLEP examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

- CLEP Subject Matter Exams Minimum Score Credit Equivalent Courses

	Minimum Score	Credit	Equivalent Courses
Composition & Literature Exams			
American Literature	50	3	ENG251
College Composition	60	6	ENG101 & ENG102
College Composition Modular	50	3	ENG101
English Literature	50	6	ENG261
Humanities	50	3	HUM101
World Languages Exams			
Spanish Language: Level 1	50	4	SPA101
Spanish Language: Level 2	60	8	SPA101 & SPA102
Spanish with Writing: Level 1	50	4	SPA201
Spanish with Writing: Level 2	60	8	SPA201 & SPA202
History & Social Sciences Exams			
American Government	50	3	POL211
History of the United States I	50	3	HIS201
History of the United States II	50	3	HIS202
Human Growth & Development	50	3	PSY210
Introductory Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200
Principles of Macroeconomics	50	3	ECO231
Principles of Microeconomics	50	3	ECO232
Western Civilization I: Ancient Near East to 1648	50	3	HIS101
Western Civilization II: 1648 to Present	50	3	HIS102
Science & Mathematics Exams			
Biology	50	4	BIO103
Calculus	50	4	MTH125
College Algebra	50	3	MTH100
College Mathematics	50	3	MTH116
Precalculus	50	3	MTH112
Business Exams			
Financial Accounting	50	3	BUS241
Information Systems	50	3	CIS130
Introductory Business Law	50	3	BUS263
Principles of Management	50	3	BUS275
Principles of Marketing	50	3	BUS285

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the Registrar's Office at registrar@coastalalabama.edu.

DANTES Subject Standardized Tests

The College will award credit through selected DANTES examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

DANTES Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
BUSINESS			
Introduction to Business	48	3	BUS100
Introduction to Management	54	3	BUS275
Principles of Financial Accounting	50	3	BUS241
Business Law I	53	3	BUS263
Basic Marketing	50	3	BUS285
Principles of Economics II	54	3	ECO232
MATHEMATICS AND SCIENCE			
College Algebra	50	3	MTH112
College Trigonometry	54	3	MTH113
Calculus I Linear Algebra	50	4	MTH125
Calculus I Linear Algebra	52	3	MTH110
College Physics II	55	4	PHY214
General Chemistry	57	4	CHM104
College Chemistry I	55	4	CHM111
College Chemistry II	53	4	CHM112
SOCIAL SCIENCE & PUBLIC SERVICE TECHNOLOGIES			
History of Western Civilization to 1500	53	3	HIS101
History of Western Civilization since 1500	50	3	HIS102
General Anthropology	38	3	HIS201
Intro to Law Enforcement	58	3	HIS202
Criminology	56		CRJ208

For a complete listing of DANTES examinations, minimum scores, and credit awarded, contact the Registrar's Office.

Credit for Military Training Educational Experiences

The College will consider on an individual basis, military experiences as a substitute for approved courses in the student's training and educational curriculum. It will be the responsibility of the student to apply for credits by completing the Request for Military Credit Form and by providing certified copies of the Military Service Form to the Registrar's Office. Credits extended by the College will be applicable toward the individual's graduation requirements, and once the credit is extended the student will be restricted from taking the course for which the substitution was made.

Guidelines to be utilized in extending credit are as follows:

- United States Armed Forces Institute (USAFI) Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Office of the Registrar.
- Military Service Schools - Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Office of the Registrar that such courses were satisfactorily completed.
- The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.
- Any student who has served at least 181 days of active duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Registrar for the credit and supply the appropriate documentation to receive the credits.

Directed Study

A student may petition an instructor to enroll in a course on a directed study basis.

1. Instructors should refer students requesting a directed study course to the appropriate Division Chair.
2. Any directed study course must be approved in advance by the appropriate Division Chair and Instructional Officer.
3. Directed study courses will be approved only under emergency conditions or in instances when a course is not offered on a regular basis but is needed for a student to graduate.

4. For a directed study course to be approved, a full-term lesson plan must be submitted in advance to the appropriate Division Chair and Instructional Officer.
5. For a directed study course to be approved by the Division Chair and the appropriate Instructional Officer, the course should contain the same lecture time, course content, and testing procedures that is included in a regularly scheduled class.
6. Once written permission from the appropriate Instructional Officer is received by the instructor, the student will be allowed to complete the course work on a directed study basis.
7. The student is responsible for all course work as required in the traditional classroom setting.
8. All College tuition and fee costs; registration, withdrawal, drop/add and other College deadlines; and the instructional rules and regulations apply to a class taken on a directed study basis.
9. This privilege may be afforded the student under the condition that he/she has been unable to schedule the required course in any other manner.
10. Approval is also subject to the instructor's work load.

Placement Testing for Students

All entering students are assessed through a 3-level screening guideline process.

- **Screening Level 1: ACT Placement**

All students who have taken the ACT within the last 5 years must make sure their scores are on file with the Admissions Office (251-580-2111).

- **Screening Level 2: High School GPA and Grade Markers**

Use if (a) students did not take the ACT test, (b) students' ACT scores are over 5 years old, or (c) students' scores do not meet guidelines. The students must make sure that the Admissions Office has their official high school transcript. Level 2 screening is based upon high school GPA and course of study.

- **Screening Level 3: Accuplacer**

If students do not meet placement requirements pursuant to the new guidelines for Level 1 and Level 2 screenings, then they will need to schedule a date to take the ACCUPLACER test. **There is no charge for the first time students take the ACCUPLACER test.** However, there is a $25 re-test fee afterwards. Students may schedule a re-test date any time after 6 weeks following their original test. However, students are limited to take the test only

twice during their tenure at Coastal Alabama. All placement test results are valid for five years from the original or re-test date.

English Placement Chart

Screening Level 1: ACT English Score		Screening Level 2: HS GPA and English Grade		Screening Level 3: ACCUPLACER Writing	
Score*	Placement	GPA/English Grade**	Placement	Score*	Placement
Below 17	See SCREENING LEVEL 2	Below 2.75 GPA	See SCREENING LEVEL 3	0 – 3	ENR 098
17	ENG 101C with ENG 099	2.75 or higher GPA and "C" in English IV	ENG101C with ENG 099	4	ENG 101C with ENG 099
18 or higher	ENG 101	2.75 or higher GPA and "A" or "B" in English IV	ENG 101	5	ENG 101

*Scores may be used for placement up to five (5) years from the date of the test.

**English grade and GPA may be used for placement up to five (5) years from the high school graduation date.

Math Placement Chart

Screening Level 1: ACT Math Score		Screening Level 2: HS GPA and Math Grade		Screening Level 3: ACCUPLACER	
Score*	Placement	GPA/Math Grade**	Placement	Score*	Placement
Below 17	See SCREENING LEVEL 2	Below 2.75 GPA	See SCREENING LEVEL 3	QAS 200 – 242	MTH 098
17	MTH 100C & MTH 099 MTH 110S with support	2.75 or higher GPA and "C" in Algebra II	MTH 100C & MTH 099 MTH 110S with support	QAS 243 – 252	MTH 100C & MTH 099 MTH 110S with support
18 – 19	MTH 100 MTH 110 MTH 112S with support	2.75 or higher GPA and "A" or "B" in Algebra II	MTH 100 MTH 110 MTH 112S with support	QAS 253 – 266	MTH 100 MTH 110 MTH 112S with support

HS Math Completed	Course Placement	QAS 267 – 300
		MTH 110 MTH 112
20 or higher	**Algebra I (HS1)** with an A, B, or C	MTH 100 – Intermediate College Algebra MTH 110 – Finite Math
	Algebra II (HS2) with an A, B, or C	MTH 100 – Intermediate College Algebra MTH 110 – Finite Math MTH 112 – Precalculus Algebra MTH 231 – Math for Elementary Ed Teacher I MTH 232 – Math for Elementary Ed Teacher II MTH 265 – Elementary Statistics
	Precalculus (HS3) with an A, B, or C or **Calculus (HS4)** with an A, B, or C	MTH 100 – Intermediate College Algebra MTH 110 – Finite Math MTH 112 – Precalculus Algebra MTH 113 – Precalculus Trigonometry MTH 115 – Precalculus Algebra and Trigonometry MTH 120* – Calculus and Its Applications MTH 125* – Calculus I MTH 231 – Math for Elementary Ed Teacher I MTH 232 – Math for Elementary Ed Teacher II

Note:

MTH 116 (Mathematical Applications) is a Code C nontransferable course that has no pre-requisite or placement score requirements. *This course is for technical programs only. Students who plan to transfer to a four-year institution should not take this course.*

MTH 265 – Elementary Statistics

*ACT math score of 25 or higher automatically places into MTH 120 or MTH 125.

Scores may be used for placement up to five (5) years from the date of the test. Math grade and GPA may be used for placement up to five (5) years from the high school graduation date.

MTH 116 does not count as a pre-requisite for MTH 100.

Placement Advising

Students who place into developmental courses should enroll in those courses within the first two semesters, preferably the first semester of enrollment, to ensure they are adequately prepared for college-level courses. Coastal Alabama Community College is required to provide an evaluation report of assessment test results to students. Appropriate advising and a plan of study for each student who places in a developmental course is required.

WorkKeys™ Testing

WorkKeys™ is a registered trademark of ACT, Inc., and is an assessment tool that defines, measures, and certifies

that individuals have the skills and abilities they need to succeed in entry-level work in the workplace. All students enrolled in certain occupational programs (AAS, CER, STC.) are required to take WorkKeys™ in the areas of Applied Mathematics, Locating Information, and Reading for Information. WorkKeys™ preparation and test administration are integral components of a course within the occupational programs. Preparation for WorkKeys™ will be in the form of free, Internet based courseware. A $31.75 test scoring fee will be assessed when students take WorkKeys™.

Course Offerings toward Degrees

Coastal Alabama Community College awards the Associate in Arts and Associate in Science Degree to individuals desiring to transfer to senior colleges or universities and the Associate in Applied Science to individuals desiring to pursue an applicable career program of studies. The College offers academic maps of pathways to degrees with courses at convenient times for students. The course offerings are scheduled according to many factors including student demand, instructor availability, and financial constraints. Courses listed in this catalog may not be available each term. For availability of courses, students should consult the College's semester course schedule. Class offerings are subject to change from catalog and semester schedule listings without prior notice.

Associate in Arts (AA) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the liberal arts. Only colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are authorized to award this degree.

Associate in Science (AS) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or specialized professional field. Only colleges accredited by SACSCOC are authorized to award this degree.

Associate in Applied Science (AAS) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-76 semester credit hours) that offers specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation while providing the possibility of transfer of some credit to a senior institution. Only colleges accredited by SACSCOC are authorized to award this degree.

Certificate (CER)

An undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30-60 semester hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution.

CTE Short-Term Certificate (STC)

An undergraduate award signifying the successful completion of a prescribed course of study (9-29 semester hours) equipping the student with a focused set of skills for an entry-level position in business and industry. CTE Short-term certificates are not designed to transfer to a senior institution.

Requirements for Degrees and Certificates

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

AREA I: Written Composition. Study in this area ensures effective written communication skills, which are essential in a literate society.

AREA II: Humanities and Fine Arts. Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts

include, but are not limited to, area/ethnic studies, philosophy, religious studies, speech, foreign languages, art and art history, music and music history, theatre, and dance.

AREA III: Natural Sciences and Mathematics. Study in the natural sciences and mathematics emphasizes the scientific method and quantitative reasoning. Disciplines in the natural sciences included, but are not limited to,astronomy, biology, chemistry, earth science, geology, physical geography, physics, and physical science.

AREA IV: History, Social, and Behavioral Sciences.Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures and economics. Disciplines other than history in this area include, but are not limited to, anthropology, economics, geography, political science, psychology,and sociology.

AREA V: Pre-Professional, Major, and Elective Courses. Area V is designated for courses appropriate to the degree/major requirements of the individual student.

Degree Requirements for Graduation

Students shall be awarded the Associate in Arts, Associate in Science,and Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific programs as specified by Coastal Alabama Community College and the Alabama Community College System Board of Trustees.

To become eligible to receive an Associate Degree from Coastal Alabama Community College, the student must fulfill the following requirements:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours required for the degree at the College.
4. The College will accept all coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the degree.

5. Meet all requirements for graduation within a calendar year from the last semester of attendance.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
7. Fulfill all financial obligations to the College.
8. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered Coastal Alabama Community College, provided the catalog is dated no more than five years prior to the expected graduation date and the student has not changed his/her major.

Any student receiving an Associate Degree or an award from the College is encouraged to be present at the graduate ceremony when the degree is conferred.

To become eligible to receive a Certificate, the student must fulfill the following requirements:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours required for the certificate at the College.
4. The College will accept coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the award.
5. Meet all requirements for graduation within a calendar year from the last semester of attendance.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
7. Fulfill all financial obligations to the College.
8. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered Coastal Alabama Community College, provided the catalog is dated no more than five years prior to the expected graduation date and the student has not changed his/her major.

Any student receiving Certificate or an award from the College is encouraged to be present at the graduation ceremony when the certificate is conferred.

Application for Graduation

Individuals planning to graduate should make application for graduation using the online graduation application form located on the Registrar page of the Coastal Alabama Community College website at least one term prior to the expected term of graduation. Compliance with this deadline will allow the College to evaluate the student's record through a graduation check and notify the student concerning remaining graduation requirements. The official date that the student has completed requirements for the degree will be specified on the student's permanent transcript.

Graduation Honors for Degrees

Superior academic achievement by graduating students will be designated on transcripts by the following:

- Graduating with Honors (cum laude) 3.50-3.69 GPA
- Graduating with High Honors (magna cum laude) 3.70-3.89 GPA
- Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA

Graduation Honors for Certificate

Superior academic achievement by students earning certificates shall be designated on transcripts as follows:

- Graduating with Distinction 3.50-4.00 GPA

Graduation

The College wishes to honor all graduates by hosting a reception and presenting formal copies of their specific awards earned during graduation ceremony. All graduates, their respective parents, relatives, and friends of graduates are invited to the reception, which is observed immediately prior to the graduation ceremony. To ensure compliance with graduation requirements, students should apply for graduation with the Registrar's Office at least one semester prior to their last expected term. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term.

Student Right to Know

In compliance with the Federal Student Right-to-Know Act, statistical information on completion/persistence rates will be available in the Admissions Offices.

Distance Education Policy

Definition of Distance Education

Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous.

A distance education course at Coastal Alabama Community College is any course in which students may complete more than 50% of the requirements through Internet access to the course web site. (note: The more than 50% rule is the same as that used by the Southern Regional Educational Board.) Distance education courses at Coastal Alabama Community College may be classified as Internet or Hybrid. Web-Enhanced courses are not classified as distance education courses. The definitions for these learning formats are described below:

A. Internet – These courses are delivered one hundred percent (100%) electronically. Coastal Alabama Community College requires that Internet courses may only be developed by full-time faculty members, but may be taught by full-time or adjunct faculty members.

B. Hybrid – These courses are delivered fifty percent (50%) to ninety-nine percent (99%) electronically. (This is defined by the Southern Regional Education Board and Southern Association of Colleges and Schools Commission on Colleges as a distance learning format.) Coastal Alabama Community College requires that hybrid courses may only be developed by full-time faculty members, but may be taught by full-time or adjunct faculty members.

C. Web-enhanced – These courses are traditional, seated courses in which (1) no more than twenty-five percent (25%) of assignments and course content are completed electronically, and (2) web-enhanced content may not replace the required on-campus contact hours. Web-enhanced courses are classified as traditional education courses.

Definition of Correspondence Education

Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Policy Statements

Identification of Students

Coastal Alabama Community College does not charge any additional fees for the costs that may be directly incurred with the verification of student identity for students enrolled in distance education courses. However, students enrolled in distance education courses will be required to present a valid photo ID (Coastal Alabama ID, state issued ID or driver's license, passport, or military ID) and have access to a computer with a microphone, webcam capabilities, and Internet access verified during the first week of a course. This may result in direct costs to the student not imposed by the College.

Password Protection

All courses with electronic content are password protected and each student enrolled in the course is given a username and password to the learning management system.

Student Privacy

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the faculty will not publicly post any grades or personal information for any student.

Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect the privacy of students, all faculty must contact students using the secure communication system in the learning management system or through the College provided email accounts for both faculty and students. Students can view their entire communication history in their learning management system inbox. As with any other password protected email account, other individuals cannot access or view the message history.

Reporting Enrollment

Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College Navigator college search Web site and to researchers and others through the Integrated Postsecondary Education Data System (IPEDS) Data Center.

Distance Accreditation

Distance and correspondence education courses and programs at Coastal Alabama Community College comply with the SACSCOC *Principles of Accreditation*.

Distance Education Mission Statement

Coastal Alabama Community College provides access to quality, affordable life-long learning opportunities through a variety of instructional strategies, educational programs and diverse learning environments, which are strategically developed to promote economic growth and enhance quality of life for the citizens of the region. Through the implementation of distance learning programs, students can enroll in classes with the flexibility and opportunity to complete degree programs in a manner that best fits their needs.

Curriculum and Instruction

Faculty Oversight

At Coastal Alabama Community College, distance education has been integrated into many different

programs as additional modes of instructional delivery to assist in accomplishing the College's current goals, objectives, and planning and evaluation processes. An integral part of the planning and approval process for distance education at Coastal Alabama is the Distance Education Policies and Course Review Committee. This committee is composed of faculty members from a variety of academic and technical divisions and staff members from a variety of academic and student support departments throughout the college. The charge of the committee is to review distance education policies and procedures as well as distance education courses. Courses are reviewed based on a criteria rubric prior to the courses being offered in a distance education format.

Proposed distance learning (hybrid, video conferencing, or online) courses are approved in accordance with the steps listed below:

1.

1. Distance Education Course Request Form – An internal request for a course to be offered in a distance education format must be submitted to the requestor's Division Chairperson. The agreement for request must be approved by applicable Division Chairs. The requesting Division Chairperson submits the official Distance Education Course Request Form to the Distance Education Department.
2. Master Template Creation – The proposed course is checked for distance education program of study percentage to determine the impact of each course on a program of study's overall distance education percentage. A Master Template is created in the LMS for the Curriculum Team (relevant full-time and part-time faculty and instructional design staff). Based on program of study percentage, the course request could be referred for approval to the Office of Institutional Effectiveness, Planning, and Research. The Curriculum Team begins building a course template based on the criteria specified in the rubric and course creation checklist.
3. Course Review Process
    1. Review and approval of the completely developed electronic course must be completed by the Distance Education

Policies and Course Review Committee using the Quality Matters rubric and scoring process.

2. The Curriculum Team and applicable Division Chairs will receive a copy of the committee's feedback and approval, recommendations prior to approval, or denial. The Curriculum Team is responsible for making any necessary changes or corrections to the Master Template.

3. Documentation of course approvals are submitted to the Instructional Affairs Committee for notification.

Instructional Technology

Coastal Alabama Community College uses a learning management system. This system and other technologies utilized by the College provides flexibility to deliver instructional content and assessment for distance education courses.

All instructors teaching distance education courses are required to provide a Course Overview that includes course navigation and other technical information as required for the course. Instructors are required to provide contact information to students. Additionally, instructors have access to an electronic messaging system between the students and instructors. In the event that students cannot access their courses, they may contact the Technology Services Help Desk.

All Coastal Alabama Community College distance education courses must use the learning management system to record grades for all assignments in a timely manner for students to access.

Intellectual Property Rights

All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.

Statement on Copyright

Faculty teaching distance education courses are expected to be familiar with and abide by all applicable and/or relevant copyright laws.

Academic Support Services

In order to promote the student learning experience and enhance student development, all students are assigned faculty advisors based upon their declared major. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Also, all advisors may be contacted by telephone, e-mail, or through online course communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Student Success Centers, which are staffed by knowledgeable counselors and advisors. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning programs of study to meet their goals. Additionally, the staff of the Student Success Centers provide expertise and advice to faculty advisors. Finally, through the use of the College website, social media sites, and other technologies, counselors and advisors communicate with all students regarding academic advising and other student services as needed.

Policy on Equivalence

Courses taught in a distance education format are equivalent to the courses taught in the traditional format, in accordance with SACSCOC requirements. All curriculum developed by the faculty and instructional design curriculum teams is planned based on a map that aligns with the course learning objectives and is designed to meet credit hour and/or contact hour requirements for the course delivery.

Program Length and Courses of Study

All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System.

Credit Awarded

For all courses offered through distance or correspondence education, Coastal Alabama Community College employs sound and acceptable practices for determining the amount and level of credit awarded and

justifies the use of a unit other than semester credit hours by explaining its equivalency as outlined in the *College Catalog and Student Handbook*.

Consortia Arrangements and Contractual Agreements

When entering into consortia arrangements or contractual agreements for the delivery of courses/programs or services offered by distance or correspondence education, Coastal Alabama Community College ensures the effectiveness and quality of the courses/programs offered by all of the participants by using standard student learning outcomes, program review processes, and instructor evaluations.

Faculty

Coastal Alabama Community College has adequate faculty resources to ensure the quality and integrity of its academic programs. Division Chairs work within their respective divisions to provide a workload rotation of face-to-face and distance education courses. Distance education courses and traditional courses have the same semester credit hours and are counted equally when determining instructors' workloads.

Coastal Alabama Community College evaluates faculty teaching distance education courses and traditional courses based on the same evaluation procedures and criteria.

Faculty who teach distance education programs and courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.

Institutional Effectiveness

The College maintains overall effectiveness and quality in distance education through a variety of processes.

- The College uses standard course syllabi for both its traditional and distance education classes. While additional instructions and/or directions may be necessary for distance education classes, the course syllabus, grading structure, textbook, and student learning outcomes remain the same regardless of the method of delivery.
- Professional development is required for all instructors teaching a distance education course. Professional development workshops cover both pedagogy and skills in the use of technology.

- Feedback from students using the College's standard course/instructor evaluation form is also used to maintain overall effectiveness and quality. These forms are distributed electronically to the students and provide useful feedback for the improvement of distance education courses.
- The College requires a peer review and approval process for all proposed distance education course before they are offered to the students. The process is detailed in the Faculty Oversight section of this Distance Education Policy. Prior to the commencement of the peer review process, the Division Chair must review the course curriculum. After the Division Chair reviews the proposed course, said course must then pass a committee peer review process that includes approval of the course structure and instructional media to be used in the course. Finally, following the ultimate approval based on the Quality Matters (QM) rubric score, the course is offered in a distance learning mode of delivery.

Given the aforementioned methods of evaluation, the College ensures the overall effectiveness and quality of courses taught via the distance learning process.

Library and Learning Resources

The Coastal Alabama Community College Library Services division provides an array of services to meet the educational needs of all students at the College. Libraries and learning resources centers provide appropriate study facilities, access to trained staff capable of assisting with research, and serve as campus centers for continued learning and engagement. The Libraries provide access to books from across the College's library system, as well as magazines, periodicals, and reference resources to meet the course needs of any subject taught at the College. Distance education students may request that books and other physical materials be emailed or mailed to their homes so that all collections are available to all students. Desktop and laptop computers are accessible in each location, as well as WiFi, copiers, and meeting areas. All locations provide flexible hours of operation to meet the needs of each campus. To further meet the needs of all students, the libraries have established contractual services with community libraries. The Coastal Alabama Community College Libraries provide extensive online collections to meet the information needs of distance education students. All students have access to the Alabama Virtual Library (a service provided by the state of Alabama to all citizens and students in Alabama) as well as specialized databases provided by the College to meet the specific needs of each discipline. Students have 24/7 access to the online library collections via a Library

Services course within the learning management system, which provides links to all databases as well as library instruction guides.

Student Services

Students at Coastal Alabama Community College receive a variety of services designed specifically for eligible students, including individualized tutoring, individual and group advising sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student, through the Student Support Services Program, as found in the *College Catalog and Student Handbook.*

Services through the Americans with Disabilities Act of 1990 are provided through the Department of Student Development. These services are also in compliance with Section 504 of the Rehabilitation Act of 1973. The College's ADA Program is designed to ensure that students with disabilities have the programmatic and architectural access needed for successful integration into college life. Students with disabilities are provided with the "Criteria for Disability Documentation", which was adopted by the Alabama Community College System and implemented by all institutions within the System. Also, students are provided with the steps for filing an ADA grievance, which is contained in the College Catalog and Student Handbook. Records of accommodations, documentations, and requests for accommodations made by students with disabilities are maintained confidentially in the Division of Student Development.

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate personnel. Therefore, the Complaint, Grievance, and Appeal Policy outlined in the *College Catalog and Student Handbook* defines the procedures for resolving such complaints and grievances which have been adopted by Coastal Alabama Community College.

The College's pathway list can be found on the College's website in the *College Catalog and Student Handbook.* The degree plans and pathways detailed in the College Catalog reflect the degree requirements and specific admission requirements, such as those required in the Allied Health programs, for each program of study the College offers. Students are able to quickly see what courses are needed to complete a specific program or pathway. Student services, including student organizations, student assistance programs, and opportunities to enhance students' college experiences, are featured on the College's website and in the College Catalog and Student Handbook.

In accordance with Board Policy 801.01: Admissions: General, as adopted by the Alabama Community College System Board of Trustees - It is the intent of the [Board] that any individual who has satisfied the admission requirements be admitted to an ACCS institution. The Board acknowledges that individual programs or courses may have additional, specific prerequisites or admission requirements as specified by program of study in the *College Catalog and Student Handbook.* All applicants must provide one (1) primary form of identification.

The security of personal information is protected in the conduct of assessments and evaluations and in the dissemination of results through the password protected learning management system that is licensed by Coastal Alabama Community College. Procedures regarding User Access/Password Assignment and Confidentiality are documented in section 2b of the Statement of Policy in the Technology Services Network Access Policy.

The College's *Navigator* is produced three times annually and specifies the technology requirements for distance education courses as well as the minimal computer specifications and minimal computer skills for completing distance education courses. Technical Support assistance is provided through a 24/7 learning management system support service and the Technology Services Help Desk.

Facilities and Finances

For all courses, including distance learning courses, all students have access to the College's learning management system. Coastal Alabama Community College licenses 24/7 support access to the learning management system for employees and students to receive assistance with learning management technical support issues. A Technology Services Help Desk is also provided during published hours. In the event that a student does not have adequate Internet access from his/her home and lives within the College's service area, the College is equipped to provide access to course curriculum from any of the College's locations.

The College provides adequate funding for faculty, staff, services, and technological infrastructure to support the methodology of Distance Education through annual budget reviews and strategic planning for Distance Education. The budget is scalable as student enrollment and needs for services increase.

Academic and Student Support
TRIO Student Support Services

The Student Support Services Program is funded by the U.S. Department of Education and is designed to provide supportive services to first generation, low-income and/or disabled participants in order to enhance their skills and increase their retention and graduation rates, and, as appropriate, to facilitate their entrance into graduate and professional programs. Benefits of being a participant in Student Support Services includes the following:

- Academic assistance and personal development,
- Individual tutoring,
- individual and group counseling, and
- financial aid assistance.

Services also include academic tutoring in most classroom subjects; advising; workshops on time management, financial aid, career choices, preparing research papers, building self-esteem, career development groups which explore decision making, interpersonal relationship skills, employability skills, interest inventories, and employment opportunities; study skills sessions covering note-taking, test-taking, time management, listening skills, and reading skills, cultural enrichment, trips to four year institutions, and supplemental grant aid. The needs of each student are assessed, and those services needed by the individual student are provided.

Students applying for the Student Support Services Program must be United States citizens, must show academic potential, and must meet one or more of the following requirements:

- meet certain financial requirements as established by the United States Department of Education;
- show an academic need; and/or
- have a disability

For more information, go to www.coastalalabama.edu or call 1-800-381-3722. Coastal Alabama has multiple Student Support Services on various campuses, so students should specify which campus they will be taking courses when requesting information. The goal of the program is to increase retention, graduation, and transfer rates of eligible students through offering a range of academic support services.

Student Success Centers

Coastal Alabama Community College has Student Success Centers on multiple campuses to meet our students' needs. The College is committed to doing its part in assisting students with meeting their educational goals.

These Student Success Centers provide an environment for students to engage in study groups, assist their peers through tutoring, and much more. The purpose of the Student Success Center is to provide learning support services and resources to students and to provide instructors and student development staff with support for retention efforts. These services and resources include but are not limited to the following:

- Referral of students to Student Support Services for tutoring and/or services
- Referral of students to the student development office or other persons for requested academic and support services
- Instruction on the use of online education and computer tutorials
- Online supplemental instruction and resources for coursework
- Coordinating and providing a location for the meeting of study groups, seminars, and tutorial sessions
- Identification and contacting of at-risk students
- Career Services resources including resume' writing and interview skills training offered in conjunction with Student Support Services
- Seminars on various topics including study skills, time management and money management offered in conjunction with Student Support Services
- Transfer trips offered in conjunction with Student Support Services

Learning Assistance/Tutorial Support

Coastal Alabama offers free tutoring for all students, including students taking courses through distance learning classes. Assistance may be provided on a one-on-one basis or in group settings. Tutors are selected based upon recommendations from faculty or staff and academic records. Tutors receive training prior to an assignment and participate in regular professional development opportunities.

Americans with Disabilities Act (ADA) Policies

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled.

Compliance with the Americans with Disabilities Act is a priority of Coastal Alabama Community College. To ensure institutional compliance, the College administration has:

- appointed one individual to oversee compliance with the Americans with Disabilities Act;
- required comprehensive self-evaluation of all programs and activities of the institution, including employment;
- provided a committee to assist the ADA Coordinator in his/her functions in preparation of the self-evaluation and implementation of a plan of compliance;
- provided funding for the activities of the ADA Coordinator and for reasonable accommodations of auxiliary aids and services;
- prepared, published, and distributed policy statements and procedures; and,
- initiated additional activities deemed necessary by the administration to comply with the Americans with Disabilities
- Act, unless these are deemed to pose an undue burden or would result in a fundamental alteration of programs of the institution.

Further, the administration solicits the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Questions or concerns regarding this Act should be directed to the ADA Coordinator.

ADA Grievance Procedure

Coastal Alabama Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

All complaints should be addressed to the ADA Coordinator.

1. A complaint must be filed in writing. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.
2. A complaint must be filed within ten (10) business days after contacting the ADA Coordinator/Office of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after the completion of the investigation, via certified mail.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made to the President of the College within ten (10) business days after receipt of the findings.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Coastal Alabama Community College complies with the American with Disabilities Act (ADA) in implementing regulations.
8. The ADA Coordinator shall maintain the files and records of the College relating to the complaints filed.

Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of The Alabama Community College System to ensure that

students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

Any requests for academic adjustments, should be directed to the ADA Coordinator. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective college to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs
- Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student.

Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama Community College System institutions are entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama Community College System institutions do NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the college office responsible for handling the request and to request accommodations. Appropriate documentation is defined as that which meets the following criteria, including recommendations to address each functional limitations.

Health Condition, Mobility, Hearing, Speech, or Visual Impairment

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (as appropriate), including:

1. Clearly stated diagnosis
2. Defined levels of functioning and any limitations
3. Current treatment and medication
4. Current letter/report (within 1 year), dated and signed
5. Recommendations to address functional limitations

Psychological Disorder

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. Clearly stated diagnosis (DSM-IV criteria)
2. Defined levels of functioning and any limitations
3. Supporting documentation (i.e. test data, history, observations, etc.)
4. Current treatment and medication
5. Current letter/report (within 1 year), dated and signed
6. Recommendations to address functional limitations

Traumatic Brain Injury (TBI)

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. Assessment of cognitive abilities, including processing speed and memory
2. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.)
4. Current treatment and medication
5. Current letter/report (post-rehabilitation and within 1 year), dated and signed
6. Recommendations to address functional limitations

Learning Disabilities (LD)

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. Clear statement of presenting problem; diagnostic interview
2. Educational history documenting the impact of the learning disability
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems
5. Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
6. Defined levels of functioning and any limitations, supported by evaluation data
7. Current report (within 3 years of enrollment date), dated and signed
8. Recommendations to address functional limitations

Note:High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. Clear statement of presenting problem; diagnostic interview
2. Evidence of early and current impairment in at least two different environments (comprehensive history)
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD normed on adults
5. Clearly stated diagnosis of ADD or ADHD based upon DSM-IV criteria
6. Defined levels of functioning and any limitations supported by evaluation data

7. Current report (within 3 years of enrollment date), dated and signed

NOTE: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

Community Services
Center for Professional Development (CPD)

Alabama Workforce Solutions

The Alabama Workforce Solutions Program of the Center for Professional Development is a partnership with local business and industry in the south Alabama community. The College provides short and long- range training programs and will customize training to meet specific needs. Examples of previous training include, but are not limited to, Certificate of Supervision, Waste Water Management Program, Lean Manufacturing, Mechanical Maintenance and Troubleshooting, Electrical Maintenance and Troubleshooting, Human Resources, computer skills, and other technical skills. A variety of training sites is available, including many of the College's campuses. Some programs can also be conducted on site upon request.

Professional/Continuing Education

The Center for Professional Development supports Coastal Alabama's education and service missions and offers study opportunities to the community by extending the resources of the College to the region. Offerings include a broad range of subjects in professional development, including continuing education units (CEUs) in accounting, nursing, electricity, etc. In addition, the Center also offers non-credit programs, such as Certified Nursing Assistant. Continuing Education offerings carry CEU credit only.

Personal/Recreational Education

The Center for Professional Development and Continuing Education Program also offers short-term, non-credit offerings to meet the challenging needs of the community and help individuals fulfill personal goals. Offerings may include, but are not limited to, digital photography, culinary, youth exploration camps, and computer literacy.

Career Pathways

Career Pathways courses are non-credit classes and services designed specifically to prepare participants to prepare for workforce entry or advancement, gain access to postsecondary education, increase skills or gain necessary CEU's in a particular field. Instructors work with students to identify and write goals and a comprehensive career plan. Coastal Alabama staff works with participants to identify sources of applicable financial assistant and other support services available to support participant success.

Workplace and Work Based Project Learner Classes

Workplace education classes are designed to assist business and industry by providing literacy skills to current employees. Work Based classes are non-credit, short-term classes designed to teach specific work based skills and competencies needed for employment.

Job Readiness Classes

Job Readiness classes provide career pathways for individuals with limited education and employment experience. Classes provide the skills required for entry-level employment with many Alabama industries and businesses. The curriculum covers Basic Education, Computer Skills, Problem Solving, and Job Acquisition. Participants benefit from the free, quality training by industry professionals. Participants also prepare to take the WorkKeys® assessment for a Career Readiness Certificate.

Refunds for Professional/Personal Offerings

A student who withdraws from a Continuing Education or Alabama Workforce Solutions class may claim a refund of fees under certain allowances. If such withdrawal is made after registering, but before any offerings begin, the student may claim full fees. No refunds will be made after the offering begins. The College reserves the right to cancel those offerings with insufficient enrollment.

Institutional Non-Credit Offerings

Institutional non-credit offerings are those which are not creditable toward a formal award and which include Corporate/Alabama Workforce Solutions, Professional/ Continuing Education, and Personal/Recreational Education.

Adult Education Program

The Adult Education (AE) Program offers a variety of class options including Career Pathways, Ready to Work, ESL,

High School Diploma Option, and GED preparation free to the citizens of our service area. Career Pathways classes currently consist of Building Construction and Office Administration. The Ready to Work class is offered each semester on the Fairhope and Atmore campuses. For students wanting to learn English as their section language, ESL classes are offered in Baldwin and Escambia Counties. The GED Preparation classes are designed for adults age 16 and older who were not able to complete high school. The class helps prepare individuals for the GED test by improving their basic reading, language, and math skills. Adults age 19 or older may qualify for the the Alabama High School Diploma Option course that is also offered through the AE program. All materials needed for AE Program classes will be provided free to all enrolled learners. Individuals interested in enrolling in AE classes may contact the Adult Education Office at Coastal Alabama Community College at 1-251-580-2105. GED classes operate on an open-enrollment basis; therefore, a participant may register at any time by simply attending the class and notifying the instructor. Other class options will require pre-enrollment. Classes are offered at more than 30 locations in the service area. Refer to the College's website for the most current locations and times.

Alabama Technology Network (ATN)

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama together to solve the needs of the State's existing manufacturing industry. This link allows Alabama manufacturers to "make things better in their business." As Alabama's Affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, our employees are able to provide training and services that meet local needs and provide innovative and cost-effective solutions. Through ATN's resources, we put our clients in touch with our experts to provide solutions to their business needs.

The College, through the local Alabama Technology Network Center, offers various types of seminars, workshops, and courses for employees of area businesses and industries on a cost-share basis. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as Lean Manufacturing, Six Sigma, Environmental Safety, and Health, Maintenance, Executive Coaching, and various other process improvement and continuing education opportunities.

Monroeville Literary Festival

The Monroeville Literary Festival is two days of fun, food, and literary arts in the Literary Capital of Alabama. Born in 2020 from the 22 year heritage of the Alabama Writers Symposium, the Monroeville Literary Festival is a community event that welcomes friends, old and new, to explore the writing, music, and art of the literary South.The Festival brings together many of Alabama's most distinguished writers and scholars for two days of readings, lectures, and discussions in the Literary Capital of Alabama.

The presentations of the Alabama Literary Awards is a highlight of the Monroeville Literary Festival. The recipient of the Harper Lee Award (named after the author of the classic novel To Kill a Mockingbird) is selected through a process coordinated by the Alabama Writers' Forum, a statewide literary arts organization funded by the Alabama State Council on the Arts. The recipient of the Eugene Current- Garcia Award is selected by the Association of College Teachers of Alabama (ACETA), a diverse organization representing faculty at all of Alabama's two-year, four-year, and doctoral institutions. Both awards are funded by the generous sponsorship of Mr. George F. Landegger. The Truman Capote Prize for Alabama's Distinguished Writer of Literary Non-Fiction or the Short Story is awarded by a selection committee chaired by Dr. Don Noble of Tuscaloosa. This award is made possible by the generous sponsorship of Ms. Dianne Lawson Baker.

Past winners list includes esteemed Alabama authors such as Rick Bragg, Mark Childress, Fannie Flagg, and Winston Groom.

Educational Talent Search

The Educational Talent Search Program is a Department of Education funded program that identifies and assists eligible individuals who have the potential to succeed in higher education. It is designed to encourage participants to graduate from high school and complete postsecondary education. Approximately 1400 students from schools in Choctaw, Clarke, Conecuh, Escambia, Marengo, Monroe, Washington, and Wilcox counties are provided with academic, career, and financial counseling services.

The National Center for Pulp and Paper Technology Training

In July of 2004, Coastal Alabama Community College received recognition by the National Science Foundation

as an Advanced Technological Education Center of Excellence. With this distinction, The Pulp and Paper Lab gained national recognition as a Center of Excellence and the College took on the responsibility to foster teaching excellence in Pulp and Paper Technology throughout America. This recognition was gained after two project grants from NSF, review of a National Visiting Committee, completion of a planning grant and submission of a grant to NSF for recognition of the Center. The grant established the National Network for Pulp and Paper Technology Training (npt)2 and provides funding to link the Pulp and Paper Technology program at the College to pulp and paper industries across the United States.

To enhance the training of entry level and incumbent employees, all students are involved in a core of courses that provide hands on training across the typical systems found in a pulp and paper or chemical processing plant. By utilizing a multi-craft training approach, students learn how to think outside of the box and outside of their singular focus. Through training in Basic Electricity, Process Control, Instrumentation (including electronics, and programmable logic controls), Hydraulics, Pneumatics, and Rotary Power operations, operators trained at the College have a systems approach to problem solving that is unique within the industry. Thus, students trained at Coastal Alabama Community College and the National Center for Pulp and Paper Technology Training have an advantage in the workforce. They can boast of being prepared as a contributor for the Technologically Advanced Workforce needed by US companies to maintain a global competitiveness. As technologically advanced workers, they are active members in problem solving teams vital for all plants.

Special Testing for High School Equivalency Diploma

Coastal Alabama Community College has been designated by the Alabama State Department of Education as a test center for the General Education Development (GED) Test. This Test is used as the basis for granting the diploma of high school equivalency issued by the State Department of Education. The Alabama High School Equivalency Diploma is designed to benefit veterans, service personnel, and adults over 18 years of age who did not complete high school. Most colleges, employers, training agencies, and state and federal civil service agencies accept the Alabama High School Equivalency Diploma.

To be eligible for the certificate a person must: (1) be 18 years of age or may take the Test at 16 or 17 years of age, if the school superintendent provides written approval,

and if the parent(s) or guardian also provide a letter of agreement: (2) be a resident of the State of Alabama; and (3) make an acceptable score on the GED Test.

Persons may take the GED Test regardless of the amount of previous education. Also, all GED applicants must provide photographic identification and a valid social security card to the test center official(s) as part of the identification process prior to taking the GED Test. Interested persons may obtain further information concerning the Test by calling 1-800-381-3722.

Upward Bound

Upward Bound is a Department of Education funded program at Coastal Alabama Community College. Coastal Alabama's Upward Bound Programs are located on the Gilbertown, Monroeville, and Thomasville Campuses. These programs are designed to provide academic assistance, advising, tutoring, and cultural enrichment necessary for students who qualify to complete both secondary and postsecondary schools. Services include afterschool and weekend programs during the academic year. In addition, students will be involved in an intensive six week summer program. Students will also have the opportunity to participate in a summer bridge program during their senior year, thus giving them the opportunity to start their college career with a strong support system provided by Upward Bound staff.

Additional College Policies and Information
Drug Testing of Student Athletes

POLICY OVERVIEW

The following Drug Education and Testing Policy (Policy) has been adopted by the Alabama Community College Conference (ACCC) Board of Members. The ACCC reserves the right to make changes to this Policy as needed, with the approval of the ACCC's Board of Members. This policy is intended as a minimum ACCC policy and each institution has the right to enhance it via a local College policy and procedure.

PURPOSE AND MISSION

The ACCC believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished.

The overall mission of this Policy is to promote year-round banned substance free environment in the ACCC. With this mission in mind, the following goals have been established. The ACCC desires to:

1. Protect the health, safety, and welfare of our student-athletes;
2. Identify student-athletes who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
3. Uphold the responsibility of the ACCC member colleges to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substance, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
4. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the student-athlete, the intent of this Policy is to prevent substance abuse and dependence by student-athletes through the following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

PREVENTION AND EDUCATION

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. As part of the education component of this Policy, each ACCC member college will:

1. Provide an annual explanation of this Policy to student-athletes, prospective student-athletes, and those associated with athletic teams;
2. Disseminate information regarding alcohol and other drugs, their use and abuse, and effects of such use and abuse to all student-athletes and those associated with athletic teams;
3. Utilize health education programs to educate student-athletes who are cited for an alcohol incident or who test positive for drugs;
4. Conduct a drug and alcohol education program for student-athletes at least twice a year; and enhance their education of drug and alcohol use and abuse, such as: NCAA website - www.ncaa.org/health-safety; or the Dietary Supplement Resource Exchange Center website - www.drugfreesport.com

These educational programs will be designed to:

1. Review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs;
2. Inform those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs;
3. Educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse, and how such use may adversely affect the student-athlete and his/her team and teammates;
4. Encourage discussion about the use of drugs, dietary supplements, performance enhancing drugs and consumption of alcohol;
5. Identify rehabilitation programs as well as referral centers; and
6. Distribute educational materials to participants, including a list of banned substances and how drug usage may affect athletic performance.

Failure by a student-athlete to attend these educational sessions shall be considered as a decision not to comply with this Policy and will result in the immediate suspension from all Athletic Department activities, conditioning, practices, and competitions.

TESTING TO PROVIDE A TIMELY DIAGNOSIS

CONSENT TO PARTICIPATE

As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport.

Student-athletes that are under the age of majority in Alabama (18) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport.

PROHIBITED DRUGS/SUBSTANCES

The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org.

Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student- athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.

The ACCC Drug Education and Testing Policy testing component shall consist of two (2) types of drug testing.

Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.

1. *UNANNOUNCED RANDOM TESTING*

All student-athletes who have signed the ACCC drug testing consent form (*Appendix A*) are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab.

Random individual and/or random team testing will be done at least twice a semester (fall and spring). Each college will test at least ten percent of its total student-athletes at each random testing, and this testing can be conducted outside of the student-athlete's particular competitive season. For random testing, all student-

athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection. Each institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool.

The unannounced random drug testing will be conducted on a zero to 24-hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.

2. *FOLLOW-UP TESTING*

A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.

NOTIFICATION AND REPORTING FOR COLLECTIONS

The student-athlete will be notified of and scheduled for testing by the by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student- athletes shall provide picture identification when entering the drug testing station.

SPECIMEN COLLECTION PROCEDURES

All specimens will be collected following the ACCC's Specimen Collection Procedures.

Any attempt to circumvent or tamper with the drug testing collection process will result in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three-hour time frame.

An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result.

REPORTING RESULTS

All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document.

If the laboratory reports a specimen as substituted, manipulated or adulterated, the student- athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.

Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner.

Individual records shall not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete.

MEDICAL REVIEW OF POSITIVE TEST RESULTS

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
2. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student-athlete an opportunity to discuss the result. The MRO will contact the student-athlete directly to discuss the results of the test or if unsuccessful in contacting the student-athlete directly, the MRO shall contact the designated representative who shall have the student-athlete contact the MRO as soon as possible.

SANCTIONS

A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy.

Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy. These rules, when applied, shall be recognized and supported. However, at no time, shall a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

FIRST OFFENSE

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be suspended from 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason). If the confirmed positive test occurs at such a time that the 25% suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
5. The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.
6. The student-athlete will not be allowed to participate in practices and team workouts for a minimum of two weeks AND will only be allowed to return to practice/team workouts after an alcohol/drug assessment course has been completed.
7. A student-athlete must receive a negative follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.
8. Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

SECOND OFFENSE

The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.

1. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.
2. The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
3. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

PROHIBITION FROM ENROLLING AT OTHER MEMBER COLLEGE

Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

MEDICAL EXCEPTIONS

The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

Student-athletes who test positive for a banned substance by the laboratory retained by the college may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the college to perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

ALCOHOL POSSESSION/USE AND DRUG POSSESSION POLICY

Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Additionally, possession or use of illegal drugs is a violation of state law. As such, a student-athlete who is caught on or off campus with any type of alcohol or in possession of drugs/drug paraphernalia will be suspended for 10% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

Any student-athlete receiving a DUI/OWI shall be suspended for 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

ENFORCEMENT OF ACCC DRUG EDUCATION AND TESTING POLICY

The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

NOTIFICATION OF CONFIRMED POSITIVE DRUG TEST RESULTS

The ACCC must be notified of all confirmed positive drug test results within 24 hours of member institutions being notified of such results. Colleges failing to notify the ACCC of confirmed positive drug tests will be fined $500 on the first occurrence, and will be ruled ineligible for postseason play in all sports on the second occurrence.

RANDOM AUDITS BY ACCC OFFICIALS

The ACCC will randomly audit 25% of the teams during the athletic year. At the time of the audit, member institutions will have 48 hours to deliver all drug test results to the ACCC Commissioner for review. Institutions will be deemed in non-compliance if:

1. Drug test results are not submitted within the 48-hour timeframe; or
2. After review of materials submitted, teams are found to not be in compliance with the ACCC's Drug Education and Testing Policy.

Schools not in compliance with the ACCC's Drug Education and Testing Policy will be fined $500 on the first occurrence and will be ruled ineligible for postseason play in all sports on the second occurrence.

If member institutions have teams that do not qualify in the current year for postseason play, those teams will be ineligible the following year.

SPECIMEN COLLECTION PROCEDURES

A copy of these guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of these procedures. Collection site personnel should contact the Athletic Director, head coach, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

1. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other College employee who is a non-licensed medical professional.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student-athlete arrives at the collection site, the collection site person shall ensure that the student-athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student- athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. If providing a urine sample, the student shall remove any unnecessary outer garments, such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student-athlete's person.
5. If providing a saliva sample, the student shall provide two samples to the collection site person. The second

sample collected will serve as specimen B in the event of a student-athlete appealing a positive test result of specimen A (the first sample collected).
6. Once the specimen has been collected, the student-athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student-athlete will complete the necessary information on the custody and control form. The student-athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student-athlete. The student- athlete's participation in the specimen collection process is complete.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Coastal Alabama Community College:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).

2. Coastal Alabama Community College has and shall maintain a drug-free awareness program to inform employees and students about:

- the dangers of drug abuse in the workplace;
- Coastal Alabama Community College's policy of maintaining a drug-free workplace;
- any available drug counseling, rehabilitation, and employee assistance program; and
- the penalties that may be imposed upon employees and students for drug abuse violations.

3. All employees and students of Coastal Alabama Community College shall comply with paragraph 1 above.

Family Educational Rights and Privacy Act
(Buckley Amendment, 20 U.S.C. 1230, 1232G)
Annual Notice to Students

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. The policy is also printed under Student Records Policy in the Student Handbook. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

Rehabilitation Act

Coastal Alabama Community College complies with Section 504 of the Rehabilitation Act of 1973, as amended, and does not discriminate on the basis of disability in admission of, access to, or treatment or employment in its programs or activities. Questions or concerns regarding this Act should be directed to the institutional ADA Coordinator via email at ada@coastalalabama.edu or 251-580-2109

Non-Discrimination Policy

It is the official policy of Coastal Alabama Community College and the Alabama Community College System that, "No student shall be discriminated against on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age or any other protected class as defined by federal and state law."

The College encourages any individual who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, religion, marital status, disability, sex, age, or any other protected class to report the discrimination or harassment to the appropriate College official and submit a written complaint.

Contact: Title IX Complaints: Celeste Robertson - 251-580-2152

Behavioral Intervention Team (BIT) Policy

Coastal Alabama Community College is committed to providing a safe and secure working and learning environment. Violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities are inconsistent with this objective and are unacceptable. This policy provides a procedure and mechanism by which violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities may be reported, evaluated, and addressed. The President appoints the committee members, comprised of administrators, faculty, and staff to oversee and employ the BIT policy, when appropriate.

Harassment Policy

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.

1. Harassment can be defined as but is not limited to:
   - Disturbing conduct which is repetitive;
   - Threatening conduct;
   - Intimidating conduct;
   - Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
   - Unwelcome sexual advances, requests for sexual favors, or sexual based offenses;
   - Assault;

- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

2. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.

3. Harassment of employees or students by non-employees is also a violation of this policy.

4. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources Director/Coordinator or President at the institution. within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director/Coordinator or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director/ Coordinator or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

5. This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment. Each community and technical college is required to provide annual training related to harassment, including sexual harassment.

6. Complaints or Reports concerning sexual harassment should be made, processed and addressed under Policy 620.03 - Sexual Harassment Complaint Procedures.

Civil Rights Act of 1964, as amended in 1972 and 1991; Title VI; Title VII; Equal Opportunity

Act of 1972; Title VII Education Amendments of 1972; Title IX of the Education Amendments of

1972,; Section 504 of the Rehabilitation Act of 1973; Pregnancy Discrimination Act of 1978;

Americans With Disabilities Act of 1990

Sexual Misconduct Policy

Coastal Alabama Community College does not tolerate sexual misconduct such as sexual harassment, sexual exploitation, sexual assault, stalking, intimate partner violence, cyber misconduct, or any other sexually related unwanted behaviors.

These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will be subject to appropriate disciplinary action.

DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity

with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo).
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

VICTIMS OPTION TO REPORT

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from any victim service agency of their choosing.

Individuals wishing to report reporting sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Student Complaints:

Dr. Celeste Robertson

Student Conduct Administrator

1900 Highway 31 S

Bay Minette, AL 36507

251-580-2152

Celeste.robertson@coastalalabama.edu

Dean Vinson Bradley

Dean of Student Services

1900 Highway 31 S

Bay Minette, AL 36507

251-580-2103

Vinson.bradley@coastalalabama.edu

Employee Complaints:

Human Resources

1900 Highway 31 S

Bay Minette, AL 36507

251-580-4898

Hr@coastalalabama.edu

In emergency situations, please call 911.

Area Police Departments—

- Atmore Police Department: 251-368-3784
- Baldwin County Sheriff's Office: 251-937-0200
- Bay Minette Police Department: 251-937-4037
- Brewton Police Department: 251-867-3212
- Clarke County Sheriff's Office: 251-275-8156
- Choctaw County Sheriff's Office: 205-459-2166
- East Brewton Police Department: 251-867-4864
- Escambia County Sheriff's Office, Atmore: 251-368-4779
- Escambia County Sheriff's Office, Brewton: 251-867-0304
- Fairhope Police Department: 251-928-2385

- Gilbertown Police Department: 251-843-2766
- Gulf Shores Police Department: 251-968-2431
- Jackson Police Department: 251-867-4864
- Monroeville Police Department: 251-575-3246
- Monroe County Sheriff's Office: 251-575-2963
- Thomasville Police Department: 334-636-2174

Area Hospitals—

- Atmore Community Hospital, Atmore: 251:368-2500
- D.W. McMillan Hospital, Brewton: 251-867-8061
- Grove Hill Memorial Hospital, Grove Hill: 251-275-3191
- Monroe County Hospital, Monroeville: 251-575-3111
- North Baldwin Infirmary, Bay Minette: 251-937-5521
- South Baldwin Hospital, Foley: 251-949-3400
- Thomas Hospital, Fairhope: 251-928-2375

Grievance and Appeal Policy
GRIEVANCE PROCEDURE

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Coastal Alabama Community College.

INITIAL STEPS TO RESOLVE A COMPLAINT

Employees: Any college employee who wishes to make a complaint about any work-related matter shall first report that complaint orally or in writing to his/her immediate supervisor, vice-president, dean or department chair. If the complaint is about a specific occurrence, the complaint should be made within ten (10) working days of the occurrence.

The employee making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the employee and the supervisor, dean or department chair, it is determined that the complaint can be resolved informally, the supervisor, dean or department chair will take action to resolve the complaint and will submit a report within (10) working days of the filing of the complaint to the President, the College's Employee Grievance Officer, and such other appropriate college supervisory official(s) as the President may designate, detailing both the complaint and the resolution of the complaint.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the employee shall complete and file an original and two copies of Grievance Form A with the appropriate Dean, Department Chair or Division Chair within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01.

Students: Any student of Coastal Alabama Community College who wishes to make a complaint about an academic matter shall report that complaint in writing to the appropriate Instructional Officer. Other types of complaints shall be reported in writing to the Dean of Enrollment Management. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

The student making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved informally, the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President, the College's Student Grievance Officer, and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolution.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the student shall complete and file an original and two copies of Grievance Form A with the Dean of Enrollment Management within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01.

For any type of complaint other than one falling within the scope of Title IX, the following procedures shall apply:

PLAN OF RESOLUTION

If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution", the college official to whom the complaint was made shall submit a written report to the President, the respective College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the

complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

GRIEVANCE PROCEDURES

If any student's or employee's complaint is not or cannot be resolved at the first level of supervision as described in the above paragraphs, such an unresolved complaint shall be termed a "grievance." An employee or student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) working days, shall have the right to file with the Student Grievance Officer or Employee Grievance Officer, respectively, a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer.If the grievance involves a claim of discrimination based on gender, race, age, national origin, religion, color, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated.

INVESTIGATION, HEARING, AND FINDINGS

The College shall have thirty (30) calendar days from the date of the receipt by the respective Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address. The President shall have the right to

extend the investigation/hearing period if such an extension is either agreed to by the parties or made necessary by the circumstances of the situation at hand.

INVESTIGATION PROCEDURES

The respective Grievance Officer, personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Officer for the hearing record. In the event that the Grievant does not request a hearing, the Grievance Officer's report and a recommendation for the resolution of the complaint shall be filed with the President, and a copy provided to the Grievant and Respondent.

HEARING PROCEDURES

In the event that the Grievant requests a hearing within the time frame designated by the respective Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Grievant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Grievant and the Respondent shall be read the grievance statement by the official conducting the hearing. After the grievance is read into the record, the Grievant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the college, or the administration of the college at large, is the party against

whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's expense, assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney unless the Grievant is assisted by an attorney or other personal representative. Regardless of whether or not any party to the hearing is assisted by legal counsel, the official conducting the hearing shall have the right to be assisted by legal counsel in conducting the hearing.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other appropriate electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

REPORT OF FINDINGS AND CONCLUSIONS OF LAW

At the conclusion of the hearing, the Hearing Officer or Chairperson of the Hearing Committee shall submit a written report of findings to the Grievant by personal service or by certified mail, return receipt requested, and to the President containing at least the following information:

1. Date and place of the hearing;
2. The names and title(s) (if any) of each party to the grievance;
3. The nature of the grievance;
4. The name of each member of the hearing committee;
5. A list of all witnesses for all parties to the grievance;
6. Findings of facts relevant to the grievance;
7. Conclusions of law, regulations, or policy relevant to the grievance; and
8. Recommendation(s) to the President arising from the grievance and the hearing thereon.

AVAILABLE APPEAL

The Grievant shall have the right to appeal all or any portion of the hearing findings, provided that within fifteen (15) calendar days following receipt of the report, the Grievant files with the President and respective Grievance Officer a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. The Grievant must state clearly and specifically on Form B the objections to the findings and/

or decision of the Grievance Officer. Copies of Form B must be filed with the Grievance Officer and the President. If the Grievant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following the Grievant's receipt of the report, the right to further appeal will be forfeited, and the report shall be deemed to have been accepted by the Grievant.

In the event that no appeal is filed, the President shall give due consideration to the recommendations of the Hearing Officer/ Hearing Committee and shall issue a final decision of the matter of the Grievance.

In the event that an appeal is filed, the President will have thirty (30) calendar days following date of receipt of the Grievant's notice of appeal to investigate and study the Grievant's allegations, the report of the Grievance Officer, and make a written report of the President's findings to the Grievant. Form B must be used for the report of the President's decision. Copies of the completed Form B shall be provided by the President to the Grievance Officer and the Grievant. The Grievant's copy shall be mailed to his/ her home address by certified mail, return receipt requested.

With the exception of Title IX grievances covered by Alabama Community College System Policy, the decision of the President on a grievance appeal filed under this College grievance procedure shall be final and binding.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the Grievant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

Missing Person Policy

The purpose of this policy it to establish procedures for the College's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. For purposes of this policy, a Coastal Alabama Community College residential student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation or has been with persons who may endanger the student's welfare. It is the policy of the Coastal Alabama Community College Police Department to actively investigate any report of a missing person(s) as

defined. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

I. Procedures for designation of emergency contact information

- Residential students age 18 and above and emancipated minors: Student will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- Residential students under age 18: Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the residential student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. A student's emergency contact can be updated in the Registrar's Office or via the student's online self-service portal at anytime during attendance.

II. Official notification procedures for missing persons

- Any individual on campus who has information that a residential student may be a missing person must notify Coastal Alabama Police as soon as possible.
- Coastal Alabama Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last seen wearing, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, and class schedule, etc.). Appropriate Coastal Alabama staff will be notified to aid in the search for the student. If the student is determined missing, the Coastal Alabama Police will issue a Regional Welfare Alert for the missing person through the National Crime Information Center (NCIC). Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
- If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing (e.g., witnessed abduction) person, the Coastal Alabama Community College Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.

- No later than 24 hours after determining that a residential student is missing, the Dean of Enrollment Management, or designee, will notify the emergency contact (for students 18 or older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. All inquiries to Coastal Alabama Community College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Coastal Alabama Community College Police immediately.

Minors on Campus

As an institution of higher education, Coastal Alabama Community College provides educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus. Please be aware that our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors. Through the following procedures, the College seeks to create a safer environment, which is conducive to and supportive of the learning process.

Procedural Guidelines:

1. No employee, student or visitor should bring minors not enrolled as Coastal Alabama Community College students or participating in College sanctioned events to class or leave a minor unattended at the College.
2. Unattended minors not enrolled in classes or participating in college sanctioned events on any campus may be referred to Campus Police for assistance or to the Department of Human Resources.
3. This procedure pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities on the campuses of Coastal Alabama Community College.

Intellectual Property Policy

The College's intellectual property policy regarding ownership of materials, copyright issues, and the use of

revenue derived from the creation and production of all intellectual property is based upon Alabama Community College System Board of Trustees Policy 321.01. According to College policy, the terms of compliance are listed as follows:

Definition: An intellectual property (IP) is a trademark, copyright, or patent resulting from the creation of any instructional resource or technology. (Examples are copyrights from textbooks, literary works; patents from inventions of machines, software; and trademarked materials, such as Xerox, SlimFast, or IBM.)

Ownership: The IP created by the individual on his or her own time and without the use of College resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to the person creating the property. However, the IP created by the individual partially on his or her own time and partially on College time using College resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to Coastal Alabama Community College.

Royalties: Where a marketable IP is created, the individual may share in royalties. Coastal Alabama Community College and the individual who creates a marketable IP will be treated equally and on a fair basis with regard to any compensation supplemental to the pay of the individual where appropriate. Any financial compensation made shall be made solely from the proceeds derived from the sales of the IP and not from any other state or federal funds. The portion of any royalty received will be in direct relationship to the verifiable amount of personal time, resources, and funds that are reasonable and necessary for the creation of the product. Coastal Alabama Community College and the individual must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Community College System prior to payment of any compensation, according to Alabama Community College System Board of Trustees Policy. The compensation agreement between the College and the individual must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from, the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

Copyright, Trademark, and Patent Ownership Policy

This policy is in compliance with Alabama Community College System Board of Trustees Policy 321.01 – Copyright, Trademark, and Patent Ownership. According to the aforementioned policy, "an employee has the right to trademark or copyright any literary material and to patent any invention unless duties of the employment contract or program agreement charges the employee with, or includes, the duty of producing material for the College to copyright or trademark, or to develop an invention for the College to patent." Profit earned from the creation of any invention, or literary materials that have been developed by the employee are considered to belong to the employee as long as said invention, or literary materials have been developed on the employee's own time and "College funds, materials, or facilities" have not been used. However, provided "College funds, materials, or facilities" have been used, the College is considered the owner.

Anti-Litter Policy

Great efforts are made to keep Coastal Alabama's campuses beautiful and environmentally friendly. Littering is strictly prohibited on all campuses, and there is a $25 fine for violation of this policy. Help keep Coastal Alabama clean and beautiful: don't litter.

Tobacco Free Environment

Coastal Alabama Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, to support a healthy working and living environment and general health and wellness for its students, faculty, staff and visitors, it is the intent of the College to establish a clean environment on its campuses.

The use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including college-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:

• All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
• Within any college-owned vehicles;
• All indoor and outdoor athletic venues and facilities

For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed

by a physician) are prohibited on any Coastal Alabama Community College property. The College also prohibits littering the campus with remains of any tobacco products.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Student Fines: any Coastal Alabama Community College student found to have violated this policy shall be subject to the following fines:

- First student ticket – Warning
- Second student ticket - $25.00

A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full. Any student or employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

Privacy Policy

In order to help maintain an environment of freedom of expression and ideas for students and employees of Coastal Alabama Community College, it is the policy of Coastal Alabama Community College that, with the exceptions specified below, no oral or video conversation or other oral or video statement by any student, employee, or contractor of Coastal Alabama Community College shall be recorded by any other student, employee, or contractor of Coastal Alabama Community College upon any campus of Coastal Alabama Community College, or at any event conducted by Coastal Alabama Community College, unless the person whose statement(s) is/are being recorded gives prior consent to the recording of the statement(s). This policy shall apply to all oral statements made or received on campus, or at any event conducted by the College, whether made in person, by telephone, or otherwise, and the consent can be withdrawn at any time by the person making the statement(s), in which case any further recording is prohibited. Persons voluntarily leaving voice mail messages or other recorded messages shall be considered to have given consent for the recording of the message. The only exceptions to the above prohibition shall be (1) the recording of public events, speeches or lectures, including classroom lectures, or (2) situations in which an authorized College investigation is being conducted by a College official with the prior consent of the President of Coastal Alabama. In such instances, permission to make such a recording shall only be upon the initiation or prior written consent of the appropriate supervisor, subject to the final written consent of the President, or upon the initiation of the President. College employees and students shall also be expected to fully comply with all applicable statutes relating to the intercepting or recording of private conversations, such as Federal eavesdropping laws and other Federal and State statutes relating to offenses against privacy.

Technology Services Network Access Policy

The Coastal Alabama Community College Network Access Policy governs electronic communication conducted through the Coastal Alabama Community College's structured and wireless computing and telephone services, including local area, wide area and interconnected networks, owned host systems, personal computers, laptops, printers, software, communication devices, and network resources.

Residence halls and individual instructional areas may have additional policy requirements.

Coastal Alabama Community College strives to provide high-speed access to the Internet, email, and network services for its students, faculty, staff, and community partners. Its usage is intended for individuals legitimately affiliated with Coastal Alabama Community College to facilitate the exchange of information consistent with the academic, educational, and research purposes of the institution.

The College's network/Internet provides students with a quality learning environment by promoting a flexible delivery method of instruction, innovative technology, and state-of-the-art concepts in instruction. It also contributes to a growth-oriented learning environment for employees by promoting faculty and staff professional development opportunities. Through efficient management of the College's network/Internet resources and facilities, Coastal Alabama Community College serves as a learning partner for its community and regional stakeholders. In addition, the college's technology infrastructure and resources support the college's administrative and operational processes, thereby strengthening its outreach, programs, and services.

Policy Oversight: This policy shall be governed by the policies of Coastal Alabama Community College and the laws of the state of Alabama. The Campus Network Policy

is created and amended under the authority of the Technology Committee. All Technology Committee documents are submitted to and subject for review by the Executive Committee. Failure to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

Condition of Use: Access to the Coastal Alabama Community College Network System shall be provided on an as-is basis with no guarantee of quality or availability. Network access is dependent on the availability of network bandwidth and related equipment. Instructional classes are given priority in the usage of equipment, bandwidth, and all other technology resources. As a condition of access to the network/Internet resources, employees are assigned a User ID and password by the Technology Services Department. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with institutional and state policies. Students who violate this policy are subject to disciplinary action as stated in the Student Handbook section of college catalog. Community members who violate this policy while utilizing open campus computers and/or Wi-Fi are subject to being banned from using the college's equipment and Internet access.

Administrative Privilege: All network access using Coastal Alabama Community College time, equipment and/or resources will be administered by and coordinated through the Technology Services Department. Coastal Alabama Community College reserves the right to monitor, collect and store all electronic activity conducted on the Coastal Alabama College Network without consent or notification. Use of the Coastal Alabama Community College network or computer resources constitutes acceptance of such monitoring. The Technology Services Department reserves the right to access any user's account, electronic files, or transmissions for administrative purposes including archiving, system maintenance and repair, or as directed by the college president, designee, or employee's supervisor. The Technology Services Department also reserves the right to suspend use of an account in the event the employee's password has been compromised, the employee is in violation of this network access policy, or as directed by the college president, designee, or employee's supervisor.

Statement of Policy
1. Ethical and Responsible Use of the Network/Internet

a. Usage of the Coastal Alabama Community College Network System is on an at-will basis. Coastal Alabama

Community College and the Technology Services Department will not be responsible for any damage to person or property from the use of the Coastal Alabama Community College Network System.

b. The Coastal Alabama Network System – including email service, internet service, and college-provided equipment – is the property of the State of Alabama and is not intended for personal use. It is not acceptable to use College resources for purposes which violate any federal or state law or College Policy; are harmful or harassing to others; disrupt normal network use and service; execute for-profit commercial activities or business transactions; or constitute political campaigning.

c. All users are accountable for use of resources in an effective, ethical, and lawful manner. Users are prohibited from accessing the Internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity. Users are discouraged from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall within these ethical standards.

d. All users must abide by all federal and state laws with regard to information sent through the Internet. Unauthorized release or disclosure of information through the Internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college shall not be transmitted over the Internet.

e. Users are forbidden from engaging in any activity which is in violation of the Code of Alabama (1975) §§ 36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Coastal Alabama Community College administration, may be contrary to such law.

2. User Access/Password Assignment and Confidentiality

a. Under the terms of this policy, employees of the College are given access to the Coastal Alabama Community College Network System. If network resource access (such as network attached storage or email) is required, a user ID and password will be assigned to the employee by the Technology Services Department.

b. The username and password, including those used to access email or an instructional platform such as CANVAS, are the responsibility of the individual to whom they are assigned. Employees are responsible for network account use and password confidentiality. Use of an employee

account by another employee or student is prohibited. Any individual other than the person to whom they are assigned shall not use the username and password or any other assigned authorization. Violations of this policy or any other policy through the unauthorized use of the username and password subjects the individual to whom the username and password are assigned to disciplinary action, up to and including discharge.

c. Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.

d. In the event Coastal Alabama Community College no longer employs an individual, it is the responsibility of the Technology Services Department to close the former employee's account.

e. Proper identification must be used in any electronic correspondence, and valid, traceable identification provided if required by applications or servers within the Coastal Alabama Community College computing facilities.

3. Software

a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate Technology Services Personnel.

b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology Services Personnel.

c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate Technology Services Personnel.

4. Copyright Issues

a. All College network/Internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an Internet source as such action may constitute violation of copyright laws.

b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." "Fair use" is defined as the doctrine

that copyright material may be quoted verbatim, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.

c. The College is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user.

d. Users found guilty of copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.

e. Congress enacted the No Electronic Theft (NET) Act in 1997. The NET Act makes it a federal crime to reproduce, distribute, or share copies of electronic copyrighted works such as songs, movies, or software programs, even if the person copying or distributing the material acts has no intention of receiving profit. Electronic copyright infringement carries a maximum penalty of up to three years in prison and a $250,000 fine.

5. Personally Owned Computer Hardware/Software

a. Personally owned software cannot be loaded onto a college-owned computer unless it is directly related to the job position and is approved by the appropriate Technology Services Personnel. If any approved personally-owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.

b. Computer hard drives may not be installed or removed without the express written consent of authorized Technology Services Personnel.

6. Privacy of Information

a. Information passing through or stored on any Coastal Alabama Community College electronic network or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Coastal Alabama Community College computers and networks to be intercepted or monitored. Electronic transactions may be subject to seizure and inspection by Coastal Alabama Community College without notice. All users should fully understand that except where protected by state or federal law, or by college policy no expectation of privacy may be assumed concerning information communicated over or stored on Coastal Alabama Community College electronic systems.

b. Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.

c. All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

7. Computer Crimes

The Alabama Computer Crime Act, codified at Code of Alabama (1975) § 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to Federal purposes without proper authorization. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Coastal Alabama Community College Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

Unacceptable Use

The following activities are prohibited on all Coastal Alabama Community College technology resources. The activities listed are for reference and are not intended to be all-inclusive.

1. Altering system software or hardware configurations without authorization of the Coastal Alabama Community College Technology Services Department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities.
4. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5. Allowing unauthorized persons to utilize an authorized user's account, user name, or password.
6. Using technology resources for commercial or profit making purposes without written authorization from Coastal Alabama Community College.

7. Installing, copying, distributing or using software that has not been authorized by the Coastal Alabama Community College Technology Department.
8. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
9. Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Coastal Alabama Community College technology to copy and/or distribute copyrighted materials without authorization.
13. Using Coastal Alabama Community College computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of Alabama law).

DISCIPLINARY ACTION

Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws. Students who violate this policy are subject to disciplinary actions, up to and including expulsion from the college. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided institutional and state policies.

College Committees

The faculty, staff, and students of Coastal Alabama Community College participate in the governance of the College through the committees on which they are appointed to serve. Even though full democratic participation is encouraged and expected, the College is not a pure democracy. Ultimate legal responsibility for the administration of the College rests with the College President. Consequently, all College committees are advisory in nature and all actions of the committees are subject to the review and approval of the President. Student members are nominated by the Student Services Office after consultation with the Student Government Association President. These nominees are presented to the President for his approval. During the academic year, each committee will meet on a regular schedule and on a call basis as necessary.

An appointed reporter will keep minutes of the actions of the committee and distribute copies to the members of the committee, the Instructional Office and the President. Two-thirds of a committee should be present when committee recommendations are made. Committee items requiring administrative action will be communicated to the appropriate administrator, and a response will be returned to the committee indicating the action taken on the committee's recommendation. When committees are required to function during the summer semester and committee members are not under contract to the College or not in school, temporary appointments will be made as required. Ad hoc committees will be formulated and members appointed by the President as deemed necessary.

ADA Committee: This committee serves in an advisory capacity to the President to ensure institutional compliance with the Americans with Disability Act. Additionally, the ADA Committee assists the ADA Coordinator in self-evaluations and in the implementation of a plan of compliance. The ADA Committee is also responsible for preparing, publishing, and distributing policy statements and procedures, and initiating additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless those pose an undue burden or would result in a fundamental alteration of programs of the institution.

Administrative Council: This Council serves in an advisory capacity to the President and to the Executive Cabinet and assists in communication efforts among employees. The Council regularly discusses and reviews programs, structure, and services at all College locations, including services offered through distance education. The Council makes necessary recommendations to the President and to the Executive Cabinet to enhance the College's efforts in accomplishing its mission.

Admissions/Academic Standards: The committee serves in an advisory capacity to the Instructional Officers in filling the specific admissions and retention functions:

- To hear appeals from students placed on academic suspension when unusual or extenuating circumstances exist
- To hear appeals from transfer students seeking admission to the College
- To recommend admissions policies
- To recommend institutional quality point-ratio requirements for students
- To review and make recommendations concerning student withdrawal policies of the College
- To review and make recommendations pertaining to institutional record keeping procedures

Recommendations originating with faculty or staff members are made to the Admissions/Academic Standards Committee. The committee then decides if the recommendation is justified. The committee may forward the recommendations regarding admissions procedures to the Dean of Student Services and all other matters to the appropriate Instructional Officer. The Instructional Officers or the Dean of Student Services decides whether to concur and then forward to the President. The President is the final institutional authority, and when he approves the recommendation, it becomes institutional policy.

Calendar Committee: This committee develops the institutional calendar according to the guidelines provided by the Alabama Community College System.

College Assembly: This committee serves as a forum for the discussion and dissemination of information regarding college actions and matters.

Courtesy Fund: This committee serves as an advisory committee to the employees of the College who make a voluntary monetary donation through payroll deduction. The Committee establishes the policy and procedures for dispensing pre-determined funds for members in circumstances such as bereavement, marriage, retirement, childbirth, hospitalization and other matters as approved by the members.

Data Security Response and Technology Planning Committee: The purpose of this committee is to organize and maintain data security policies, procedures, and strategies and to ensure that all technology initiatives are congruent with those policies and procedures. The committee will inform the college of what data security is, what are the threats, and what response is needed when there is a data-security breach and how these breaches need to be communicated to any federal, state, or other agency as required. This committee is charged with the responsibility of overseeing and administering all accepted policies and procedures concerning the access and use of the Coastal Alabama network for faculty, staff, students, administration and any other legitimately affiliated entity or person. The committee will make recommendations concerning changes in current policies and procedures and recommend any new applicable policies and procedures to the President.

Developmental Education Leadership Committee: This committee serves in an advisory role regarding developmental English and math courses, including adherence to placement guidelines, professional development, and standardized curriculum. Members are selected from faculty who teach developmental courses.

Distance Education Policies and Course Review Committee: The committee reviews the online courses and distance education opportunities for students. The committee will make recommendations concerning on-line course improvements for student success. The committee serves as an advisory committee to provide recommendation to the Instructional Officers regarding policies and procedures for non-traditional learning activities including, but not limited to, those involving technological advances.

Diversity Council: This committee is responsible for creating and assisting in the implementation of a plan to foster a campus climate in which there is a proactive commitment to diversity as a basic value of the College. This will include coordinating awareness and training activities. In all of the initiatives, Coastal Alabama must emphasize the development of good character and must model the values of inclusion, mutual respect, and cooperation.

Employee Recruitment and Selection Committee: This committee reviews employee recruitment procedures of the College and makes recommendations to the President regarding the recruitment and selection of faculty and staff members. This committee seeks continually implement progressive methods to maintain faculty and staff diversity

Enrollment Management Committee: This committee provides leadership and direction for all enrollment management functions including, but not limited to, review of recruitment materials, public relations campaigns, customer service functions, enrollment trends, and data analysis.

Environmental Health and Safety: The Environmental Health & Safety Committee assures that appropriate health and safety standards are maintained and are in compliance with appropriate codes and regulations. The Committee is also charged with periodic review of the College's Emergency Operations Plan and Annual Security & Fire Safety Report.

Executive Cabinet: The Executive Cabinet evaluates the College's programs and services, is responsible for providing advice and counsel to the President and develops and approves all policies within the framework of the Board of Trustees policies. This Cabinet also evaluates the overall operation of the College and its goals and objectives and makes necessary recommendations to the President to enhance the College's efforts in accomplishing its mission.

Faculty Advisory Committee: This committee serves in an advisory capacity to the President. This committee will be comprised of faculty who will provide input and discuss ideas with the president regarding instructional matters.

General Education Competencies: The purpose of this committee is to provide continuous review and evaluation of the College's general education competencies and to oversee the following processes for student learning outcomes: development, assessment, analysis, and implementation of improvement plans.

Global Engagement Committee: The purpose of this committee to cultivate a variety of opportunities for students and faculty to develop cultural, academic, professional, and interpersonal knowledge about the global community. Through carefully designed study abroad experiences, seminars, campus events, and curriculum internationalization, students can build critical intercultural sensitivity skills by engaging with unfamiliar worldviews and perspectives. Studying and living abroad and learning about other cultures promotes a tolerance for ambiguous circumstances and the problem-solving skills necessary to function adaptively amid uncertainty.

Honors and Awards Council: This committee is responsible for coordinating the Honors and Awards programs for Coastal Alabama.

Instructional Affairs: This committee reviews and/or approves curriculum matters and academics and serves as the investigatory body for grade appeals. This committee serves in an advisory capacity to the Instructional Officers concerning curriculum, including, but not limited to, the following: evaluation and/or review of course offerings, course descriptions, programs of study, degree plans, academic maps, and other curricular elements pertaining to the course catalog.

Professional Development: This committee helps to support the College's mission to educate the whole person in a learning-centered environment by providing faculty, adjunct faculty, and staff with a variety of professional development opportunities with the goal to enrich the experience and success of students and employees.

Registration Committee: This committee reviews registration procedures and policies continually make improvements in the registration process. The committee is also responsible for designing the incoming student orientation experience on all campuses. This experience is designed to give each student a head start in obtaining information about the programs and services at the College. During these sessions, students will have the opportunity to meet other new students who will be starting classes the same semester.

Retention Committee: This committee serves as an advisory committee to inform the office of the Dean of Student Services and the Instructional Officers regarding the research and best practices for student retention and advising. This committee will stay active in local, state, and regional conferences to remain up to date on trends that affect retention and completion rates.

SACSCOC Oversight: This committee reviews and updates the College's philosophy and objectives and oversees the evaluative process to ensure that the College is in compliance with all SACSCOC accreditation standards. In addition to ensuring the College's institutional effectiveness, this committee develops strategies to improve the accreditation process. Also, this committee is responsible for ensuring a conducive and high quality learning environment for students. Assessment of the results of the objectives and goals provides the College with information that is incorporated as part of the College's continuous planning cycle, thereby, creating a more efficient and comprehensive educational environment.

Scholarship: This committee acts in an advisory capacity to the Dean of Student Services and the President in the formulation of procedures and responsibilities for the College's scholarship program. The Scholarship Committee also creates the procedure with which scholarships are awarded College-wide

Sick Leave Bank: This committee approves the loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The bank shall be operated, managed, and governed by the Sick Leave Bank Committee. The committee elects the chair. The Sick Leave Bank Committee provides governance of the Sick Leave Bank according to State guidelines.

Strategic Planning Committee: This committee is the long range planning entity for the College. It is responsible for developing and planning the College's ongoing one-year, three-year, and five-year strategic plan of operation. Also, the specific role of the committee is to review and update the College philosophy and objectives, to continually evaluate the College's progress toward meeting its objectives, and to assess and recommend research studies and evaluation methods to measure the achievement of the College's overall institutional effectiveness.

Student Affairs Council: This committee serves as an advisory body to the Dean of Student Services in the formulation and implementation of policies and procedures relating to all student affairs. It is responsible for the maintenance of high standards of quality and may make recommendations to appropriate administrative personnel in pursuance of these standards. In the area of student activities, the Student Affairs Committee functions in an advisory capacity to the SGA, reviews and approves plans for student-sponsored activities, and otherwise evaluates and recommends ways to enrich and improve student life at the College. This committee also assists in the review and revision of the Student Handbook in cooperation with the Dean of Student Services. The committee shall also promote, advise, regulate, evaluate, and make recommendations to the President concerning any activities of the Coastal Alabama Intercollegiate Athletic Program. The committee serves in an advisory capacity in the operation of the food services; it acts as a connecting link between the students and the coordinator of food services to ensure a concerted effort to provide the best service possible.

Student Conduct Appeals Committee: This committee serves as an appeals committee for all student conduct decisions. The Code of Student Conduct provides students the right to appeal the decision of the Administrative Formal Hearing. If an appeal is granted, this committee will:

- Hear and take final action in all cases which an appeal is granted in Student Conduct cases.
- Hear and take final action in all cases in which an appeal is granted in Academic Misconduct cases.
- This committee is made up of College faculty, staff, and students (senators).The decision is final. Notification of outcome must be provided to both the complainant and respondent and the Dean of Student Services.

Student Conduct Officers Committee: This committee is comprised of all appointed Hearing Officers, with the purpose of ensuring that our Student Code of Conduct is adhered to in a consistent and fair manner.

Programs of Study
University Parallel Programs
Transfer programs leading to the Baccalaureate Degree are offered in the following areas:

Associate in Arts
Liberal Arts
Art
Computer Management Information Science
Criminal Justice
English
Music
Social Science

Associate in Science
General Studies
Agricultural Business & Economics
Biological Science
Biomedical Sciences
Business Administration
Computer Science
Education (Early Childhood & Elementary)
Engineering
Environmental Science
Forestry
Health Science
Health, Physical Education & Recreation
Mathematics
Secondary Education
Surveying & Geomatics

The programs of study listed in both the Associate in Arts and the Associate in Science sections of the catalog are curriculum guides designed to aid the student in completing the freshman and sophomore level requirements in the designated field. The State of Alabama, by legislative mandate, has an articulation agreement among two-year and four-year public colleges and universities that guarantees half of the hours required in any bachelor-level degree may be earned at Coastal Alabama Community College as long as the courses taken are in the approved program template. Program templates are developed and approved by the State Articulation and Transfer Committee and are available via the Committee's online transfer guide called STARS. To access the approved program templates, go to www.CoastalAlabama.edu, scroll over "Students" and click "STARS" and search for area of major by name.

The major curriculum guides listed in the Associate in Arts and Associate in Science sections of Coastal Alabama Community College's catalog are in compliance with the STARS templates at the time of publication. IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH THE REQUIREMENTS OF THE TRANSFER INSTITUTION.

Students should consult the catalog of the transfer institution and work with their assigned advisor at Coastal Alabama Community College to select courses prior to registration for each term. Variations between the program of study required by the transfer institution and the requirements of Coastal Alabama Community College may be resolved through conferences with the student's academic advisor and with the approval of the appropriate supervisor in the Instructional Office. Students must initiate resolution of variations between programs of study and should start first with their assigned academic advisor. To ensure compliance with graduation requirements, during the third term of a four-term program and prior to early registration for the fourth term, Coastal Alabama Community College students should apply for graduation in the Registrar's Office. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term. Students must pay all fees owed prior to graduation. Students should contact the Registrar's Office for further details.

Degree Plans and Academic Maps
Coastal Alabama Community College proudly offers and awards the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The student's degree plan identifies information such as courses required for degree, elective courses taken, courses registered for but not successfully completed, placement test scores, and GPA data. The degree plan will assist Coastal Alabama students in monitoring their degree completion. Within each degree, we offer specific programs of study with academic semester maps for students to follow. These programs of study with academic semester maps list each course that is required in the student's program toward the degree, the courses that have been completed by the student, and the courses that the student needs to take.

Pre-Professional Programs
Students who are preparing for careers in the professions have opportunities at Coastal Alabama Community College. The College offers small classes with individual attention, special pre-professional academic advisors,

modern, well-equipped laboratory facilities, and an exceptionally trained and caring faculty dedicated to providing the best preprofessional education available anywhere. Admission to most professional schools is highly competitive, thus it is recommended that students choose and plan an undergraduate program with attention to alternative career goals.

University Agreements and Partnerships

Coastal Alabama has articulation and transfer agreements with all public four-year universities and most private four-year universities in Alabama. To learn more, visit the Statewide Transfer Articulation & Reporting System (STARS). The access guides help students prepare to transfer to a four-year university. Also, students graduating from Coastal Alabama Community College with an AA, AS, AAS or related course work in listed areas may transfer designated courses and continue their education to complete a Bachelor's Degree. These agreements and partnerships are designed to assist Coastal Alabama Community College graduates with program options that provide credit equivalency in mutually agreed upon curriculums:

AUBURN UNIVERSITY

- Hospitality Management
- Culinary Arts
- Pastry Arts
- Event Planning

SPRING HILL COLLEGE

TROY UNIVERSITY

- Surveying and Geomatics

UNIVERSITY OF ALABAMA

- Hospitality Management
- Culinary Arts
- Pastry Arts
- Event Planning

UNIVERSITY OF MOBILE

- Education
- Nursing

UNIVERSITY OF SOUTH ALABAMA

- Hospitality Management
- Culinary Arts
- Pastry Arts

- Event Planning
- RN to BSN

UNITED STATES SPORTS ACADEMY

- Sports Coaching
- Sports Management
- Sports Strength and Conditioning
- Sports Studies

UNIVERSITY OF WEST ALABAMA

- Inspire Program

Statewide Articulation & Reporting System (STARS)
AREAS I - IV: Recognized AA & AS AcademicTransfer Courses/Electives

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

AREA I: Written Composition (6 SH)

ENG 101 Written Composition I: 3 SH

ENG 102 Written Composition II: 3 SH

AREA II: Humanities and Fine Arts (12 SH)

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):

ENG 251 American Literature I: 3 SH

ENG 252 American Literature II: 3 SH

ENG 261 English Literature I: 3 SH

ENG 262 English Literature II: 3 SH

ENG 271 World Literature I: 3 SH

ENG 272 World Literature II: 3 SH

Students must complete a 3 SH course in the ARTS: Please see program of study.

ART 100 Art Appreciation: 3 SH

ART 203 Art History: 3 SH

ART 204 Art History II: 3 SH

MUS 101 Music Appreciation I: 3 SH

THR 120 Theatre Appreciation: 3 SH

THR 126 Introduction to Theatre: 3 SH

Any remaining hours in AREA II should be chosen from the approved list below: Please see program of study. Some of these may be used as Humanities Electives.

HUM 299-01 PTK Honors Course I: 1 SH

HUM 299-02 PTK Honors Course II: 1 SH

HUM 299-03 PTK Honors Course III: 1 SH

IDS 115 Forum: 1 SH

PHL 106 Introduction to Philosophy: 3 SH

PHL 206 Ethics and Society: 3 SH

REL 100 World Religion: 3 SH

REL 151 Survey of Old Testament: 3 SH

REL 152 Survey of New Testament: 3 SH

SPA 101 Introductory Spanish I: 4 SH

SPH 102 Introductory Spanish II: 4 SH

SPH 107 Fundamentals of Public Speaking: 3 SH

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV)

AREA III: Natural Sciences and Mathematics (11 SH)

BIO 101 Introduction to Biology I: 4 SH

BIO 102. Introduction to Biology II: 4 SH

BIO 103. Principles of Biology I: 4 SH

BIO 104. Principles of Biology II: 4 SH

CHM 104. Introduction to General Chemistry: 4 SH

CHM 105. Introduction to Organic Chemistry: 4 SH

CHM 111. College Chemistry I: 4 SH

CHM 112. College Chemistry II: 4 SH

PHS 111. Physical Science I: 4 SH

PHS 112. Physical Science II: 4 SH

PHY 201. General Physics I: 4 SH

PHY 202. General Physics II: 4 SH

PHY 213. General Physics w/Calculus I: 4 SH

PHY 214. General Physics w/Calculus II: 4 SH

Select 3 SH from the following courses: Please see program of study.

MTH 110. Finite Mathematics: 3 SH

MTH 112. Precalculus Algebra: 3 SH

MTH 113. Precalculus Trigonometry: 3 SH

MTH 115. Precalculus Algebra & Trigonometry: 4 SH

MTH 120. Calculus and Its Applications: 3 SH

MTH 125. Calculus I: 4 SH

MTH 126. Calculus II: 4 SH

MTH 227. Calculus III: 4 SH

MTH 237. Linear Algebra: 3 SH

MTH 238. Applied Differential Equations I: 3 SH

AREA IV: History, Social, and Behavioral Sciences (12 SH)

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):

HIS 101. History of Western Civilization I. 3 SH

HIS 102. History of Western Civilization II. 3 SH

HIS 121. World History I. 3 SH

HIS 122. World History II. 3 SH

HIS 201. U.S. History I. 3 SH

HIS 202. U.S. History II. 3 SH

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV)

The remaining hours in AREA IV should be chosen from the following courses: Please see program of study.

ANT 200. Introduction to Anthropology: 3 SH

ECO 231. Principles of Macroeconomics: 3 SH

ECO 232. Principles of Microeconomics: 3 SH

GEO 100. World Regional Geography: 3 SH

POL 200. Introduction to Political Science: 3 SH

POL 211. American National Government: 3 SH

PSY 200. General Psychology: 3 SH

PSY 210. Human Growth & Development: 3 SH

SOC 200. Introduction to Sociology: 3 SH

SOC 210. Social Problems: 3 SH

AREA V: Pre-Professional/Major Electives: (19-23 SH)

The courses taken in this AREA are specific to a student's major. Students should consult their program of study and the requirements of the institution to which they plan to transfer.

List of STARS Transfer Guides

See the full list of Transfer Guides here. (https://catalog.coastalalabama.edu/transfer-guides)

Degrees/Certificates Advanced Manufacturing Technology

Industrial Maintenance/Millwright Technology (AAS-IE1)
Program Locations: Thomasville Campus
Career-Technical Division

Length: Four Semesters

The Industrial Maintenance/Millwright Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of industrial maintenance and/or millwright positions.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
WKO 110	NCCER Core	3
	MTH 116 or MTH 100	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
IET 114	Basic Electricity	3
INT 106	Elements of Industrial Mechanics	3
INT 153	Precision Machining Fundamentals I	3
	Industrial Maintenance/Millwright (AAS) Elective	3
	Industrial Maintenance/Millwright (AAS) Elective	3

Semester Three

Item #	Title	Credits
ILT 108	Introduction to Instruments and Process Control	3
INT 132	Preventive and Predictive Maintenance	3
INT 232	Manufacturing Plant Utilities	3
	Industrial Maintenance/Millwright (AAS) Elective	3
	Math or Science Elective (T)	4
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 161	Blueprint Reading for Industrial Technicians	3
WKO 106	Workplace Skills	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**67-68**

Machine Technology (AAS-IE4)
Program Locations: Atmore and Thomasville Campuses
Career-Technical Division

Length: Four Semesters

The Machine Technology program is designed to help students exit the program with hands-on skill and knowledge recognized by industry partners as the key competencies to succeed in the field of machinist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
MTT 100	Machining Technology I	6
MTT 129	Lathe Operations	6
MTT 139	Basic Computer Numerical Control	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
MTT 136	Milling Operations	6
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
WKO 110	NCCER Core	3

Semester Three

Item #	Title	Credits
ENG 101	English Composition I	3
IET 131	Fluid Power Systems	3
MTT 181	Special Topics in Machine Tool Technology	3
	Computer Science, Math, or Natural Science Elective	3-4
	History, Social Science, or Behavioral Science Elective	3
	MTH 116 or MTH 100	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
MTT 182	Special Topics in Machine Tool Technology	3
INT 117	Principles of Industrial Mechanics	3
	Machine Technology Elective	3
	Humanities and Fine Arts Elective (T)	3
	SPH 106 or SPH 107	3
	Total credits:	**67-68**

Paper and Chemical Technology (AAS-PCT)
Program Location: Thomasville Campus
Career-Technical Division

Length: Four Semesters

The Paper and Chemical Technology Program is designed to prepare students for entry level jobs in paper and chemical process industries.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
PCT 120	Pulp Manufacturing Technology	3
PCT 122	Introduction to Process Technology	3
WKO 110	NCCER Core	3
	MTH 116 or MTH 100	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
IET 114	Basic Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
PCT 135	Paper Manufacturing Technology	3
	CHM 104 or higher	4
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
INT 117	Principles of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
PCT 210	Environmental Control Technology	3
PCT 221	Unit Operations	3
WKO 106	Workplace Skills	3
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
IET 131	Fluid Power Systems	3
PCT 222	Unit Maintenance	3
PCT 231	Statistical Process Control	3
	Paper and Chemical Technology (AAS) Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	**68**

Basic Industrial Maintenance Technology (STC-IND)
Program Locations: The Academy at Fairhope Airport, Atmore, Gilbertown, Monroeville, and Thomasville Campuses
Career-Technical Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
ELT 131	Wiring I Commercial and Industrial	3
WKO 110	NCCER Core	3
	Basic Industrial Maintenance Elective	3
	Total credits:	**18**

Building Maintenance (STC-BUM)
Program Location:
Foley Career and Technical Facility
Advanced Manufacturing Technology Division

Length: Two Semesters

This is a program that prepares individuals to be able to proficiently maintain HVAC systems, basic carpentry maintenance, and residential electrical circuits by using safety methods and procedures.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
CAR 111	Construction Basics	3
CAR 114	Construction Basics Lab	3
IET 114	Basic Electricity	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ACR 112	HVACR Service Procedures	3
ACR 122	HVACR Electric Circuits	3
CAR 112	Floors, Walls and Site Preparation	3
ELT 114	Residential Wiring Methods	3
	Total credits:	**27**

Industrial Engineering Technology (STC-IET)
Program Locations: The Academy at Fairhope Airport and Thomasville Campus
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 122	Rotating Machinery and Controls	3
IET 131	Fluid Power Systems	3
ILT 108	Introduction to Instruments and Process Control	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ELT 131	Wiring I Commercial and Industrial	3
ELT 212	Motor Controls II	3
INT 117	Principles of Industrial Mechanics	3
	Industrial Engineering Technology (STC) Elective	3
	Total credits:	**27**

Industrial Maintenance/Millwright Technology (STC-IE6)
Program Location: Gilbertown and Thomasville Campuses
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
IET 131	Fluid Power Systems	3
INT 117	Principles of Industrial Mechanics	3
INT 132	Preventive and Predictive Maintenance	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
INT 106	Elements of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 161	Blueprint Reading for Industrial Technicians	3
	Industrial Maintenance/Millwright (STC) Elective	3
	Total credits:	**27**

Machine Tool Technology (STC-MT1)
Program Location: Atmore and Thomasville Campuses
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
MTT 100	Machining Technology I	6
MTT 129	Lathe Operations	6
MTT 139	Basic Computer Numerical Control	3

Semester Two

Item #	Title	Credits
MTT 136	Milling Operations	6
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 141	Basic Computer Numeric Control Milling Programming I	3
	Total credits:	**27**

Marine Industry Technology (STC-MIT)
Program Location: Foley Career and Technical Facility
Advanced Manufacturing Technology Division

Length: Two Semesters

This is a program that prepares individuals to apply technical knowledge and skills to repair outboard, inboard, and inboard outboard engines; test, maintain and repair steering devices and electrical systems; repair metal, wood and fiberglass hulls and vessel components.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
IET 114	Basic Electricity	3
INT 117	Principles of Industrial Mechanics	3
MRT 101	Marine Engines and Drives	3
MRT 108	Marine Rigging and Trailers	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
MRT 111	Service Operations/Customer Service	3
MRT 114	Fuel and Lubrication Systems	3
MRT 200	Marine Engines and Outboard Drives	3
MRT 210	Marine Engines and Inboard Drives	3
	Total credits:	**27**

Paper and Chemical Technology (STC-PCT)
Program Location: Thomasville Campus
Career-Technical Division

Length: Two Semesters

The Paper and Chemical Technology Program is designed to prepare students for entry level jobs in paper and chemical process industries.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PCT 120	Pulp Manufacturing Technology	3
PCT 122	Introduction to Process Technology	3
PCT 135	Paper Manufacturing Technology	3
PCT 210	Environmental Control Technology	3
INT 127	Principles of Industrial Pumps and Piping Systems	3

Semester Two

Item #	Title	Credits
PCT 221	Unit Operations	3
PCT 222	Unit Maintenance	3
PCT 231	Statistical Process Control	3
	Paper and Chemical Technology (STC) Elective	3
	Total credits:	**27**

Pipefitting (STC-PFT)
Program Location: Thomasville Campus
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PFT 101	Introduction to Pipefitting	3
PFT 103	Introduction to Pipefitting Tools	3
PFT 105	Introduction to Pipefitting Blueprints	3
PFT 106	Introduction to Piping Systems, Drawings and Detail Sheets	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
PFT 107	Threaded Pipe and Socket Weld Pipefabrication	3
PFT 108	Pipe Fitting for Threaded and Socket Weld Pipe	3
PFT 109	Butt Weld Pipe Fitting and Pipe Rigging	3
PFT 111	Pipe Rigging and Butt Weld Fabrication	3
	Total credits:	**27**

Applied Technology

Accounting Specialist (AAS-ACC)

Applied Technology Division

Locations: Bay Minette, Monroeville, and Thomasville Campuses

Length: Four Semesters

The Associate in Applied Science degree in Management Supervision Technology - Accounting Specialist is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 188	Personal Development	3
BUS 215	Business Communication	3
CIS 146	Microcomputer Applications	3
OAD 130	Electronic Calculations	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
ENG 101	English Composition I	3
	Humanities and Fine Arts Elective (T)	3
	MTH 116 or MTH 100	3
OAD 137	Computerized Financial Record Keeping	3
OAD 243	Spreadsheet Applications	3

Semester Three

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
	ECO 231 or ECO 232	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
BUS 248	Managerial Accounting	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	OAD 218 or OAD 242	3
	SPH 106 or SPH 107	3
	Total credits:	**67-68**

Administrative Medical Office Technology (AAS-OMS)

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Administrative Medical Office Technology is designed to prepare students who wish to pursue careers in administrative areas in medical business and industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
CIS 149	Introduction to Computers	3
	BUS 215 or OAD 133	3
	Humanities and Fine Arts Elective (T)	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 188	Personal Development	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
OAD 211	Medical Terminology	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
OAD 135	Financial Record Keeping	3
OAD 212	Medical Transcription	3
OAD 215	Health Information Management	3
	History, Social Science, or Behavioral Science Elective	3
	Math, Science, or Computer Science Elective	3-4
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
OAD 233	Trends in Office Technology	3
OAD 243	Spreadsheet Applications	3
	Total credits:	**67-68**

Administrative Office Technology (AAS-AOT)

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses
Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Administrative Office Technology is designed to prepare students who wish to pursue careers in administrative areas in business and industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 149	Introduction to Computers	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	BUS 215 or OAD 133	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
OAD 230	Computerized Desktop Publishing	3
	MTH 116 or MTH 100	3
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
OAD 127	Business Law	3
OAD 135	Financial Record Keeping	3
OAD 233	Trends in Office Technology	3
	BUS or OAD Elective	3
	BUS or OAD Elective	3
	Math, Science, or Computer Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	SPH 106 or SPH 107	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	**67-68**

Animation, Interactive Technology, Video Graphics & Visual Effects (AAS-CAP)
Program Location: Fairhope Campus
Applied Technology Division

Length: Five Semesters

This program is designed to prepare students for entry-level positions in 3D Animation and Visual Effects. The program enables the discovery, stimulation, development and demonstration of students' true creative potential within the context of a real 3D production situation. Students will also experience stimulating creation and production situations similar to those found in the

industry. At the end of the program, students will have created a professional portfolio of their work in digital creation, according to industry standards and using the full potential of the latest technologies.

ADMISSION REQUIREMENTS:

Prospective students must possess appropriate and relevant experience as determined by the Animation and Visual Effects advisor and complete the Coastal Alabama Application process.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
ART 175	Digital Photography	3
CAP 101	CGI Software Basics	3
CAP 102	Compositing Basics	3
CAP 103	Computer Graphics History	3
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
CAP 121	CGI Animation	3
CAP 122	Storytelling & Previsualization Process/Project	5
CAP 123	CGI Shading, Lighting and Rendering	3
PHY 120	Introduction to Physics	4

Semester Three

Item #	Title	Credits
CAP 201	Simulation and Particles Effects	3
CAP 202	Live Action and Integration Project	5
CAP 203	Advanced Compositing	3
CAP 204	Advanced Modeling	2
	MTH 116 or MTH 100	3

Semester Four

Item #	Title	Credits
CAP 221	Final Project	6
CAP 222	Specialization Field	3
CAP 223	VIsual Effects Process	3
CAP 224	Digital Environment	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five

Item #	Title	Credits
ART 121	Two-Dimensional Composition I	3
ART 275	Advanced Digital Photography	3
	ART, CAP, CIS or GRD Elective	3
	History, Social Science, or Behavioral Science Elective	3
	SPH 106 or SPH 107	3
	Total credits:	**76**

Commercial Art/Graphic Design (AAS-CAG)
Program Location: Fairhope Campus

Length: Four Semesters

This program is designed to prepare students for a career in communication arts and to give students experience with the equipment and methods used in the graphic arts industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 121	Two-Dimensional Composition I	3
ART 220	Introduction to Computer Graphics	3
ART 253	Graphic Design I	3
CAT 223	Electronic Publishing I	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ART 113	Drawing I	3
ART 175	Digital Photography	3
CAT 180	Current Topics in Commercial Art	3
CAT 224	Electronic Publishing II	3
ENG 101	English Composition I	3

Semester Three

Item #	Title	Credits
ART 254	Graphic Design II	3
CIS 146	Microcomputer Applications	3
	ART, CAP, CAT, or GRD Elective	3
	ART, CAP, CAT, or GRD Elective	3
	History, Social Science, or Behavioral Science Elective	3
	MTH 116 or MTH 100	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ART 299	Art Portfolio	3
CAT 270	Web Site Development	3
	ART, CAP, CAT, or GRD Elective	3
	Math or Natural Science Elective	3-4
	SPH 106 or SPH 107	3
	Total credits:	**64-65**

Computer Applications Specialist (AAS-CTA)

Program Location: Thomasville Campus
Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Computer Technology - Computer Applications Specialist is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an IT or Computer Applications related field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 130	Intro to Information Systems	3
CIS 157	Introduction to App Development with Swift	3
CIS 268	Software Support	3
ENG 101	English Composition I	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 215	Business Communication	3
CIS 146	Microcomputer Applications	3
CIS 191	Intro to Computer Programming Concepts	3
CIS 220	App Development with Swift I	3
CIS 269	Hardware Support	3
	History, Social Science, or Behavioral Science Elective	3

Semester Three

Item #	Title	Credits
CIS 117	Database Management Software Applications	3
CIS 185	Computer Ethics	3
CIS 227	APP Development with SWIFT II	3
CPT 182	Help Desk Applications	3
	Humanities and Fine Arts Elective (T)	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3
CIS 294	Special Topics	3
	MTH 116 or MTH 100	3
	SPH 106 or SPH 107	3
	Total credits:	**67-68**

Dynamic Reality Technologies (AAS-DRT)
Program Location: Fairhope Campus

Length: Five Semesters

The Associate in Applied Science degree in Animation, Interactive Technology, Video Graphics & Visual Effects—Dynamic Reality Technologies is technical degree, which is designed to prepare students for entry-level positions in the VR/AR/MR Industry in the use of virtual reality and virtual reality training simulations. The program enables the discovery, stimulation, development and demonstration of students' true creative potential within the context of a real 3D simulation production. Students will also experience stimulating creation and production situations similar to those found in industry. At the end of the program, students will have created a professional portfolio of their work in digital creation, according to industry standards use of VR/AR/MR-based technologies and holograms for employer-developed training simulations.

Type: A.A.S.

Semester One

Item #	Title	Credits
CAP 101	CGI Software Basics	3
CAP 103	Computer Graphics History	3
CAP 104	Introduction to Game Design I	3
CAP 105	Introduction to Computer Programming for 3D	3
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
ART 175	Digital Photography	3
ART 178	Audio-Visual Techniques	3
CAP 123	CGI Shading, Lighting and Rendering	3
CAP 124	Game Design II	3
CIS 294	Special Topics	3

Semester Three

Item #	Title	Credits
CAP 201	Simulation and Particles Effects	3
CAP 202	Live Action and Integration Project	5
CAP 204	Advanced Modeling	2
CAP 205	Dynamic Reality Production	3

Semester Four

Item #	Title	Credits
CAP 221	Final Project	6
CAP 222	Specialization Field	3
CAP 224	Digital Environment	3
CAP 225	Applying Andragogy in VR/AR/MR-Based Training Applications and Simulations	3
CAP 226	Effective Instructional Practices in Workplace Talent Development	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five

Item #	Title	Credits
ART 275	Advanced Digital Photography	3
HIS 201	United States History I	3
	BIO 103 or PHY 120	4
	MTH 116 or MTH 100	3
	Total credits:	**74**

Engineering Graphics and Design Technology (AAS-DDT)
Program Location: Bay Minette Campus
Applied Technology Division

Length: Four Semesters

The Engineering Graphics and Design Technology program provides the technical training for students to interpret and produce engineering and architectural graphics and data. Visualization skills are developed to design and evaluate technical content. With the use of Computer—Aided-Design 3D Solid modeling software the student will gain the skills to design and convert complex virtual CAD models into physical products. The program prepares the student for a career in engineering, manufacturing, architecture, and construction where intelligent graphics, 3D Printing, Rapid Prototyping, Additive Manufacturing Technologies, and Direct Digital Manufacturing are required throughout the design process.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Upon completion of Semester One, students are eligible for Design Basic Short-Term Certificate.

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 146	Microcomputer Applications	3
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technicial Drawing	3
	WKO 107 or ORI 101	1

Semester Two

Upon completion of Semester Two, students are eligible for 3-D Design Technology Short-Term Certificate.

Item #	Title	Credits
ADM 261	Reverse Engineering	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
ENG 101	English Composition I	3
	Computer Science, Math, or Natural Science Elective	3-4

Semester Three

Upon completion of Semester Three, students are eligible for Intermediate 3-D Design Short-Term Certificate.

Item #	Title	Credits
	BUS 215 or OAD 133	3
DDT 212	Intermediate Architectural Drafting	3
DDT 214	Pipe Drafting	3
DDT 225	Structural Steel Drafting	3
DDT 233	Intermediate Three-Dimensional Modeling	3
MTH 116	Mathematical Applications	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
DDT 117	Manufacturing Processes	3
DDT 236	Design Project	3
	History, Social Science, or Behavioral Science Elective	3
	SPH 106 or SPH 107	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**67-68**

Management and Supervision Technology (AAS-MST)

Applied Technology Division

Program Locations: Atmore, Bay Minette, Thomasville, Monroeville and Fairhope Campuses

Length: Four Semesters

The Associate in Applied Science degree in Management and Supervision Technology is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 188	Personal Development	3
BUS 215	Business Communication	3
CIS 146	Microcomputer Applications	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 186	Elements of Supervision	3
BUS 189	Human Relationships	3
ENG 101	English Composition I	3
	Humanities and Fine Arts Elective (T)	3
	MTH 116 or MTH 100	3
	OAD 243 or CIS 113	3

Semester Three

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
	ECO 231 or ECO 232	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
OAD 233	Trends in Office Technology	3
	BUS 277 or OAD 242	3
	SPH 106 or SPH 107	3
	Total credits:	**67-68**

Network Administration Specialist (AAS-CMA)
Program Location: Bay Minette Campus
Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Computer Technology - Network Administration Specialist is designed to prepare the student for a career in computer systems.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 130	Intro to Information Systems	3
CPT 200	Networking Technologies	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CPT 276	Server Administration	3
ENG 101	English Composition I	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
CIS 272	Cisco CCNA III	3
CIS 273	Cisco CCNA IV	3
CPT 280	Network Security	3
	Math or Science Elective (T)	4
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 246	Ethical Hacking	3
CPT 232	Network Design and Implementation	3
	CIS or CPT Elective	3
	CIS or CPT Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**67-68**

Paralegal (AAS-PRL)
Program Location: Bay Minette Campus
Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Paralegal Studies is designed to prepare students who wish to pursue careers as a Paralegal or Legal Assistant.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

NOTE:* PRL 101, ENG 101, ENG 102 and PRL 102 are designated Milestone courses, which must be taken in the proper sequence to graduate on time.

Type: A.A.S.

Semester One
Item #	Title	Credits
ENG 101	English Composition I	3
PRL 101	Introduction to Paralegal Study	3
PRL 150	Commercial Law	3
	MTH 100 or MTH 116	3
	SPH 106 or SPH 107	3
	WKO 107 or ORI 101	1

Semester Two
Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
PRL 160	Criminal Law and Procedure	3
PRL 262	Civil Law and Procedure	3
	Math or Science Elective (T)	4

Semester Three
Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
POL 211	American National Government	3
PRL 102	Basic Research and Writing	3
PRL 210	Real Property Law	3
PRL 240	Wills, Trusts, and Estates	3
	Humanities and Fine Arts Elective (T)	3

Complete Graduation Application
Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four
Item #	Title	Credits
BUS 188	Personal Development	3
BUS 215	Business Communication	3
	BUS 241 or OAD 137	3
PRL 103	Advanced Legal Research and Writing	3
PRL 230	Domestic Law	3
	PRL 291 or OAD 218	3
	Total credits:	**68**

Small Business/Entrepreneurship (AAS-SBD)
Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses
Length: Four Semesters

The Associate in Applied Science degree in Management Supervision Technology - Small Business/ Entrepreneurship is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One
Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 105	Customer Services	3
BUS 146	Personal Finance	3
BUS 188	Personal Development	3
BUS 215	Business Communication	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 177	Salesmanship	3
BUS 186	Elements of Supervision	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
OAD 137	Computerized Financial Record Keeping	3
	ECO 231 or ECO 232	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 276	Human Resource Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
	SPH 106 or SPH 107	3
	Total credits:	**67-68**

Technical Support Specialist (AAS-CMS)
Program Location: Bay Minette Campus
Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in Computer Technology - Technical Support Specialist is designed to prepare the students who wish to pursue careers in IT or Technical/User/Helpdesk Support related fields.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 130	Intro to Information Systems	3
CPT 200	Networking Technologies	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CPT 276	Server Administration	3
ENG 101	English Composition I	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
CPT 182	Help Desk Applications	3
CIS 157	Introduction to App Development with Swift	3
	Humanities and Fine Arts Elective (T)	3
	Math or Science Elective (T)	4
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CPT 279	Network Infrastructure Design	3
CPT 280	Network Security	3
	History, Social Science, or Behavioral Science Elective	3
	Technical Support Specialist Electives	3
	Technical Support Specialist Electives	3
	Technical Support Specialist Electives	3
	Total credits:	**67-68**

Animation, Interactive Technology, Video Graphics & Visual Effects (CER-CAP)
Program Location: Fairhope Campus
Applied Technology Division

Length: Four Semesters

This program is designed to prepare students for a career in communication arts and to give students experience with the equipment and methods used in the graphic arts industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One

Item #	Title	Credits
ART 175	Digital Photography	3
CAP 101	CGI Software Basics	3
CAP 102	Compositing Basics	3
CAP 103	Computer Graphics History	3
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
CAP 121	CGI Animation	3
CAP 122	Storytelling & Previsualization Process/Project	5
CAP 123	CGI Shading, Lighting and Rendering	3
PHY 120	Introduction to Physics	4

Semester Three

Item #	Title	Credits
CAP 201	Simulation and Particles Effects	3
CAP 202	Live Action and Integration Project	5
CAP 203	Advanced Compositing	3
CAP 204	Advanced Modeling	2
DDT 240	Independent Studies	2

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CAP 221	Final Project	6
CAP 222	Specialization Field	3
CAP 223	VIsual Effects Process	3
CAP 224	Digital Environment	3
	Total credits:	**60**

Commercial Art/Graphic Design (CER-CAG)
Program Location: Fairhope Campus
Applied Technology Division

This is a non-transferable program designed to prepare students for a career in communications arts and to give students experience with equipment and methods used in the graphic arts industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 220	Introduction to Computer Graphics	3
ART 253	Graphic Design I	3
CAT 223	Electronic Publishing I	3
ENG 101	English Composition I	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ART 175	Digital Photography	3
CAT 224	Electronic Publishing II	3
CIS 146	Microcomputer Applications	3
	MTH 100 or MTH 116	3
	SPH 106 or SPH 107	3
	Total credits:	**31**

Cosmetology (CER-COS)
Program Locations: Thomasville Campus and the North Baldwin Center for Technology
Career-Technical Division

Length: Three Semesters

Cosmetology is the scientific study and practice of beauty culture. A major part of cosmetology is devoted to learning and mastering essential knowledge and basic skills for treating the skin, scalp, hair, and nails. This program has been carefully constructed to give students knowledge and skills that are required to become a licensed cosmetologist.

ADMISSION REQUIREMENT: This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One

Item #	Title	Credits
COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 145	Hair Shaping and Design Lab	3
	ENG 100 or ENG 101	3

Semester Two

Item #	Title	Credits
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 152	Nail Care Applications	3
MTH 116	Mathematical Applications	3

Semester Three

Item #	Title	Credits
COS 123	Cosmetology Salon Practices	3
COS 119	Business of Cosmetology	3
COS 167	State Board Review	3
COS 190	Internship in Cosmetology	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

	Total credits:	**48**

Accounting Clerk (STC-ACC)
Locations: Bay Minette, Monroeville, and Thomasville Campuses
Applied Technology Division

Length: Two Semesters

The is a training certificate program designed to provide students with the opportunity to acquire and/or enhance their knowledge and skills for employment or in the current career field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
OAD 137	Computerized Financial Record Keeping	3

Semester Two

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	Total credits:	**24**

Administrative Medical Office Technology (STC-OMS)
Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses
Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative medical office technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
OAD 103	Intermediate Keyboarding	3
OAD 211	Medical Terminology	3
OAD 215	Health Information Management	3

Semester Two

Item #	Title	Credits
OAD 212	Medical Transcription	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
OAD 243	Spreadsheet Applications	3
	Total credits:	**24**

Administrative Office Technology (STC-AOT)
Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses
Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative office technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	BUS 215 or OAD 133	3

Semester Two

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	OAD 135 or OAD 137	3
	Total credits:	**24**

Child Development (STC-CHD)
Program Location: Online
Applied Technology Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CHD 100	Introduction of Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
	Total credits:	**9**

Commercial Art/Graphic Design (STC-CAG)
Program Location: Fairhope Campus
Applied Technology Division

This program is designed to prepare students for entry-level technician positions in the field of commercial art/computer graphics.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 220	Introduction to Computer Graphics	3
ART 253	Graphic Design I	3
CAT 223	Electronic Publishing I	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ART 175	Digital Photography	3
CAT 224	Electronic Publishing II	3
CAT 270	Web Site Development	3
	ART Elective for Commercial Art/ Graphic Design	3
	Total credits:	**25**

Computer Applications Specialist (STC-CTA)
Program Location: Thomasville Campus
Applied Technologies Division

Length: Two Semesters

This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an IT or Computer Applications related field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 215	Business Communication	3
CIS 185	Computer Ethics	3
CIS 191	Intro to Computer Programming Concepts	3
CPT 182	Help Desk Applications	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
CIS 115	Presentations Graphics Software Applications	3
CIS 117	Database Management Software Applications	3
CIS 146	Microcomputer Applications	3
CIS 157	Introduction to App Development with Swift	3
	Total credits:	**28**

Cosmetology Instructor Training (STC-CIT)
Program Location: Thomasville Campus
Career-Technical Division

Length: Two Semesters

Students entering the program must have a current cosmetology license and at least one (1) year full-time work experience in the cosmetology field. At the end of two (2) semesters, upon the completion of the courses listed below, the student will qualify to take the Alabama State Board Examination. This certificate prepares individuals who already hold a cosmetology license to teach cosmetology.

ADMISSION REQUIREMENTS: Unconditional admission to Coastal Alabama Community College. Upon successful admission, individual must have an approved health card, including a negative TB skin test.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One - Fall Semester

Item #	Title	Credits
CIT 211	Teaching and Curriculum Development	3
CIT 212	Teacher Mentorship	3
CIT 213	Cosmetology Instructor Co-op	3

Semester Two - Spring Semester

Item #	Title	Credits
CIT 221	Lesson Plan Implementation	3
CIT 222	Audio Visual Materials and Methods	3
CIT 223	Audio Visual Materials and Methods Applications	3
	Total credits:	**18**

Engineering Graphics and Design Technology: 3-D Design Technology (STC-DT4)
Program Location: Bay Minette Campus
Applied Technologies Division

Length: One Semester

Students are also eligible for this certificate after completing the first 2 semesters of a Drafting and Design Technology AAS degree.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ADM 106	Quality Control Concepts	3
DDT 127	Intermediate Computer Aided Drafting and Design	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
	Total credits:	**12**

Engineering Graphics and Design Technology: Design Basic (STC-DT3)
Program Location: Bay Minette Campus
Applied Technologies Division

Length: One Semester

Students are also eligible for this certificate after completing the first semester of a Drafting and Design Technology AAS degree.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 111	Fundamentals of Drafting and Design Technology	3
DDT 124	Basic Technicial Drawing	3
	Total credits:	**12**

Engineering Graphics and Design Technology: Intermediate 3-D Design (STC-DT5)
Program Location: Bay Minette Campus
Applied Technologies Division

Length: One Semester

Students are also eligible for this certificate after completing the first 3 semesters of a Drafting and Design Technology AAS degree.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
DDT 214	Pipe Drafting	3
DDT 232	CAD Customization	3
DDT 233	Intermediate Three-Dimensional Modeling	3
DDT 236	Design Project	3
	Total credits:	**12**

Management and Supervision Technology (STC-MST)

Applied Technology Division

Program Locations: Atmore, Bay Minette, Brewton, Thomasville, Monroeville and Fairhope Campuses

Length: Two Semesters

The is a training certificate program designed to provide students with the opportunity to acquire and/or enhance their knowledge and skills for employment or in the current career field.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 275	Principles of Management	3

Semester Two

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	Total credits:	**24**

Mobile App Development - SWIFT (STC-SWF)
Program Location: Bay Minette and Thomasville Campuses
Applied Technologies Division

Length: Three Semesters

This certificate gives students a working knowledge of APP development. This Mobile APP Development is based on curriculum designed by Apple engineers and educators and uses SWIFT, one of the world's most popular programming languages.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CIS 157	Introduction to App Development with Swift	3

Semester Two

Item #	Title	Credits
CIS 220	App Development with Swift I	3

Semester Three

Item #	Title	Credits
CIS 227	APP Development with SWIFT II	3
	Total credits:	**9**

Network Administration Specialist (STC-CMA)
Program Location: Bay Minette Campus
Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in network administration technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CPT 200	Networking Technologies	3
CPT 280	Network Security	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
CIS 157	Introduction to App Development with Swift	3
CIS 246	Ethical Hacking	3
CPT 232	Network Design and Implementation	3
CPT 276	Server Administration	3
CPT 279	Network Infrastructure Design	3
	Total credits:	**28**

Paralegal - Advanced Substantive Law (STC-PR2)
Program Location: Bay Minette Campus
Applied Technologies Division

Length: Two Semesters

This short-term certificate is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in legal professions.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PRL 210	Real Property Law	3
PRL 240	Wills, Trusts, and Estates	3

Semester Two

Item #	Title	Credits
PRL 230	Domestic Law	3
	Total credits:	**9**

Paralegal - Basic Substantive Law (STC-PR1)
Program Location: Bay Minette Campus
Applied Technologies Division

Length: Two Semesters

This short-term certificate is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in legal professions.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PRL 101	Introduction to Paralegal Study	3

Semester Two

Item #	Title	Credits
PRL 160	Criminal Law and Procedure	3
PRL 262	Civil Law and Procedure	3
	Total credits:	**9**

Paralegal - Legal Analysis (STC-PR3)
Program Location: Bay Minette Campus
Applied Technologies Division

Length: Two Semesters

This short-term certificate is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in legal professions.

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
PRL 102	Basic Research and Writing	3
PRL 150	Commercial Law	3

Semester Two

Item #	Title	Credits
PRL 103	Advanced Legal Research and Writing	3
	Total credits:	**9**

Small Business/Entrepreneurship (STC-SBD)
Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses

Length: Two Semesters

The is a training certificate program designed to provide students with the opportunity to acquire and/or enhance their knowledge and skills for employment or in the current career field.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3

Semester Two

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	Total credits:	**24**

Technical Support Specialist (STC-CMS)
Program Location: Bay Minette Campus
Applied Technology Division

Length: Two Semesters

The training certificate program in Computer Technology -Technical Support Specialist is designed to prepare the students who wish to pursue careers in IT or Technical/ User/Helpdesk Support related fields.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CPT 200	Networking Technologies	3
CPT 276	Server Administration	3
CPT 280	Network Security	3

Semester Two

Item #	Title	Credits
CIS 157	Introduction to App Development with Swift	3
	CIS Elective	3
CPT 182	Help Desk Applications	3
CPT 279	Network Infrastructure Design	3
	WKO 107 or ORI 101	1
	Total credits:	**28**

Aviation Technology

Airframe Technology (AAS-AMT)
Program Location: Alabama Aviation Center at Brookley Field
Aviation Division

Length: Four Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. Graduates earn an Associate in Applied Science Degree in Airframe Technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One
Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AMT 110	Non-Metallic Structures and Welding	5
AMT 111	Aircraft Sheetmetal Structures	5
AMT 112	Airframe Systems I	5
	MTH 116 or MTH 100	3

Semester Three
Upon completion of Semester Three, students will take their Airframe Comprehensive Exam and FAA Written Airframe Exam.

Item #	Title	Credits
AMT 113	Airframe Systems II	5
AMT 114	Airframe Systems III	5
AMT 115	Airframe Systems IV	5
CIS 146	Microcomputer Applications	3

Complete Graduation Application
Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Upon completion of Semester Four, students will take their FAA Oral and Practical Exam.

Item #	Title	Credits
	Computer Science, Math, or Natural Science Elective	3-4
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	SPH 106 or SPH 107	3
	Total credits:	**66-67**

Avionics Technology (AAS-AVT)

This program is inactive for the 2020-2021 catalog year.

Program Location: Alabama Aviation College at Brookley Field

Aviation Division

Students learn to install, troubleshoot, repair, and maintain communication and navigation radios, weather radars, autopilots, on-board computers, transponders, and other equipment associated with aircraft communications and navigation. Graduates earn an Associate in Applied Science Degree in Avionics Technology.

This is a career program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of aircraft operating, control, and electronic systems. Includes instruction in flight instrumentation, aircraft communications and homing systems, radar and other sensory systems, navigation aids, and specialized systems for various types of civilian and military aircraft.

Type: A.A.S.

Semester One

Item #	Title	Credits
AVT 111	Avionics Theory	6
AVT 112	Avionics Lab I	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AVT 121	Principles of Solid State	5
AVT 131	Digital Concepts	4
AVT 141	Introduction to Avionics	2
	MTH 100 or MTH 116	3
	SPH 106 or SPH 107	3

Semester Three

Item #	Title	Credits
AVT 142	Electronic Communications	4
AVT 148	Microprocessors and Interfacing	4
	MTH/CIS/SCI Elective	3-4
CIS 146	Microcomputer Applications	3

Semester Four

Item #	Title	Credits
AVT 211	Pulse and Radar Circuits	4
AVT 212	Aircraft Installation/Faa Regulations	4
AVT 213	Aviation Communication	4
	History, Social Science, or Behavioral Science Elective	3

Semester Five

Item #	Title	Credits
AVT 214	Navigation/ILS	4
AVT 215	DME Transponders	4
AVT 216	Autopilot Aircraft Systems	4
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**75-76**

Powerplant Technology (AAS-PPT)

Program Location: Alabama Aviation Center at Brookley Field

Aviation Division

Length: Four Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied Science Degree in Powerplant Technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-

year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
ENG 101	English Composition I	3

Semester Two

Item #	Title	Credits
AMP 120	Engine Theory and Propellers	5
AMP 121	Reciprocating Engine Systems	5
AMP 122	Reciprocating Engine Overhaul	5
	MTH 100 or MTH 116	3

Semester Three

Upon completion of Semester Three, students will take their PowerPlan Comprehensive Exam and FAA Written PowerPlant Exam.

Item #	Title	Credits
AMP 123	Reciprocating Engine Inspection	5
AMP 124	Turbine Engine Theory and Inspection	5
AMP 125	Turbine Engine Systems Overhaul	5
CIS 146	Microcomputer Applications	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Upon completion of Semester Four, students will take their FAA Oral & Practical exam.

Item #	Title	Credits
	Computer Science, Math, or Natural Science Elective	3-4
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	SPH 106 or SPH 107	3
	Total credits:	**66-67**

Airframe Technology (CER-AMT)
**Program Location:
Alabama Aviation Center at Brookley Field**
Aviation Division

Length: Three Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5

Semester Two

Item #	Title	Credits
AMT 110	Non-Metallic Structures and Welding	5
AMT 111	Aircraft Sheetmetal Structures	5
AMT 112	Airframe Systems I	5

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Three

Upon completion of Semester Four, students will take their FAA Oral and Practical Exam.

Item #	Title	Credits
AMT 113	Airframe Systems II	5
AMT 114	Airframe Systems III	5
AMT 115	Airframe Systems IV	5
	Total credits:	**45**

Powerplant Technology (CER-PPT)
Program Location:
Alabama Aviation Center at Brookley Field
Aviation Division

Length: Three Semesters

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a Powerplant endorsement.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One

Upon completion of Semester One, students will take their Generals Comprehensive Exam and FAA Written Generals Exam.

Item #	Title	Credits
AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5

Semester Two

Item #	Title	Credits
AMP 120	Engine Theory and Propellers	5
AMP 121	Reciprocating Engine Systems	5
AMP 122	Reciprocating Engine Overhaul	5

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Three

Upon completion of Semester Three, students will take their FAA Oral & Practical exam.

Item #	Title	Credits
AMP 123	Reciprocating Engine Inspection	5
AMP 124	Turbine Engine Theory and Inspection	5
AMP 125	Turbine Engine Systems Overhaul	5
	Total credits:	**45**

Career Technology/Fountain Correctional

Automotive Body Repair Short-Term Certificate (CE)
Program Location: Fountain Correctional Facility

Length: Two Semesters

The Automotive Body Repair program offers basic training in most all facets of Auto Body Repair and Refinishing. Training is accomplished utilizing classroom theory and hands-on work experience with the latest equipment, techniques, and materials.

CORRECTIONAL EDUCATION

Coastal Alabama Community College offers Adult Education, Adult Literacy, and Career Technical programs for inmates at the William C. Holman Correctional Facility, G.K. Fountain Correctional Facility, and J.O. Davis Correctional Facility. Available only to the incarcarated who have apporpriate educational credentials, Career Technical programs include Small Engine Repair, Cainetmaking, Commercial Food Services, Auto Body Repair, Automotive Repair, Barbering, and Welding. Adult Literacy and Adut Basic Education classes are offered, which can lead to passage of the GED test. For further information about Coastal Alabama's Correctional Education programs, please contact David Jones at 251-809-1551.

Correctional Education Policy

Institutions authorized by the Alabama Community College System Board of Trustees to participate in

correctional education may waive the payment of tuition, fees, and special costs for only one program completion per incarcerated student. No state funds shall be used to underwrite tuition, fees, and special costs for incarcerated students who enroll in a second program of study, excluding Adult Literacy and other remedial education courses.

After enrollment, only one program-to-program change per incarcerated student is permitted, excluding Adult Literacy and other remedial education courses. All inmates approved for enrollment at an Alabama Community College System institution must be provided with an opportunity for admission to and completion of Adult Basic Education, Adult Literacy, and General Education programs. Prior to the enrollment of an incarcerated student in a program of study, the incarcerated student must be able to read. University transfer programs or courses for incarcerated students at Alabama Community College System institutions are prohibited.

The original Correctional Education programs were established as a satellite campus of J.F. Ingram. Ingram was established in 1965 by the Alabama Legislature in a Special Session by Act 110. The College was named after Mr. John Fred Ingram, who served as director of Vocational Education from 1957 until 1969. The College was initially located on the premises of Draper Correctional Center. Mr. Maehugh T. Duncan was appointed as director. After the College was successfully established, permission for expansion was granted by the State Board of Education in November 1969. Under the aggressive leadership of Mr. T. Duncan, the College expanded to G. K. Fountain and Holman Correctional Centers on December 1, 1969.

In 1970, more programs were established that met the needs of students and business and industry, as well as the Department of Corrections. With the exception of one building, all facilities were owned by the State Department of Corrections. Even with these substandard facilities, the College endeavored to provide an environment for educational excellence. Considerable emphasis was given to the needs of individual students and the development of their abilities to learn on their own initiative so that they could better realize their personal aspirations then and in the future. The institution's name has changed three times since it was established by acts of the State Legislature. The name changed once again with the merger of Jefferson Davis State Junior College and Atmore State Technical College and is now known as Coastal Alabama Community College.

Instructional Sites

The College has a site that is located behind the G. K. Fountain Correctional Center. G. K. Fountain is a security Level IV institution. The general population has a custody no higher than medium and no more than two violent convictions. The capacity enrollment for the technical students is 350. The following technical and adult education programs are offered at Fountain:

- Adult Education and GED Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Commercial Food Services
- Small Engine Repair
- Welding Technology

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

The Atmore Community Work Center is located at the Atmore Community Facility which is a Level II facility. All inmates in the facility must be minimum custody. They also must be in Class I physical duty status.

Department of Corrections Work Report Forms may also be completed by the instructor. Each student is evaluated on any behavior which might reflect on security risks or release suitability. This report includes items such as cooperativeness, dependability, social habits, industriousness, personal appearance and grooming, rule compliance, and the ability to get along with others. This report is provided directly to Classification of the correctional facility where the student resides. These work report forms can also be provided to the institution to determine eligibility for incentive packages.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3

Semester Two

Item #	Title	Credits
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 214	Automotive Structural Repair	3
ABR 265	Paint Defects and Final Repair	3

Additional Electives

Item #	Title	Credits
ABR 213	Automotive Structural Analysis	3
ABR 151	Safety and Environmental Practices	3
	Total credits:	**24**

Automotive Mechanics Short-Term Certificate (CE)
Program Location: Fountain Correctional Facility

Length: Two Semesters

The Automotive Mechanics curriculum is designed to develop technicians capable of doing high quality maintenance work and diagnosing technical difficulties.

CORRECTIONAL EDUCATION

Coastal Alabama Community College offers Adult Education, Adult Literacy, and Career Technical programs for inmates at the William C. Holman Correctional Facility, G.K. Fountain Correctional Facility, and J.O. Davis Correctional Facility. Available only to the incarcarated who have apporpriate educational credentials, Career Technical programs include Small Engine Repair, Cainetmaking, Commercial Food Services, Auto Body Repair, Automotive Repair, Barbering, and Welding. Adult Literacy and Adut Basic Education classes are offered, which can lead to passage of the GED test. For further information about Coastal Alabama's Correctional Education programs, please contact David Jones at 251-809-1551.

Correctional Education Policy

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Instructional Sites

The College has a site that is located behind the G. K. Fountain Correctional Center. G. K. Fountain is a security Level IV institution. The general population has a custody no higher than medium and no more than two violent convictions. The capacity enrollment for the technical students is 350. The following technical and adult education programs are offered at Fountain:

- Adult Education and GED Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Commercial Food Services
- Small Engine Repair
- Welding Technology

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

The Atmore Community Work Center is located at the Atmore Community Facility which is a Level II facility. All inmates in the facility must be minimum custody. They also must be in Class I physical duty status.

Department of Corrections Work Report Forms may also be completed by the instructor. Each student is evaluated on any behavior which might reflect on security risks or release suitability. This report includes items such as cooperativeness, dependability, social habits, industriousness, personal appearance and grooming, rule compliance, and the ability to get along with others. This report is provided directly to Classification of the correctional facility where the student resides. These work report forms can also be provided to the institution to determine eligibility for incentive packages.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3

Semester Two

Item #	Title	Credits
AUM 124	Automotive Engine	3
AUM 130	Drive Train and Axles	3
AUM 239	Engine Performance	3
AUM 246	Automotive Emissions	3

Additional Electives

Item #	Title	Credits
AUM 162	Electrical and Electronic System	3
AUM 220	Advanced Automotive Engines	3
	Total credits:	**24**

Barbering Short-Term Certificate (CE)
Program Location: Fountain Correctional Facility

Length: Two Semesters

The Barbering Program offers the student both theory and practical experience in all phases of hair cutting and styling, shampooing, massaging, facials, and scalp treatment.

CORRECTIONAL EDUCATION

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incarcerated student must be able to read. University transfer programs or courses for incarcerated students at Alabama Community College System institutions are prohibited.

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In 1970, more programs were established that met the needs of students and business and industry, as well as the Department of Corrections. With the exception of one building, all facilities were owned by the State Department of Corrections. Even with these substandard facilities, the College endeavored to provide an environment for educational excellence. Considerable emphasis was given to the needs of individual students and the development of their abilities to learn on their own initiative so that they could better realize their personal aspirations then and in the future. The institution's name has changed three times since it was established by acts of the State Legislature. The name changed once again with the merger of Jefferson Davis State Junior College and Atmore State Technical College and is now known as Coastal Alabama Community College.

Instructional Sites

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- Adult Education and GED Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Commercial Food Services
- Small Engine Repair
- Welding Technology

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

The Atmore Community Work Center is located at the Atmore Community Facility which is a Level II facility. All inmates in the facility must be minimum custody. They also must be in Class I physical duty status.

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Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BAR 110	Orientation to Barbering	3
BAR 111	Introduction to Barbering Lab	3
BAR 112	Science of Barbering	3
BAR 113	Fundamentals of Barbering Applications	3

Semester Two

Item #	Title	Credits
BAR 114	Barber-styling Lab	3
BAR 115	Cutting and Styling Techniques	3
BAR 120	Properties of Chemistry	3
BAR 130	Marketing and Business Management	3

Additional Electives

Item #	Title	Credits
BAR 185	Special Topics in Barbering	3
BAR 187	Special Topics in Barbering	3
	Total credits:	**24**

Commercial Food Services Short-Term Certificate (CE)
Program Location: Fountain Correctional Facility

Length: Two Semesters

The Commercial Food Service Program offers extensive training in most all facets of food preparation and serving. Students will learn about nutrition, menu planning, short order cooking, restaurant operation quantity foods, and how to plan for and prepare every sort of menu item from seafood and dairy products to exotic desserts.

CORRECTIONAL EDUCATION

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Instructional Sites

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- Adult Education and GED Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Commercial Food Services
- Small Engine Repair
- Welding Technology

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those

under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

The Atmore Community Work Center is located at the Atmore Community Facility which is a Level II facility. All inmates in the facility must be minimum custody. They also must be in Class I physical duty status.

Department of Corrections Work Report Forms may also be completed by the instructor. Each student is evaluated on any behavior which might reflect on security risks or release suitability. This report includes items such as cooperativeness, dependability, social habits, industriousness, personal appearance and grooming, rule compliance, and the ability to get along with others. This report is provided directly to Classification of the correctional facility where the student resides. These work report forms can also be provided to the institution to determine eligibility for incentive packages.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CFS 101	Orientation to the Hospitality Profession	3
CFS 110	Basic Food Preparation	3
CFS 111	Foundations in Nutrition	3
CFS 120	Basic Food Preparation Lab	2
CFS 112	Sanitation, Safety, and Food Service	2

Semester Two

Item #	Title	Credits
CFS 115	Advanced Food Preparation	3
CFS 182	Special Topics in Commercial Food Services	3
CFS 201	Meat Preparation and Processing	2
CFS 204	Foundations of Baking	3
CFS 213	Food Purchasing and Cost Control	3
	Total credits:	**27**

Small Engine Repair Short-Term Certificate (CE)
Program Location: Fountain Correctional Facility
Length: Two Semesters

The Small Engine Repair Program covers the repair of small gasoline engines. This program provides the individual student with the technical knowledge and skills which enable them to compete in the small engine field.

CORRECTIONAL EDUCATION

Coastal Alabama Community College offers Adult Education, Adult Literacy, and Career Technical programs for inmates at the William C. Holman Correctional Facility, G.K. Fountain Correctional Facility, and J.O. Davis Correctional Facility. Available only to the incarcerated who have apporpriate educational credentials, Career Technical programs include Small Engine Repair, Cainetmaking, Commercial Food Services, Auto Body Repair, Automotive Repair, Barbering, and Welding. Adult Literacy and Adut Basic Education classes are offered, which can lead to passage of the GED test. For further information about Coastal Alabama's Correctional Education programs, please contact David Jones at 251-809-1551.

Correctional Education Policy

Institutions authorized by the Alabama Community College System Board of Trustees to participate in correctional education may waive the payment of tuition, fees, and special costs for only one program completion per incarcerated student. No state funds shall be used to underwrite tuition, fees, and special costs for incarcerated students who enroll in a second program of study, excluding Adult Literacy and other remedial education courses.

After enrollment, only one program-to-program change per incarcerated student is permitted, excluding Adult Literacy and other remedial education courses. All inmates approved for enrollment at an Alabama Community College System institution must be provided with an opportunity for admission to and completion of Adult Basic Education, Adult Literacy, and General Education programs. Prior to the enrollment of an incarcerated student in a program of study, the incarcerated student must be able to read. University transfer programs or courses for incarcerated students at Alabama Community College System institutions are prohibited.

The original Correctional Education programs were established as a satellite campus of J.F. Ingram. Ingram was established in 1965 by the Alabama Legislature in a Special Session by Act 110. The College was named after Mr. John Fred Ingram, who served as director of Vocational Education from 1957 until 1969. The College was initially located on the premises of Draper Correctional Center. Mr. Maehugh T. Duncan was

appointed as director. After the College was successfully established, permission for expansion was granted by the State Board of Education in November 1969. Under the aggressive leadership of Mr. T. Duncan, the College expanded to G. K. Fountain and Holman Correctional Centers on December 1, 1969.

In 1970, more programs were established that met the needs of students and business and industry, as well as the Department of Corrections. With the exception of one building, all facilities were owned by the State Department of Corrections. Even with these substandard facilities, the College endeavored to provide an environment for educational excellence. Considerable emphasis was given to the needs of individual students and the development of their abilities to learn on their own initiative so that they could better realize their personal aspirations then and in the future. The institution's name has changed three times since it was established by acts of the State Legislature. The name changed once again with the merger of Jefferson Davis State Junior College and Atmore State Technical College and is now known as Coastal Alabama Community College.

Instructional Sites

The College has a site that is located behind the G. K. Fountain Correctional Center. G. K. Fountain is a security Level IV institution. The general population has a custody no higher than medium and no more than two violent convictions. The capacity enrollment for the technical students is 350. The following technical and adult education programs are offered at Fountain:

- Adult Education and GED Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Commercial Food Services
- Small Engine Repair
- Welding Technology

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

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Type: Short-Term Certificate

Semester One

Item #	Title	Credits
SER 111	Fundamentals of Small Engine Repair	3
SER 112	Four-Stroke Cycle Engine	3
SER 114	Special Projects in Small Engine Repair	3
SER 115	Basic Small Engine Electrical Systems	3

Semester Two

Item #	Title	Credits
SER 121	Two-Stroke Cycle Engine	3
SER 122	Engine Reconditioning	2
SER 123	Engine Reconditioning Lab	3
SER 124	Special Projects in Lawn, Garden, and Industrial Engines	3

Additional Electives

Item #	Title	Credits
SER 113	Four-Stroke Cycle Engine Lab	3
SER 132	Lawn and Garden Equipment Fundamentals	3
SER 142	Chainsaws & String Trimmers	3
	Total credits:	**23**

Welding - Basic Plate Welding Short-Term Certificate (CE)
Program Location: Fountain Correctional Facility

Length: Two Semesters

CORRECTIONAL EDUCATION

Coastal Alabama Community College offers Adult Education, Adult Literacy, and Career Technical programs for inmates at the William C. Holman Correctional Facility, G.K. Fountain Correctional Facility, and J.O. Davis Correctional Facility. Available only to the incarcerated who have apporpriate educational credentials, Career Technical programs include Small Engine Repair, Cainetmaking, Commercial Food Services, Auto Body Repair, Automotive Repair, Barbering, and Welding. Adult Literacy and Adut Basic Education classes are offered, which can lead to passage of the GED test. For further information about Coastal Alabama's Correctional Education programs, please contact David Jones at 251-809-1551.

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Instructional Sites

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- Barbering
- Cabinetmaking
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- Small Engine Repair
- Welding Technology

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release suitability. This report includes items such as cooperativeness, dependability, social habits, industriousness, personal appearance and grooming, rule compliance, and the ability to get along with others. This report is provided directly to Classification of the correctional facility where the student resides. These work report forms can also be provided to the institution to determine eligibility for incentive packages.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Groove Welding Lab	3
	Total credits:	**27**

Electrical Technology

Electrical and Instrumentation Technology (AAS-EIT)
Program Locations: The Academy at Fairhope Airport and Thomasville Campus
Career-Technical Division

Length: Four Semesters

The Electrical and Instrumentation Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of instrumentation technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
IET 114	Basic Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
INT 117	Principles of Industrial Mechanics	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ELT 131	Wiring I Commercial and Industrial	3
ELT 231	Introduction to Programmable Controllers	3
IET 122	Rotating Machinery and Controls	3
IET 131	Fluid Power Systems	3
	SPH 106 or SPH 107	3
WKO 110	NCCER Core	3

Semester Three

Item #	Title	Credits
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controllers	3
ILT 114	Instrumentation Operation and Calibration	3
	MTH 116 or MTH 100	3
	History, Social Science, or Behavioral Science Elective	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application
Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ILT 166	Motors and Transformers I	3
	Electrical and Instrumentation AAS Electives	3
	Electrical and Instrumentation AAS Electives	3
	Humanities and Fine Arts Elective (T)	3
	ILT 110 or ILT 214	3
	Total credits:	**67-68**

Heating and Air Conditioning (AAS-HVC)
Program Locations: Atmore Campus
Career-Technical Division

Length: Four Semesters

The Associate in Applied Science degree in Heating and Air Conditioning is an occupational degree, which introduces the principles of preventive, predictive, and corrective maintenance. Students will learn to perform troubleshooting and analysis on machinery used in various facilities and apply sound maintenance practices in all aspects of their work.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
IET 114	Basic Electricity	3
WKO 110	NCCER Core	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ACR 122	HVACR Electric Circuits	3
ACR 126	Commercial Heating Systems	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
INT 117	Principles of Industrial Mechanics	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
ACR 149	Heat Pump Systems II	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
IET 131	Fluid Power Systems	3
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ACR 205	System Sizing and Air Distribution	3
ILT 108	Introduction to Instruments and Process Control	3
	HVAC Elective	3
	Computer Science, Math, or Natural Science Elective	3-4
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**67-68**

Building Construction Technology (STC-BTC)
Program Location: North Baldwin Center for Technology and South Baldwin Center for Technology (Dual Enrollment)
Career-Technical Division

Length: Two Semesters

*Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
CAR 111	Construction Basics	3
CAR 112	Floors, Walls and Site Preparation	3
WKO 110	NCCER Core	3
	BUC 111 or BUC 112	3

Semester Two

Item #	Title	Credits
CAR 113	Floors, Walls and Site Preparation Lab	3
CAR 114	Construction Basics Lab	3
CAR 131	Roof and Ceiling Systems	3
CAR 133	Roof and Ceiling Systems Lab	3

Additional Electives

Item #	Title	Credits
CAR 132	Interior and Exterior Finish	3
ELT 114	Residential Wiring Methods	3
	Total credits:	**24**

Electrical Technology (STC-ELT)
Program Locations: The Academy at Fairhope Airport and Thomasville Campus
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ELT 231	Introduction to Programmable Controllers	3
IET 114	Basic Electricity	3
IET 122	Rotating Machinery and Controls	3
ILT 108	Introduction to Instruments and Process Control	3
WKO 110	NCCER Core	3

Semester Two

Item #	Title	Credits
ELT 212	Motor Controls II	3
ELT 232	Advanced Programmable Controllers	3
ILT 114	Instrumentation Operation and Calibration	3
	Electrical Technology (STC) Elective	3
	Total credits:	**27**

HVAC Advanced Technology (STC-HVA)
Program Locations: Atmore Campus and North Baldwin Center for Technology
Career-Technical Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 122	HVACR Electric Circuits	3
ACR 149	Heat Pump Systems II	3
ACR 205	System Sizing and Air Distribution	3
WKO 107	Workplace Skills Preparation	1
	ACR 119 or ACR 126	3
	Total credits:	**13**

HVAC Basic Technology (STC-HVB)
Program Locations: Atmore Campus and the North Baldwin Center for Technology (Dual Enrollment)
Career-Technical Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
	Total credits:	**15**

Heating and Air Conditioning (STC-HVC)
Program Locations: Atmore Campus and the North Baldwin Center for Technology (Dual Enrollment)
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVACR	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3

Semester Two

Item #	Title	Credits
ACR 122	HVACR Electric Circuits	3
ACR 149	Heat Pump Systems II	3
ACR 205	System Sizing and Air Distribution	3
	ACR 119 or ACR 126	3
	Total credits:	**27**

Engineering Pathways

General Studies - Aerospace Engineering Pathway

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in aerospace engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Elective	3
	Social Science Elective	3

Summer Semester

MTH 270 is an optional course. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
EGR 125	Modern Graphics for Engineers	3
MTH 227	Calculus III	4
	History Sequence (Part I)	3
	History Sequence (Part II)	3

Semester Three (Fall)

Item #	Title	Credits
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics with Cal I	4
	Literature Course	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
EGR 220	Engineering Mechanics - Statics	3
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics with Cal II	4
SPH 107	Fundamentals of Public Speaking	3
	Total credits:	**64**

General Studies - Chemical Engineering Pathway

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in chemical engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
CHM 112	College Chemistry II	4
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Elective	3

Summer Semester

MTH 270 is an optional course. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
MTH 227	Calculus III	4
	History Sequence (Part I)	3
	Social Science Elective	3

Semester Three (Fall)

EGR 101 is an optional course, **but is strongly recommended**. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
CHM 221	Organic Chemistry I	4
PHY 213	General Physics with Cal I	4
	History Sequence (Part II)	3
	Literature Course	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
CHM 222	Organic Chemistry II	4
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics with Cal II	4
SPH 107	Fundamentals of Public Speaking	3
	Total credits:	**64**

General Studies - Civil Engineering Pathway

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in civil engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
CHM 112	College Chemistry II	4
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Elective	3

Summer Semester

MTH 270 is an optional course. Please check with EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
EGR 125	Modern Graphics for Engineers	3
MTH 227	Calculus III	4

Semester Three (Fall)

EGR 101 is an optional course, **but is strongly recommended**. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
PHY 213	General Physics with Cal I	4
	History Sequence (Part I)	3
	Literature Course	3
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
EGR 220	Engineering Mechanics - Statics	3
MTH 238	Applied Differential Equations I	3
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Total credits:	**62**

General Studies - Computer Engineering Pathway

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in computer engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Elective	3
	Social Science Elective	3

Summer Semester

Please check with the EGR advisor to determine if MTH 270 will be accepted by the transfer institution.

Item #	Title	Credits
MTH 227	Calculus III	4
MTH 270	Probability and Statistics Concepts	3
	History Sequence (Part I)	3
	Literature Course	3

Semester Three (Fall)

Item #	Title	Credits
CIS 251	C ++ Programming	3
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics with Cal I	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics with Cal II	4
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Total credits:	**64**

General Studies - Electrical Engineering Pathway

Length: Four Semesters + Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in electrical engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Elective	3
	Social Science Elective	3

Summer Semester

Please check with the EGR advisor to determine if MTH 270 will be accepted by the transfer institution.

Item #	Title	Credits
MTH 227	Calculus III	4
MTH 270	Probability and Statistics Concepts	3
	Literature Course	3
	History Sequence (Part I)	3

Semester Three (Fall)

Item #	Title	Credits
CIS 251	C ++ Programming	3
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics with Cal I	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics with Cal II	4
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Total credits:	**64**

General Studies - General Engineering Pathway

Length: Four Semesters + One Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in engineering. Requirements vary among institutions and among the different engineering fields. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

NOTES

* Engineering students must choose the History sequence option, taking the first course in Semester 1 and the second in Semester 4.

* In Semester 2, students may choose only from the following Literature options: ENG 251, ENG 252, ENG 271 or ENG 272.

* Variability in credit hours of electives in EGR is due to concentration areas. Total Credit Hours required to graduate in this degree plan is 61 credit hours minimum. Most complete with somewhere in the range of 61-64 credit hours. Contact an Engineering advisor prior to beginning your first semester course work.

* Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
ORI 101	Orientation to College	1
	History Sequence (Part I)	3

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
CHM 112	College Chemistry II	4
MTH 126	Calculus II	4
	Fine Arts Elective	3
	Literature Course	3

Summer Semester

Item #	Title	Credits
MTH 227	Calculus III	4
	Engineering Elective	3

Semester Three (Fall)

Item #	Title	Credits
EGR 101	Engineering Foundations	3
PHY 213	General Physics with Cal I	4
	Engineering Elective	3
	History Sequence (Part II)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
	Engineering Elective	3
	Social Science Elective	3
	SPH 106 or SPH 107	3
	Total credits:	**64**

General Studies - Mechanical Engineering Pathway

Length: Four Semesters + One Summer Term

This pathway is designed for students who plan to transfer to a four-year institution to complete a baccalaureate degree in mechanical engineering. Requirements vary among institutions. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year institutions. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
ORI 101	Orientation to College	1

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 126	Calculus II	4
	Fine Arts Elective	3
	Social Science Elective	3

Summer Semester

MTH 270 is an optional course. Please check with the EGR advisor to determine if this will be accepted by the transfer institution.

Item #	Title	Credits
EGR 125	Modern Graphics for Engineers	3
MTH 227	Calculus III	4
	History Sequence (Part I)	3
	History Sequence (Part II)	3

Semester Three (Fall)

Item #	Title	Credits
EGR 101	Engineering Foundations	3
MTH 237	Linear Algebra	3
PHY 213	General Physics with Cal I	4
	Literature Course	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four (Spring)

Item #	Title	Credits
EGR 220	Engineering Mechanics - Statics	3
MTH 238	Applied Differential Equations I	3
PHY 214	General Physics with Cal II	4
SPH 107	Fundamentals of Public Speaking	3
	Total credits:	**64**

General Studies

General Studies - Agricultural Business and Economics Pathway

Length: Four Semesters

The Agricultural Business and Economics pathway is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in an agricultural field. This guide is based on the requirements needed to pursue this degree at Auburn University.

NOTES

* You must complete a 6 SH sequence in history. History classes do not have to be taken in sequence; in other words, the lower number class does not have to be taken first.

* Placement in MTH120 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH120, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

First Semester

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3
	Humanities and Fine Arts Elective (I)	3
MTH 120	Calculus and Its Applications	3

Second Semester

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ECO 232	Principles of Microeconomics	3
ENG 102	English Composition II	3
PHL 206	Ethics and Society	3
	History Sequence (Part I)	3

Third Semester

Item #	Title	Credits
BIO 104	Principles of Biology II	4
BUS 241	Principles of Accounting I	3
BUS 271	Business Statistics I	3
ECO 231	Principles of Macroeconomics	3
	History Sequence (Part II)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Fourth Semester

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 272	Business Statistics II	3
SOC 200	Introduction to Sociology	3
	Literature Elective	3
	Total credits:	**60**

General Studies - Biology Pathway

Length: Four Semesters

The Biological Science pathway is designed for those students who plan to complete a four-year program in preparation for a professional career in the biological sciences. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

NOTES

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, HUM, MUS, REL, PHL, THR, or Foreign Language. A literature course can also be taken as a Humanities and Fine Arts elective.
- If the history sequence is not chosen, the students must choose 6 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* Placement in MTH112 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH112, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* Consult the transfer institution or the STARS templates at for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	Humanities and Fine Arts Elective (I)	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
	SPH 106 or SPH 107	3

Semester Three

Item #	Title	Credits
CHM 112	College Chemistry II	4
	Literature Elective	3
	History Sequence (Part I)	3
	Math and Science Elective	3-4
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
PHL 206	Ethics and Society	3
	History Sequence (Part II)	3
	Math and Science Elective	3-4
	Social Science Elective	3
	Total credits:	**62-64**

General Studies - Biomedical Sciences Pathway

Length: Four Semesters

The Biomedical Sciences pathway is designed for students who plan to transfer to a four year institution to pursue a degree in dentistry, pharmacology, medicine, veterinary and/or other medical fields. Student should seek academic advising through transfer institutions at the earliest date possible.

NOTES

* Placement in MTH125 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH125, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor to help you develop a modified academic map.

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, HUM, MUS, REL, PHL, THR, or Foreign Language. A literature course can also be taken as a Humanities and Fine Arts elective.
- If the history sequence is not chosen, the students must choose 6 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CHM 111	College Chemistry I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Humanities and Fine Arts Elective (I)	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
CHM 112	College Chemistry II	4
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3

Semester Three

Item #	Title	Credits
MTH 125	Calculus I	4
PSY 200	General Psychology	3
	BioMed Science/Math Elective	3-4
	History Sequence (Part I)	3
	Literature Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
	BioMed Science/Math Elective	3-4
	History Sequence (Part II)	3
	Humanities and Fine Arts Elective (I)	3
	Social Science Elective	3
	Total credits:	**60-62**

General Studies - Business Administration Pathway

Length: Four Semesters

The Business Administration pathway is designed to give the student a basic foundation of course work needed to transfer to a four-year college or university to work toward a baccalaureate degree in either a specialized or general business administration curriculum.

NOTES

* You must complete a sequence of literature (i.e. You need to take two literature classes and one history class). Literature classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

* Placement in MTH112 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH112, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor to help you develop a modified academic map.

* You must take 8 hours of a natural science sequence from the BIO, CHM, GEO, PHS, or PHY programs.   All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you.   If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are unsure of your transfer plans, take BIO103 and BIO104.

* Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
MTH 112	Precalculus Algebra	3
SPH 107	Fundamentals of Public Speaking	3

Semester Two

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
ECO 231	Principles of Macroeconomics	3
ENG 102	English Composition II	3
	History Elective (3 SH)	3
	Natural Science Sequence (Part I)	4

Semester Three

Item #	Title	Credits
BUS 271	Business Statistics I	3
ECO 232	Principles of Microeconomics	3
	Humanities and Fine Arts Elective (I)	3
	Literature Sequence (Part I)	3
	Natural Science Sequence (Part II)	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
BUS 272	Business Statistics II	3
	Literature Sequence (Part II)	3
	MTH 120 or MTH 125	3-4
	PSY 200 or SOC 200	3
	Total credits:	**63-64**

General Studies - Computer Science Pathway

Length: Four Semesters

This Computer Science Pathway is designed for students planning to transfer to a four-year institution and major in Computer Science.

NOTES

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first. A literature course can also be taken as a Humanities and Fine Arts elective.

* Placement in MTH112 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH112, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs.   A sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you.   If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

* Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
CIS 251	C ++ Programming	3
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	Fine Arts Elective (I)	3
	SPH 106 or SPH 107	3

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
	History Sequence (Part I)	3
	Natural Science Elective (4 SH)	4
PHL 206	Ethics and Society	3

Semester Three

Item #	Title	Credits
MTH 125	Calculus I	4
	History Sequence (Part II)	3
	Literature Sequence (Part I)	3
	Natural Science Elective (4 SH)	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 285	Object Oriented Programming	3
MTH 126	Calculus II	4
	Literature Sequence (Part II)	3
	Social Science Elective	3
	Social Science Elective	3
	Total credits:	**62**

General Studies - Education Pathway (Early Childhood & Elementary)

Length: Four Semesters

The Education pathway is designed for students who plan to transfer and major in early childhood, elementary, special education, media services or school librarianship.

DEGREE PLAN NOTES

Choose a full sequence of History or Literature.

- Choosing a full sequence of History will affect elective choices in Humanities, Literature, and Social Sciences - One Humanities Elective, ONE Literature Elective, and TWO Social Science Electives.
- Choosing a full sequence of Literature will affect elective choices in History, Humanities and Social Sciences - ONE History Elective, NO Humanities Elective, and THREE Social Science Electives.
- Choose ONE Humanities Elective if a full sequence of History is taken. Choose NO Humanities Elective if a full sequence of Literature is taken.
- Choose TWO Social Science Electives if a full sequence of History is taken, or choose THREE Social Science Electives if a full sequence of Literature is taken.

* Placement in MTH110 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH110, ask your adviser to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

ADVISING NOTES

First Semester Essential:

- Students should be scheduled for an English course and a math course, depending upon appropriate placement, in the first semester.

Considerations for State Certification Testing:

- Upon completion of a Bachelor's degree program at any Alabama university, prospective elementary and early childhood teachers must earn satisfactory scores on exams required for certification by the Alabama State Department of Education. More information about those exams are available on the ALSDE website at http://www.alsde.edu. To prepare for the required CORE and Praxis Exams, students should consider the following course selections:

1. Full History Sequence: HIS 201 and HIS 202.
2. Social Science Electives: POL 211 and GEO 100.
3. Mathematics Electives: MTH 231 and MTH 232.

* Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One

* Students can also take SPH 106 or SPH107 in Fall Semester 1 in place of the Fine Arts elective, then take Fine Arts in Spring Semester 2.

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	BIO 101 or BIO 103	4
	Fine Arts Elective (I)	3
	MTH 110 or more advanced	3
	Social Science Elective	3

Semester Two

* Students may also take a Fine Arts elective in place of SPH 106 of SPH107 if they took SPH 106 or SPH 107 in Fall Semester 1.

Item #	Title	Credits
ENG 102	English Composition II	3
	BIO 102 or BIO 104	3
	SPH 106 or SPH 107	3
	EECE Math Elective	3
	EECE Pre-Professional Requirements	3

Semester Three

Item #	Title	Credits
	EECE Math Elective	3
	EECE Pre-Professional Requirements	3
	History Sequence (Part I)	3
	Literature Elective	3
	PHS 111 or PHS 112	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	EECE Math Elective	3
	EECE Pre-Professional Requirements	3
	History Sequence (Part II)	3
	Humanities and Fine Arts Elective (I)	3
	Social Science Elective	3
	Total credits:	**63**

General Studies - Environmental Science Pathway

Length: Four Semesters

This program is a two-year curriculum designed for those students who plan to complete a four-year program in preparation for a professional career in the environmental sciences. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

NOTES

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, MUS, REL, PHL, THR, or Foreign Language. A literature course can also be taken as a Humanities and Fine Arts elective.
- If the history sequence is not chosen, the students must choose 6 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* Placement in MTH112 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH112, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3
	Fine Arts Elective (I)	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
MTH 113	Precalculus Trigonometry	3
	History Sequence (Part I)	3

Semester Three

Item #	Title	Credits
CHM 111	College Chemistry I	4
MTH 125	Calculus I	4
	History Sequence (Part II)	3
	Literature Elective	3
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CHM 112	College Chemistry II	4
	Humanities and Fine Arts Elective (I)	3
	MTH 265 or PHY 201	3-4
	Social Science Elective	3
	Total credits:	**63-64**

General Studies - Forestry Pathway

Length: Four Semesters

The Forestry pathway is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in forest management or wood technology. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

NOTES

* Placement in MTH113 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH113, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* For General Electives, refer to Coastal Alabama Community College General Electives list for a course not already taken.

Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	MTH 113, MTH 125 or MTH 126	3-4

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ENG 102	English Composition II	3
PHL 206	Ethics and Society	3
SPH 107	Fundamentals of Public Speaking	3
	Social Science Elective	3

Semester Three

Item #	Title	Credits
CHM 111	College Chemistry I	4
ECO 232	Principles of Microeconomics	3
MTH 265	Elementary Statistics	3
	Literature Elective	3
	Fine Arts Elective (I)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CHM 112	College Chemistry II	4
CIS 146	Microcomputer Applications	3
	General Electives (3 SH)	3
	General Electives (3 SH)	3
	History Sequence (Part II)	3
	Total credits:	**62-63**

General Studies - General Pathway

Length: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor in Science degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers

the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities.

NOTES

* Placement in ENG101 is based on test scores. See your adviser to see which English you need to take. If you placed into ENR098, see your adviser to come up with an alternate map for your classes.

* Placement in MTH112 is based on test scores. See your advisor to see which Math class you need to take. If you did not place into MTH112, ask your adviser to help you come up with a modified academic map. Also, MTH110 is not offered every semester on every campus. If you are planning to go into business, education, or other related fields, you might need to take higher-level math. Check with an academic advisor before selecting a math course.

* You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs. You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you. If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

* You must take a sequence in history, that is, two consecutive classes. For example, if you take World History, you must take the other half of World History. You cannot take two different types of history courses. History classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

You may take a literature course as a Humanities and Fine Arts elective.

* For the final Social Science Elective: Do not sign up for a class you have already taken from this list!

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	Humanities and Fine Arts Elective (I)	3
	MTH 112 or more advanced	3
	Natural Science Elective (4 SH)	4

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
	SPH 106 or SPH 107	3
	History Sequence (Part II)	3
	Natural Science Elective (4 SH)	4

Semester Three

Item #	Title	Credits
	General Electives (3 SH)	3
	General Electives (3 SH)	3
	Fine Arts Elective	3
	Literature Elective	3
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	General Electives (3 SH)	3
	General Electives (3 SH)	3
	General Electives (3 SH)	3
	Social Science Elective	3
	Total credits:	**60**

General Studies - Health, Physical Education, and Recreation Pathway

Length: Four Semesters

The Health, Physical Education, and Recreation pathway is designed to give the student a basic foundation of course work needed to transfer to a four-year college or university to work toward a baccalaureate degree in either a specialized or general physical education curriculum.

NOTES

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, HUM, MUS, REL, PHL, THR, or Foreign Language. A literature course can also be taken as a Humanities and Fine Arts elective.
- If the history sequence is not chosen, the students must choose 6 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* Placement in MTH112 is based on test scores. See your adviser to determine which math class you need to take. If you did not place into MTH112, ask your adviser to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your adviser to determine which English you need to take. If you did not place into ENG101, ask your adviser help you develop a modified academic map.

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
PED 200	Foundations of Physical Education	3
	History Sequence (Part I)	3

Semester Two

Item #	Title	Credits
BIO 104	Principles of Biology II	4
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	HED 221 or HED 224	3
	Humanities and Fine Arts Elective (I)	3

Semester Three

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
	Fine Arts Elective (I)	3
	History Sequence (Part II)	3
	Literature Elective	3
	Physical Education Activity Elective	1

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
HED 231	First Aid	3
	Physical Education Activity Elective	1
	Social Science Elective	3
	Social Science Elective	3
	Total credits:	**61**

General Studies - Health Sciences Pathway

Length: Four Semesters

This program is designed for students who plan to transfer to a four-year institution to pursue a Bachelor's Degree in a health field. Students who desire to complete the Associate of Applied Science Degree in Nursing, Veterinary Technology, Surgical Technology, Dental Assisting, or Paramedic should seek advisement through a program specific adviser and complete the courses specific to the degree desired.

NOTES

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

* Students desiring to enter an associate degree health program often apply to the program after completion of the second semester in the Health Sciences Degree. Dental Assisting, Paramedic, Associate Degree Nursing, Surgical Technology, and Veterinary Technology are health program offerings. Please, check the degree pathways for program of choice for more information.

Type: A.S.

Semester One

- MTH 100 Intermediate Algebra is the minimum requirement for an associate in applied science degree in nursing, paramedic, surgical technology, and veterinary technology. MTH 116 Mathematical Applications is the minimum requirement for Dental Assisting.
- BIO 103 may be waived for those intending on completing the Associate in Applied Science Degree. Students must have completed a college science course, high school anatomy & physiology, or a health program certificate. Please consult the Allied Health Sciences Division Chair to see if qualified. Note that BIO 103 is necessary for the four-year degree.
- SPH 106 or SPH 107 fulfills the Speech requirement.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
PSY 200	General Psychology	3
	MTH 112 or more advanced	3
	SPH 106 or SPH 107	3

Semester Two

*Dental Assisting requires SOC 200 Introduction to Sociology in place of PSY 210 Human Growth and Development.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
	Humanities and Fine Arts Elective (I)	3
PSY 210	Human Growth and Development	3

Semester Three

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
	BUS 271 or MTH 265	3
	History Sequence (Part I)	3
	Literature Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Select an English Literature or History course to complete a sequence; for example, HIS 121 & 122 or ENG 271 & 272.

Item #	Title	Credits
PHL 206	Ethics and Society	3
	CHM 104 or CHM 111	4
	ECO 231 or ECO 232 or SOC 200	3
	History Sequence (Part II)	3
	Total credits:	**63**

General Studies - Mathematics Pathway

Length: Four Semesters + One Summer Session**

The purpose of the Mathematics pathway is to provide the first two years of a four-year baccalaureate degree in mathematics.

NOTES

**Summer session for MTH 126 will allow you to complete the Calculus series without changing instructor.

* Placement in MTH113 or MTH115 is based on test scores. See your adviser to determine which math class you need to take. If you did not place into one of these courses, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* For the Physics sequence, you must match PHY 201 with PHY 202 OR PHY 213 with PHY 214.

* For the CIS Elective, consult the STARS Guide and the Area V pages for the appropriate transfer institution. See an academic advisor for assistance.

* Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Fine Arts Elective (I)	3
	History Sequence (Part I)	3
	MTH 113 or MTH 115	3

Semester Two (Spring)

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 125	Calculus I	4
	Humanities and Fine Arts Elective (I)	3
	Social Science Elective	3

Summer Semester

Item #	Title	Credits
MTH 126	Calculus II	4

Semester Three (Fall)

Item #	Title	Credits
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
	General Elective (3-4 SH)	3
	Literature Elective	3
	PHY 201 or PHY 213	4

Completion of Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Spring Semester 4

Item #	Title	Credits
MTH 238	Applied Differential Equations I	3
	History Sequence (Part II)	3
	PHY 202 or PHY 214	4
	Social Science Elective	3
	SPH 106 or SPH 107	3
	Total credits:	**63**

General Studies - Online Pathway

Length : Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor in Science degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities. Courses in this pathway may be completed online, thus allowing the student to earn an Associate of Science degree 100% online.

Type: A.S.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 112	Precalculus Algebra	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	Humanities and Fine Arts Elective (OL)	3
	Natural Science Elective (OL1)	4

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part I)	3
	Natural Science Elective (OL2)	4

Semester Three

Item #	Title	Credits
	Literature Course	3
	Humanities and Fine Arts Elective (OL)	3
	Social and Behavioral Science Elective (OL)	3
	Major-Specific Elective	3-4
	Major-Specific Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	Humanities and Fine Arts Elective (OL)	3
	Social and Behavioral Science Elective (OL)	3
	Major-Specific Elective	3-4
	Major-Specific Elective	3-4
	Total credits:	**60-64**

General Studies - Surveying and Geomatics Pathway

Length: Four Semesters

The Surveying and Geomatics pathway is designed for persons who plan to transfer to a four-year college or university to complete a Baccalaureate degree in the field of surveying and geomatics. Troy University is the only four-year institution in Alabama offering this program.

NOTES

* For the General Elective in Semester 4, refer to Coastal Alabama Community College General Electives list for a course not already taken.

* Placement in MTH125 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH125, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

*The ACCS prerequisite for MTH237 is MTH126. Troy University does not require MTH126 as a prerequisite for MTH237. Therefore, students seeking to register for MTH237 following MTH126 must make requests for overrides to instructionalservices@coastalalabama.edu.

* Consult the transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.S.

Semester One

Item #	Title	Credits
ART 113	Drawing I	3
ENG 101	English Composition I	3
MTH 265	Elementary Statistics	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
MTH 125	Calculus I	4
	Fine Arts Elective	3
	Social Science Elective	3

Semester Three

Item #	Title	Credits
CIS 251	C ++ Programming	3
MTH 237	Linear Algebra	3
	Literature Elective	3
	Physics Sequence (Part I)	4
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
PHL 206	Ethics and Society	3
	SPH 106 or SPH 107	3
	Physics Sequence (Part II)	4
	History Sequence (Part II)	3
	General Elective (3-4 SH)	3
	Total credits:	**61**

Hospitality Management

Culinary Arts (AAS-CUA)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: Five Semesters

This program is designed to produce management personnel for the culinary arts/hospitality industry.

Culinary Arts Program Philosophy and Objectives

The Culinary and Pastry Programs are designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career-focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

* For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra

- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

Type: A.A.S.

Semester One (Fall)

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
CUA 125	Food Preparation	5
ORI 101	Orientation to College	1
	MTH 116 or MTH 100	3

Semester Two (Spring)

Item #	Title	Credits
CUA 205	Intro to Garde Manger	3
ENG 101	English Composition I	3
PAS 100	Fundamentals of Baking	4
	CUA Elective	3
	SPH 106 or SPH 107	3

Semester Three (Summer)

Item #	Title	Credits
CUA 213	Food Purchasing and Cost Control	3
CUA 255	Field Experience - Savory	3
HMM 260	Human Resource Management	3
	CUA Elective	3

Semester Four (Fall)

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CUA 111	Foundations in Nutrition	3
CUA 115	Advanced Food Preparation	3
	Math or Science Elective (T)	4
	PAS 208 or PAS 173	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five (Spring)

Item #	Title	Credits
CUA 285	Culinary Capstone	1
HMM 106	Beverage Selection and Appreciation	3
HMM 241	Restaurant Service Management I	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3

	Total credits:	72

Event Planning (AAS-EVP)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: Five Semesters

This program is designed to produce management personnel for the Event Planning industry.

Event Planning Program Philosophy and Objectives
The Event Planning Program will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential. This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in teh program will tranasfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

* For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra
- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

Type: A.A.S.

Semester One (Fall)

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
HMM 252	Hotel/Restaurant and Travel Law	3
HMM 260	Human Resource Management	3
ORI 101	Orientation to College	1
	MTH 116 or MTH 100	3

Semester Two (Spring)

Item #	Title	Credits
CUA 102	Catering	3
CUA 116	Sanitation and Safety	3
ENG 101	English Composition I	3
HSM 201	Event Planning and Management	3
	HSM 250 or HSM 214	3

Semester Three (Summer)

Item #	Title	Credits
CUA 213	Food Purchasing and Cost Control	3
HSM 123	Hospitality Field Experience I	3
HSM 270	Planning and Management Sports Tourism and Events	3
	CUA, HMM, HSM, or PAS Elective	3

Semester Four (Fall)

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
HMM 241	Restaurant Service Management I	3
HSM 234	Planning and Development of Leisure Programs and Festivals	3
	Math or Science Elective (T)	4
	SPH 106 or SPH 107	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five (Spring)

Item #	Title	Credits
HMM 120	Beverage Operations	3
HSM 222	Meeting and Convention Management	3
	CUA, HMM, HSM, or PAS Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**71**

Hospitality Management (AAS-HMM)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: Five Semesters

This program is designed to produce management personnel for the hospitality industry.

Hospitality Management Program Philosophy and Objectives

The Hospitality Administration Program is designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

* For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra
- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

Type: A.A.S.

Semester One (Fall)

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
HMM 252	Hotel/Restaurant and Travel Law	3
HMM 260	Human Resource Management	3
ORI 101	Orientation to College	1
	MTH 116 or MTH 100	3

Semester Two (Spring)

Item #	Title	Credits
CUA 116	Sanitation and Safety	3
HMM 106	Beverage Selection and Appreciation	3
HSM 201	Event Planning and Management	3
	HSM 250 or HSM 214	3
	SPH 106 or SPH 107	3

Semester Three (Summer)

Item #	Title	Credits
CUA 213	Food Purchasing and Cost Control	3
HMM 105	Principles of Hospitality Management	3
HSM 123	Hospitality Field Experience I	3
	CUA, HMM, or HSM Elective	3

Semester Four (Fall)

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
HMM 241	Restaurant Service Management I	3
HSM 265	Planning and Development of Tourism	3
	Math or Science Elective (T)	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five (Spring)

Item #	Title	Credits
HMM 120	Beverage Operations	3
HSM 222	Meeting and Convention Management	3
	CUA, HMM, or HSM Elective	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	Total credits:	**71**

Pastry Baking (AAS-PAS)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: Five Semesters

This program is designed to produce management personnel for the Pastry Baking industry.

Pastry/Baking Program Philosophy and Objectives

The Culinary and Pastry Programs are designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

* For the MTH 116 or more advanced requirement: Students planning to transfer to four-year degree will need to take a higher level math:

- University of Alabama: MTH 110 - Finite Math
- University of South Alabama: MTH 110 - Finite Math
- Troy University: MTH 112 - Pre-Calculus Algebra
- Auburn University: MTH 115 - Pre-Cal Algebra/Trig

Type: A.A.S.

Semester One (Fall)

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
ORI 101	Orientation to College	1
PAS 100	Fundamentals of Baking	4
	Humanities and Fine Arts Elective (T)	3
	MTH 116 or MTH 100	3

Semester Two (Spring)

Item #	Title	Credits
CUA 125	Food Preparation	5
CUA 213	Food Purchasing and Cost Control	3
HMM 241	Restaurant Service Management I	3
PAS 173	Pastries I	3
PAS 208	Advanced Baking	3

Semester Three (Summer)

Item #	Title	Credits
CUA 183	Culinary Art Sculpture	3
HMM 260	Human Resource Management	3
PAS 250	Field Experience	3
	PAS Elective	3

Semester Four (Fall)

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CUA 111	Foundations in Nutrition	3
ENG 101	English Composition I	3
PAS 175	Pastries II	3
	Math or Science Elective (T)	4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Five (Spring)

Item #	Title	Credits
CUA 205	Intro to Garde Manger	3
PAS 177	Baking and Pastry Capstone Class	1
	PAS 170 or PAS 171	3
	SPH 106 or SPH 107	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	**75**

Culinary Arts (CER-CUA)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: Three Semesters

The Culinary Arts Certificate program is designed to provide traiing and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One - Fall

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
CUA 125	Food Preparation	5
	MTH 116 or MTH 100	3
	HMM or HSM Elective	3

Semester Two - Spring

Item #	Title	Credits
CUA 205	Intro to Garde Manger	3
ENG 101	English Composition I	3
PAS 100	Fundamentals of Baking	4
	CUA Elective	3
	SPH 106 or SPH 107	3

Semester Three - Summer

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CUA 111	Foundations in Nutrition	3
CUA 115	Advanced Food Preparation	3
	CUA Elective	3
	PAS Elective	3
	Total credits:	**48**

Pastry Baking (CER-PAS)
Program Location: Gulf Shores Campus
Hospitality Management Division

Length: Three Semesters

This program is designed to provide training and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One (Fall)

Item #	Title	Credits
CUA 101	Orientation to the Hospitality Profession	3
CUA 116	Sanitation and Safety	3
PAS 100	Fundamentals of Baking	4
	HMM or HSM Elective	3
	MTH 116 or MTH 100	3

Semester Two (Spring)

Item #	Title	Credits
CUA 125	Food Preparation	5
ENG 101	English Composition I	3
PAS 173	Pastries I	3
	PAS Elective	3
	SPH 106 or SPH 107	3

Semester Three (Summer)

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CUA 111	Foundations in Nutrition	3
PAS 208	Advanced Baking	3
	PAS Elective	3
	PAS Elective	3
	Total credits:	**48**

Liberal Arts

Liberal Arts - Art Pathway

Length: Four Semesters

The Art Pathway offers the opportunity to broaden one's experience and interest in the visual arts. The curriculum is designed for students who plan to complete a four-year program in preparation for a professional career in the fine arts, commercial art or art education.

NOTES

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, HUM, MUS, REL, PHL, THR, or Foreign Language.
- If the history sequence is not chosen, the students must choose 6 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* For "MTH 110 or more advanced," MTH 116, MTH 231 and MTH 232 do not meet this requirement.

* Placement in MTH110 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH110, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

*You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs.   You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you.   If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.A.

Semester One

Item #	Title	Credits
ART 100	Art Appreciation	3
ART 121	Two-Dimensional Composition I	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	MTH 110 or more advanced	3

Semester Two

Item #	Title	Credits
ART 113	Drawing I	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Natural Science Sequence (Part I)	4

Semester Three

Item #	Title	Credits
ART 114	Drawing II	3
	Humanities and Fine Arts Elective (I)	3
	Literature Elective	3
	Natural Science Sequence (Part II)	4
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ART 233	Painting I	3
CIS 146	Microcomputer Applications	3
	ART Elective	3
	Social Science Elective	3
	Total credits:	**60**

Liberal Arts - Criminal Justice Pathway

Length: Four Semesters

This Criminal Justice pathway is designed for those employed or planning to be employed in the criminal justice or law enforcement profession. The curriculum includes academic courses essential to the well-rounded criminal justice officer, as well as specialized courses in law enforcement and corrections.

NOTES

* You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, HUM, MUS, REL, PHL, THR, or Foreign Language. You may take a literature course as a Humanities and Fine Arts elective even if the history sequence is chosen.
- If the history sequence is not chosen, the students must choose 9 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* For "MTH 110 or more advanced," MTH 116, MTH 231 and MTH 232 do not meet this requirement.

* Placement in MTH110 is based on test scores. See your advisor to determine which Math class you need to take. If you did not place into MTH110, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs. You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you. If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

* If you plan to transfer to a four-year college or university, consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.A.

Semester One

Item #	Title	Credits
CRJ 100	Introduction to Criminal Justice	3
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	Fine Arts Elective	3
	MTH 110 or more advanced	3

Semester Two

Item #	Title	Credits
CRJ 110	Introduction to Law Enforcement	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	Natural Science Elective (4 SH)	4
	History Sequence (Part II)	3

Semester Three

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CRJ 150	Introduction to Corrections	3
PSY 200	General Psychology	3
	Natural Science Elective (4 SH)	4
	Literature Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CRJ 160	Introduction to Security	3
POL 211	American National Government	3
	Humanities and Fine Arts Elective (I)	3
SOC 200	Introduction to Sociology	3
	Total credits:	**60**

Liberal Arts - English Pathway

Length: Four Semesters

The English Pathway is designed for those students who intend to transfer to a four-year college to complete a baccalaureate degree in English.

NOTES

*For "MTH 110 or more advanced," MTH 116, MTH 231 and MTH 232 do not meet this requirement. Placement in

MTH110 is based on test scores. See your advisor to determine which Math class you need to take. If you did not place into MTH110, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

* In Semester 3, you must choose 2 courses from ENG 271, 261 or 251; in Semester 4, you must choose the second half of the two literature sequences begun in Semester 3.

* You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs.   You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you.   If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

*Consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
SPH 107	Fundamentals of Public Speaking	3
	History Elective	3
	MTH 110 or more advanced	3
	Natural Science Sequence (Part I)	4

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
	Fine Arts Elective (I)	3
	History, Social Science, or Behavioral Science Elective	3
	Natural Science Sequence (Part II)	4

Semester Three

Item #	Title	Credits
	SPA 101 or FRN 101	4
	History, Social Science, or Behavioral Science Elective	3
	Literature Elective	3
	Literature Sequence (Part I)	3
	Physical Education Activity Elective	1

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	SPA 102 or FRN 102	4
	General Electives (3 SH)	3
	History, Social Science, or Behavioral Science Elective	3
	Literature Elective	3
	Literature Sequence (Part II)	3
	Total credits:	**63**

Liberal Arts - General Pathway

LENGTH: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor in Arts degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities.

NOTES

* Placement in ENG101 is based on test scores. See your adviser to see which English you need to take. If you do not place in ENG101, see your advisor to come up with an alternate map for your classes.

* Placement in MTH110 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH110, ask your adviser to help you come up with a modified academic map. Also, MTH110 is not offered every semester on every campus. If you are planning to go into business, education, or other related fields, you might need to take higher-level math. Check with an academic advisor before selecting a math course.

* You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs.   You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you.   If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

* You must take a sequence in history, that is, two consecutive classes. For example, if you take World History, you must take the other half of World History. You cannot take two different types of history courses. History classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

You may take a literature course as a Humanities and Fine Arts elective.

* For the final Social Science Elective: Do not sign up for a class you have already taken from this list!

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Humanities and Fine Arts Elective	3
	History Sequence (Part I)	3
	MTH 110 or more advanced	3
	Natural Science Sequence (Part I)	4

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
	History Sequence (Part II)	3
	Natural Science Sequence (Part II)	4
	SPH 106 or SPH 107	3

Semester Three

Item #	Title	Credits
	General Elective (3-4 SH)	3
	General Elective (3-4 SH)	3
	Fine Arts Elective	3
	Literature Elective	3
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	General Elective (3-4 SH)	3
	General Elective (3-4 SH)	3
	General Elective (3-4 SH)	3
	Social Science Elective	3
	Total credits:	**60**

Liberal Arts - Music Pathway

Length: Four Semesters

The increased interest in the arts in this country has created expanding opportunities for people who wish to make music their profession. The music department endeavors to meet the needs of these people by offering the Associate in Arts Degree with a music pathway. It is considered advisable that the entering student be able to demonstrate reasonable proficiency on an orchestral

instrument, piano, or in voice. Any music major (piano, instrumental, vocal) is required to perform on a jury exam and recital each semester.

NOTES

*You must complete a sequence of literature OR a sequence of history, (i.e. you either need to take two literature classes and one history OR two history classes and one literature class). Literature and history classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

- If the literature sequence is not chosen, the students must choose 6 SH of Humanities electives from the following programs: ART, HUM, MUS, REL, PHL, THR, or Foreign Language.
- If the history sequence is not chosen, the students must choose 6 SH of Social Science electives from the following programs: ANT, ECO, GEO, POL, PSY or SOC.

* For "MTH 110 or more advanced," MTH 116, MTH 231 and MTH 232 do not meet this requirement.

* Placement in MTH110 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH110, ask your advisor to help you develop a modified academic map.

* Placement in ENG101 is based on test scores. See your advisor to determine which English you need to take. If you did not place into ENG101, ask your advisor help you develop a modified academic map.

*You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs.   You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you.   If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are unsure of your transfer plans, take BIO103 and BIO104.

* MUP: You are required to enroll in one Private Applied lesson each semester, and must complete the sequence on a single instrument, or voice, to fulfill this requirement.

* MUL: You are required to enroll in one Ensemble each semester, numbered 180 or above, to fulfill this requirement.

* If you plan to transfer to a four-year college or university, consult the transfer institution or the STARS templates for additional information about degree requirements. Also, see an academic advisor for assistance.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
MUS 101	Music Appreciation	3
MUS 111	Music Theory I	3
MUS 113	Music Theory Lab I	1
ORI 101	Orientation to College	1
MUL 101	Class Piano I	1
	MUL Elective	1
	MUP Elective	1
MUS 100A	Convocation	1

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
MUS 112	Music Theory II	3
MUS 114	Music Theory Lab II	1
SPH 107	Fundamentals of Public Speaking	3
	MTH 110 or more advanced	3
	MUL Elective	1
	MUP Elective	1
MUS 100B	Convocation	1

Semester Three

Item #	Title	Credits
MUL 102	Class Piano II	1
	History Sequence (Part I)	3
	Literature Elective	3
	MUL Elective	1
	MUP Elective	1
MUS 100C	Convocation	1
	Natural Science Elective (4 SH)	4
	Social Science Elective	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	History Sequence (Part II)	3
	Humanities and Fine Arts Elective (I)	3
	MUL Elective	1
	MUP Elective	1
MUS 100D	Convocation	1
	Natural Science Elective (4 SH)	4
	Social Science Elective	3
	Total credits:	**64**

Liberal Arts - Online Pathway

LENGTH: Four Semesters

This transferrable degree program is a generic guide for students who plan to transfer and earn a Bachelor in Arts degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. It offers the opportunity to broaden one's experience and interest in a study of the arts, natural sciences, social sciences, and the humanities. Courses in this pathway may be completed online, thus allowing the student to earn an Associate of Arts degree 100% online.

NOTES

* Placement in ENG101 is based on test scores. See your adviser to see which English you need to take. If you do not place in ENG101, see your advisor to come up with an alternate map for your classes.

* Placement in MTH110 is based on test scores. See your advisor to determine which math class you need to take. If you did not place into MTH110, ask your adviser to help you come up with a modified academic map. Also, MTH110 is not offered every semester on every campus. If you are planning to go into business, education, or other related fields, you might need to take higher-level math. Check with an academic advisor before selecting a math course.

* You must take 8 hours of natural science electives from the BIO, CHM, GEO, PHS, or PHY programs. You may take a sequence, but a sequence is not required. If you are unsure as to whether you should take a sequence for transfer, please consult the STARS Guide. All sequenced science courses must be taken in order, that is, with the lower numbered class first. The exception is Physical Science PHS111 or PHS 112. If you are certain you are not going into a science-related field, Physical Science is an overview of all fields of science and it might be a good class for you. If you are not going into a health-related field and you want to take biology, take BIO101 and BIO102. If you think you might want to go into a health-related field or a scientific field or are undecided about your transfer plans, take BIO103 and BIO104.

* You must take a sequence in history, that is, two consecutive classes. For example, if you take World History, you must take the other half of World History. You cannot take two different types of history courses. History classes do not have to taken in sequence; in other words, the lower number class does not have to be taken first.

You may take a literature course as a Humanities and Fine Arts elective.

* For the final Social Science Elective: Do not sign up for a class you have already taken from this list!

* Students should consult their transfer institution or the STARS templates for recommendations for general electives. See an academic advisor for assistance with selecting courses online.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
MTH 110	Finite Mathematics	3
ORI 101	Orientation to College	1
	History Sequence (Part I)	3
	Humanities and Fine Arts Elective (OL)	3
	Natural Science Elective (OL1)	4

Semester Two

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
SPH 107	Fundamentals of Public Speaking	3
	History Sequence (Part II)	3
	Natural Science Elective (OL2)	4

Semester Three

Item #	Title	Credits
	Humanities and Fine Arts Elective (OL)	3
	Literature Course	3
	Social and Behavioral Science Elective (OL)	3
	Major-Specific Elective	3-4
	Major-Specific Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	Humanities and Fine Arts Elective (OL)	3
	Social and Behavioral Science Elective (OL)	3
	Major-Specific Elective	3-4
	Major-Specific Elective	3-4
	Total credits:	**60-64**

Liberal Arts - Social Science Pathway

Length: Four Semesters

The Social Science pathway is designed to prepare students for the successful completion of a four-year degree in any of the social sciences. The College offers a variety of courses to acquaint the student with the different areas of the social sciences.

NOTE

* You must complete two, six-hour sequences of history. History sequences do not have to be taken in order; in other words, the lower number class does not have to be taken first. Students should select two of the three available history sequences: HIS 101 and HIS 102; HIS 121 and HIS 122; HIS 201 and HIS 202.

* Placement in ENG 101 is based on test scores. See your advisor to see which English you need to take. If you did not place into ENG 101, see your advisor to come up with an alternate map for your classes.

* Placement in MTH 112 is based on test scores. See your advisor to see which Math class you need to take. If you did not place into MTH 112, ask your advisor to help you come up with a modified academic map.

* For your science credits, you must take either BIO 101 or BIO 103 **and** PHS 111 or PHS 112.

* Students should consult their transfer institution or the STARS templates. See an academic advisor for assistance.

Type: A.A.

Semester One

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
	Fine Arts Elective (I)	3
	History Sequence (Part I)	3
	Social Science Elective	3

Semester Two

Item #	Title	Credits
ENG 102	English Composition II	3
	MTH 112 or more advanced	3
	BIO 101 or BIO 103	4
	History Sequence (Part II)	3
	Social Science Elective	3

Semester Three

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	PHS 111 or PHS 112	4
	History Sequence (Part II)	3
	Literature Elective	3
	General Electives (3 SH)	3

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
	General Electives (3 SH)	3
SOC 200	Introduction to Sociology	3
	Humanities and Fine Arts Elective (I)	3
	General Electives (3 SH)	3
	History Sequence (Part II)	3
	Total credits:	**60**

Nursing and Allied Health

Dental Assisting (with Certificate Option) (AAS-DAT)
Program Location:
Bay Minette Campus
Nursing and Allied Health Division

Length: Five Semesters (A.A.S. Degree); Three Semesters (Certificate)

This program prepares individuals to assist with the care of dental patients under direct supervision of a dentist. Dental assistants help with the provision of patient care, business office administration and laboratory procedures. Dental assistants hold a vital role in the dental healthcare team. Responsibilities include recording patient's dental and health history, taking and recording vital signs, patient reassurance, treatment and instrument preparation, mixing and transferring dental materials, processing and sterilizing instruments, maintaining infection control, maintaining inventory control, exposing and processing radiographs, dental equipment maintenance, and providing patients pre-op, post-op, and oral hygiene instructions. The program is accredited by the Commission on Dental Accreditation and currently holds the status of "approval without reporting requirements." Students are required to take the Dental Assisting National Board Infection Control Exam, the Radiation Health and Safety Exam, and General Chairside Exam.

PROGRAM EXPECTATIONS:
Students are expected to comply with the guidelines established in both the Allied Health and Dental Assisting Program policy manuals. These policies are listed on the Dental Assisting web page.

PROGRAM COSTS:
Refer to the Dental Assisting Program on Coastal Alabama's website at www.CoastalAlabama.edu for a complete list of costs.

ADMISSION REQUIREMENTS:

1. Meet all the general admission requirements of Coastal Alabama.
2. Eligibility for ENG 101 and MTH 116/098 according to ACT or placement exam scores, if courses have not already been completed.
3. Minimum cumulative GPA of 2.3 for the last 24 credit hrs of college coursework, or minimum cumulative GPA of 2.5 high school without college coursework. The GED equivalent is 2.5.
4. Submit official transcripts from all colleges attended and high school, or GED to admissions before July 1.
5. Submit Dental Assisting Program application with unofficial transcripts to program director by July 1 @ 5:00 pm CST.
6. Upon acceptance and no later than the scheduled Dental Assisting Program orientation, the completed Dental Assisting form and Immunization form must be submitted. No blue cards accepted. Also, a copy of a current healthcare provider CPR card and consent to random drug testing and background check must be provided at mandatory Dental Assisting Program orientation. (TBA, usually the 3rd week of July).
7. Submit required form for observation of a dental assistant completing duties at a dental office.

SELECTION:
There are 24 available spaces. If over 24 qualified applications are received, in addition to the above, points will be awarded for ENG 101, MTH 116 (or higher level Math), PSY 200, and SPH 106 or 107. In the event of a tie, additional points will be awarded for a Fine Arts Elective, CIS 146, BIO 103, and SOC 200.

DEGREE:
A certificate is awarded upon completion of the DAT courses, ENG 101, MTH 116 (or higher level Math), PSY 200, and SPH 106 or 107 for a total of 48 credit hours. Students may work as dental assistants after successful completion of the certificate. Additional requirements for the Associate of Applied Science Degree are a Fine Arts elective, CIS 146, BIO 103, and SOC 200.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

SEMESTER ONE
ORI 101 may not be required for those with prior college coursework. MTH 100, 112, 113 or a higher level math may be substituted for MTH 116. SPH 106 may be taken in place of SPH 107. The courses listed for this semester are required for the Dental Assisting Associate Degree and Dental Assisting Certificate.

Item #	Title	Credits
ENG 101	English Composition I	3
ORI 101	Orientation to College	1
PSY 200	General Psychology	3
	MTH 116 or more advanced	3
	SPH 106 or SPH 107	3

SEMESTER TWO

The courses listed for this semester are required for a Dental Assisting Associate Degree, and are not required for a certificate.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
SOC 200	Introduction to Sociology	3
	Humanities and Fine Arts Elective (I)	3

SEMESTER THREE

DAT 101 and DAT 102 procedures are taught to laboratory competence.

Item #	Title	Credits
DAT 100	Introduction to Dental Assisting	2
DAT 101	Pre-Clinical Procedures I	3
DAT 102	Dental Materials	3
DAT 103	Anatomy and Physiology for Dental Assisting	3
DAT 104	Basic Sciences for Dental Assisting	2

SEMESTER FOUR

DAT 112 procedures are taught to clinical competence.

Item #	Title	Credits
DAT 111	Clinical Practice I	5
DAT 112	Dental Radiology	3
DAT 113	Dental Health Education	2
DAT 116	Pre-Clinical Procedures II	3

SEMESTER FIVE

Item #	Title	Credits
DAT 121	Dental Office Procedures	3
DAT 122	Clinical Practice II	4
DAT 126	Dental Assisting Seminar	3
	Total credits:	**62**

Nursing Mobility (LPN and Paramedic to ADN) (AAS-MOB)

Program Locations: Bay Minette, Brewton, and Thomasville Campuses if entering NUR 209; Brewton, Fairhope, and Monroeville if entering NUR 211

Nursing and Allied Health Division

Length: Three Semesters

This is a day program designed to prepare licensed paramedics and licensed practical nurses to practice as competent registered nurses after successful completion of the licensure exam. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense, has abused drugs/ alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS: To be eligible, applicants must be in good standing (minimum 2.0 GPA) at Coastal Alabama, have submitted original transcripts from all schools attended to the Registrar's Office, hold a minimum GPA of 2.5 for the academic core courses in the program, and have either a valid, unencumbered LPN Alabama or multistate license, or valid, unencumbered Alabama Paramedic License. Pre-requisites are ENG 101, MTH 100 or higher, BIO 201, BIO 202, SPH107, and PSY210.

Students are selected based on the following point system:

1. Score on ACT with a minimum composite of 18 required
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 100, BIO 201, and BIO 202.
3. One point each is awarded for completion of PSY 210, SPH 107, BIO 220, and a Humanities with a C or higher.
4. Three points are awarded for completion of a higher level Math or Chemistry with a C or higher (MTH 116 is not a higher level MTH course.)
5. Three points are awarded for completion with of all eight general education courses required in the nursing program with a C or higher.

A separate nursing application is required. Application deadlines, application packets, information sessions, and ACT registration dates are available on Coastal Alabama's website. Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, records of immunizations, proof of medical insurance and American Heart CPR. All nursing courses must be passed with a minimum of 75 (C) in order to progress in the program. A nursing testing fee will be assessed each semester.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-

year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

NOTES: The following courses must be completed prior to program application deadline:

- MTH100, Intermediate College Algebra, or a higher level Math (Pre-Calculus, Statistics, or Finite Math)
- ENG 101, English Composition I
- BIO 201, Anatomy & Physiology I
- BIO 202, Anatomy & Physiology II
- SPH 106 or 107, Fundamentals of Public Speaking
- PSY 210, Human Growth & Development

* LPN students who successfully completed the Alabama Community College System concept based PN curriculum within one academic year from start of the Mobility program are exempt from NUR 209. These students begin with NUR 211.

Upon successful completion of all Area I-V credit hours, students are awarded 12 non-traditional credit hours.

Type: A.A.S.

Semester One

Item #	Title	Credits
NUR 209	Concepts for Healthcare Transition Students 1	10

Semester Two
* BIO 220 is required only if not previously completed.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7

Semester Three
* The Humanities elective is required only if not already completed.

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning (3-0-12)	7
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**31**

Nursing RN (with Practical Nurse Option) (AAS-NUR)
Program Locations: Bay Minette, Brewton, Fairhope, Monroeville, and Thomasville Campuses
Nursing and Allied Health Division

Length: Five Semesters

This is a full-time day program designed to prepare students to practice as competent registered nurses (RN) after passing the licensure exam. Students who successfully complete the first three semesters (45 credit hours) are awarded a Practical Nursing (PN) Certificate and are eligible to take the licensure exam to become an LPN. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense of a felony, has abused drugs or alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS: To be eligible, applicants must be in good standing (minimum GPA of 2.0) at Coastal Alabama, have original transcripts from all schools attended in the Registrar's Office, hold a minimum GPA of 2.5 for the academic core courses in the program or cumulative 2.5 GPA if a high school student without prior college coursework, and be eligible for ENG101, MTH100, and BIO 201.

Students are selected based on the following point system:

1. Score on ACT with a minimum composite score of 18 required
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 100, BIO 201, and BIO 202
3. One point each is awarded for completion of PSY 210, SPH 106 or 107, BIO 220, and a Humanities course with a C or higher
4. Three points are awarded for completion of a higher level Math or Chemistry with a C or higher (MTH 116, Mathematical Applications, is not a higher level Math course)
5. Three points are awarded for completion of all eight general education courses required in the nursing program with a C or higher
6. All applicable courses must be completed by application deadline in order to be awarded points.

A separate nursing application is required. Application deadlines, application packets, information sessions, and

ACT registration dates are available on Coastal Alabama's website. Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, records of immunizations, proof of medical insurance and American Heart Association CPR. All nursing courses must be passed with a minimum of 75 (C) in order to progress in the program. A nursing testing fee will be assessed each semester.

It is highly recommended that students take the general education courses prior to beginning the nursing coursework. This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Suggested Prior to Program Admission

It is suggested that students complete general education courses required for the associate degree nursing program prior to program admission. Please note that Math 116, Mathematical Applications, does not fulfill the Math requirement. ORI 101, Orientation to College will be required for first time college students. SPH 106 or 107 fulfills the Speech requirement.

Item #	Title	Credits
ENG 101	English Composition I	3
	BIO 103 or BIO 201	4
	MTH 110 or more advanced	3
	SPH 106 or SPH 107	3

Suggested Prior to Program Admission

*A higher level math or chemistry may be taken to obtain extra points toward admittance to the program, but are not required.

Item #	Title	Credits
BIO 220	General Microbiology	4
PSY 210	Human Growth and Development	3
	BIO 201 or BIO 202	4
	Humanities and Fine Arts Elective (I)	3
	Math or Chem Elective	0-4

SEMESTER ONE

MTH 100, or more advanced Math, and BIO 201 are required if not already completed with a C or higher. Please note that MTH 116, Mathematical Applications, does not fulfill the Math requirement.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7
	MTH 100 or more advanced	3

SEMESTER TWO

ENG 101, PSY 210, and BIO 202 are required if not already completed with a C or higher.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
NUR 113	Nursing Concepts I	8
PSY 210	Human Growth and Development	3

SEMESTER THREE

SPH 106 or 107 is required if not already completed with a C or higher.

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	SPH 106 or SPH 107	3

SEMESTER FOUR

BIO 220 is required if not already completed with a C or higher. BIO 220 is not a requirement of the Practical Nursing Certificate.

Item #	Title	Credits
BIO 220	General Microbiology	4
NUR 211	Advanced Nursing Concepts	7

SEMESTER FIVE

A Humanities and Fine Arts elective is required if not already completed with a C or higher. This elective is not required for a Practical Nursing Certificate.

Item #	Title	Credits
NUR 221	Advanced Evidence Based Clinical Reasoning (3-0-12)	7
	Humanities and Fine Arts Elective (I)	3
	Total credits:	**66**

Paramedic (AAS-EMP)
Program Location: Fairhope Campus
Nursing and Allied Health Division

Length: Two-Year Program (A.A.S. Degree);

This is a full-time program designed to provide students the opportunity to acquire knowledge, skills and attitudes necessary to enter and progress in the Emergency Medical Services (EMS) occupation as employees of pre-hospital care providers and other health care facilities that provide emergency medical care. Upon successful completion of the program, students are eligible to take the National Registry Examination as administered by the National Registrar of Emergency Medical Technicians. Course curriculum subject to change without prior notice.

ADMISSION REQUIREMENTS:

1. Unconditional Admission to the College.
2. Receipt of completed application for the Paramedic program.
3. Possession of a current NREMT-Basic EMT certification or Alabama EMT license and proof of successful completion of an advanced EMT course within the last two academic years prior to starting the paramedic courses.
4. Minimum 2.0 cumulative GPA with the College.
5. Good standing with the College.
6. Meeting the Essential Functions or Technical Standards required for EMS.
7. Prerequisite courses are ENG 101, MTH 100, and BIO 201.

Once admitted, students must provide a background check, drug screening, medical insurance, immunization records, and a physical exam. All general education requirements must be completed prior to the last semester of the program. Current, unencumbered NREMT or Alabama EMT license is acceptable credit for EMS 118 and EMS 119. Documents must be presented to Admissions/Registrar to receive credit. All courses must be passed with a minimum of 75 in order to progress in the program.

SEE ADVISOR ABOUT PREREQUISITE AND DEGREE REQUIREMENTS:

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One (Fall)

Item #	Title	Credits
ENG 101	English Composition I	3
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clincial	1

Semester Two (Spring)

BIO 103 Principles of Biology is required to register for BIO 201 Anatomy and Physiology I. BIO 103 may be waived for students who have been awarded prior credit for a college science course, successfully completed high school anatomy & physiology, or completed a health certificate program. Please seek a health sciences adviser to see if qualified.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	MTH 100 or MTH 112	3

Semester Three (Summer)

PSY 200 or 210 will satisfy the psychology requirement. SPH 106 or 107 will satisfy the speech requirement.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
	Humanities and Fine Arts Elective (I)	3
	PSY 200 or PSY 210	3
	SPH 106 or SPH 107	3

Semester Four (Fall)

Item #	Title	Credits
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2

Semester Five (Spring)

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinicals II	3

Semester Six (Summer)

Item #	Title	Credits
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Total credits:	**71**

Surgical Technology (AAS-SUR)
Program Location: Bay Minette Campus
Nursing and Allied Health Division

Length: Five-Six Semesters

This program is designed to prepare competent entry-level surgical technologists for employment as members of the surgical team in any surgical facility setting. Program instruction includes cognitive, psychomotor, and affective learning domains. Students may obtain their Certification as a Surgical Technologist after successful completion of this program and upon passing the national certification examination. Students will relate theoretical knowledge to the care of patients undergoing surgery and will develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; and assist surgeons with surgical procedures. Employment opportunities may be attained in labor/delivery departments, inpatient/outpatient surgery centers, hospital surgery departments, physicians' offices, and central supply departments.

ADMISSION REQUIREMENTS:

Students accepted into the program will be required to provide the following: drug screen, background checks, physical exam showing ability to meet essential eligibility criteria (as outlined in the surgical technology application), proof of medical insurance and record of immunizations. Admission is for fall semester of each year. Prerequisite courses: ENG 101 English Composition I, MTH 100 Intermediate College Algebra, BIO 103 Principles of Biology, BIO 201 Anatomy and Physiology I, either BIO 202 Anatomy and Physiology II or BIO 220 Microbiology, a Humanities elective, and ORI 101 orientation to College (first time college students). Surgical technology applications are located on the Coastal Alabama website. The courses listed in the below degree plan are required for an Associate in Applied Science Degree. Students are eligible to take the certification exam and work as surgical technologists upon completion of the degree. A minimum of a 'C' is required in all program courses including the required general education courses in order to progress in the program.

ORI 101 will be required for those without prior college coursework. Principles of Biology, BIO 103, is a pre-requisite for Anatomy & Physiology. BIO 103 may be waived if the student has completed a higher-level Biology or healthcare program. Contact the Biology Division Chair to determine if the requirement for BIO 103 may be waived. *MTH 116, Mathematical Applications, does not meet the minimum requirement for Math.*

Type: A.A.S.

Semester One

ORI 101 will be required for those without prior college coursework as specified in the College Catalog. Principles of Biology, BIO 103, is a pre-requisite for Anatomy & Physiology. Anatomy & Physiology I is a pre-requisite for program admission. MTH 116, Mathematical Applications, does not meet the minimum requirement for Math.

Item #	Title	Credits
ENG 101	English Composition I	3
PSY 200	General Psychology	3
	BIO 103 or BIO 201	4
	MTH 100 or more advanced	3

Semester Two

SPH 106 or 107 fulfills the Speech requirement.

Item #	Title	Credits
BIO 220	General Microbiology	4
	BIO 201 or BIO 202	4
	Humanities and Fine Arts Elective (I)	3
	SPH 106 or SPH 107	3

Semester Three (Fall)

BIO 202 to be taken this semester, if not already completed.

Item #	Title	Credits
SUR 100	Principles of Surgical Technology	5
SUR 102	Applied Surgical Techniques	4
SUR 103	Surgical Procedures	5
SUR 108	Pharmacology for the Surgical Technologist	2

Semester Four (Spring)

Item #	Title	Credits
SUR 104	Surgical Practicum I	4
SUR 105	Surgical Practicum II	5

Semester Five (Summer)

Item #	Title	Credits
SUR 106	Role Transition in Surgical Technology	1
SUR 205	Surgical Practicum IV	5
SUR 210	Special Topics in Surgical Technology	2
	Total credits:	**60**

Veterinary Technology (AAS-VET)

Nursing and Allied Health Division
Length: Five Semesters

This program is designed to provide students the opportunity to acquire knowledge, skills and attitudes necessary to enter the Veterinary Technology services occupation as employees of veterinary offices and clinics. Upon completion of the program, students are eligible to sit for the licensure exam as administered by the American Association of Veterinary State Boards and the Alabama State Board of Veterinary Medical Examiners.

ADMISSION REQUIREMENTS: This program is offered online; however, students must come to campus at designated dates and attend weekly clinicals at approved veterinary facilities in Mobile and Baldwin Counties. Clinical sites outside of Baldwin or Mobile County must meet additional requirements. Admission is Spring Semester. A separate veterinary technology application is due by November 1 of the preceding year. To be eligible, applicants must: (1) be unconditionally admitted to Coastal Alabama or currently enrolled and in good standing, (2) have submitted all transcripts to admissions, (3) have completed or be in the process of completing the following five required general education courses with a grade of C or higher, ENG 101, MTH 100, SPH 107, BIO 103, and CIS 146, and (4) provide proof of medical insurance. Students are required to attend a mandatory orientation after accepted. Completion of the above requirements does not guarantee admission into the program. Enrollment is limited to students who have fulfilled all application requirements. Students must have access to a computer with high speed internet connection and video capabilities/web cam and provide own transportation to clinical sites. It is highly recommended that students shadow in a veterinary office prior to enrollment. All VET courses must be completed with a grade of C or higher for satisfactory progression and graduation. The Veterinary Technology Program at Coastal Alabama Community College is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

Type: A.A.S.

Courses Required for Program Application

Please note that MTH 116, Mathematical Applications, does not fulfill the Math requirement. ORI 101, Orientation to College, is required for first time college students.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
	SPH 106 or SPH 107	3

Semester One (Spring)

Item #	Title	Credits
VET 110	Vet Tech Clinics I	2
VET 112	Introduction to Vet Technology	5
VET 114	Clinical Anatomy & Physiology of Animals	5
	Social Science/History Elective (3 SH)	3

Semester Two (Summer)

Item #	Title	Credits
VET 120	Vet Tech Clinics II	3
VET 124	Clinical Procedures & Pathology	4
VET 236	Vet Microbiology & Parasitology	3
VET 242	Animal Nutrition and Laboratory Animals	3

Semester Three (Fall)

Item #	Title	Credits
VET 126	Animal Diseases & Immunology	3
VET 230	Vet Tech Clinics III	3
VET 232	Anesthesia and Diagnostic Imaging	4
VET 234	Animal Pharmacology & Toxicology	3
	Humanities and Fine Arts Elective (I)	3

Semester Four (Spring)

Item #	Title	Credits
VET 122	Vet Tech Emergencies & First Aid	5
VET 240	Vet Tech Clinics IV	3
VET 244	Seminar in Veterinary Technology	3
VET 250	Vet Tech Preceptorship	3
	Total credits:	**74**

Paramedic (CER-EMP)
Program Location: Fairhope Campus
Nursing and Allied Health Devision

Length: One-year Certificate

This program is designed to provide students the opportunity to acquire knowledge, skills and attitudes necessary to enter and progress in the Emergency Medial Services (EMS) occupation as employees of pre-hospital care providers and other health care facilities that provide emergency medical care. Upon successful completion of the program, students are eligible to take the National Registry Examination as administered by the National Registrar of Emergency Medical Technicians. Course curriculum subject to change without prior notice.

ADMISSION REQUIREMENTS:

1. Unconditional Admission to the College.
2. Receipt of completed application for the Paramedic certificate program.
3. Possession of a current NREMT-Basic EMT certification of Alabama EMT license and proof of successful completion of an advanced EMT course within the last two academic years prior to starting the paramedic courses.

4. Minimum 2.0 cumulative GPA with the College.
5. Good standing with the College.
6. Meeting the Essential Eligibility Criteria or Technical Standards required for EMS.

Once admitted, students must provide a background check, drug screen, medical insurance, immunization records, and a physical exam. Current, unencumbered NREMT or Alabama EMT license is acceptable credit for EMS 118 and EMS 119. Documents must be presented to Admissions/Registrar to receive credit. All courses must be passed with a minimum of 75 in order to progress in the program.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

REQUIRED PRIOR TO PROGRAM ADMISSION

Possession of a current NREMT-Basic EMT certification or Alabama EMT license is required.

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clincial	1

REQUIRED PRIOR TO PROGRAM ADMISSION

Proof of successful completion of an advanced EMT course within the last two academic years is required.

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2

SEMESTER ONE (FALL)

Possession of a current NREMT-Basic EMT certification or Alabama EMT license and proof of successful completion of an advanced EMT course within the last two academic years is required prior to starting the paramedic courses.

Item #	Title	Credits
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 244	Paramedic Clinical I	1
EMS 257	Paramedic Applied Pharmacology	2

SEMESTER TWO (SPRING)

Item #	Title	Credits
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinicals II	3

SEMESTER THREE (SUMMER)

Item #	Title	Credits
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
	Total credits:	**48**

Practical Nursing (CER-LPN)
Program Location: Bay Minette and Atmore Campuses
Nursing and Allied Health Division

Length: Three Semesters

This is a full-time day program designed to prepare students to practice as competent Licensed Practical Nurses (LPN) after passing the licensure exam. Students who successfully complete the three semesters (45 credit hours) are awarded a Practical Nursing (PN) Certificate and are eligible to take the licensure exam to become an LPN. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense of a felony, has abused drugs or alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS: To be eligible, applicants must be in good standing (minimum GPA of 2.0) at Coastal Alabama, have original transcripts from all schools attended in the Registrar's Office, hold a minimum GPA of 2.5 for the academic core courses in the program or cumulative 2.5 GPA if a high school student without prior college coursework, and be eligible for ENG101, MTH100, and BIO 201.

Students are selected based on the following point system:

1. *Score on ACT (no minimum composite score required)
2. Three points are awarded for an A, two for a B, and one for a C in ENG 101, MTH 116 or higher level math, BIO 201, and BIO 202
3. One point each is awarded for completion of PSY 210, SPH 106 or 107, BIO 220, and a Humanities course with a C or higher (BIO 220 and a Humanities elective are not required for the PN Certificate)
4. *Three points are awarded if the student provides proof he/she is currently a Certified Nursing Assistant (CNA), Certified Medical Assistant (CMA), licensed Basic or Advanced EMT, Certified Dental Assistant (CDA), Certified Veterinary Technician (CVT), or Certified Surgical Technologist (CST).
5. Three points are awarded for completion of all six general education courses required in the practical nursing program with a C or higher.

A separate nursing application is required. Application deadlines, application packets, information sessions, and ACT registration dates are available on Coastal Alabama's website. Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential functions, record of immunizations, proof of medical insurance and American Heart CPR. All nursing courses must be passed with a minimum of 75 (C) in order to progress in the program. A nursing testing fee is assessed each semester.

It is highly recommended that students take the biology courses and other general education courses prior to beginning the nursing coursework. This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

*For fall 2021 and spring 2022 admissions, a TEAS score may be accepted in place of ACT. The TEAS score will be converted to a comparable ACT score. Also, for fall 2021 and spring 2022, three extra points may be awarded for a grade of C or higher in a more advanced chemistry or math such as Pre-calculus or Finite Math in place of a certification in one of the listed health occupations.

Type: Certificate

Suggested Prior to Program Admission

It is suggested that students complete the general education courses required for the practical nursing program prior to program admission. Please note that Math 116, Mathematical Application, or a higher level math such as MTH 100, Intermediate College Algebra, fulfills the Math requirement. SPH 106 or 107 fulfills the Speech requirement. ORI 101, Orientation to College, will be required of first time college students.

Item #	Title	Credits
ENG 101	English Composition I	3
	BIO 103 or BIO 201	4
	MTH 116 or more advanced	3
	SPH 106 or SPH 107	3
ORI 101	Orientation to College	1

Suggested Prior to Program Admission

Item #	Title	Credits
PSY 210	Human Growth and Development	3
	BIO 201 or BIO 202	4
	Math or Chem Elective	0-4
	Humanities and Fine Arts Elective	3

Suggested Prior to Program Admission

It is suggested students complete BIO 202, Anatomy and Physiology II, and BIO 220, Microbiology, prior to program admission if possible. Microbiology is not a requirement of the practical nursing program, but is awarded a point in the selection process.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4

Semester One

MTH 116, or more advanced Math, and BIO 201, Anatomy and Physiology I, are required if not already completed with a C or higher.

Item #	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
NUR 112	Fundamental Concepts of Nursing	7
	MTH 116 or more advanced	3

Semester Two

ENG 101, PSY 210, and BIO 202 are required if not already completed with a C or higher.

Item #	Title	Credits
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
NUR 113	Nursing Concepts I	8

Semester Three

SPH 106 or 107 is required if not already completed with a C or higher.

Item #	Title	Credits
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
	SPH 106 or SPH 107	3
	Total credits:	**45**

Advanced Emergency Medical Technician (STC-EMA)
Program Locations:
Atmore, Bay Minette, Fairhope, Gulf Shores, and Monroeville Campuses
Nursing and Allied Health Division

Length: One Semester

This program is designed to prepare students for employment as Emergency Medical Technicians at the advanced level. Upon completion of the training certificate, graduates are eligible to sit for the National Registry examination. An Alabama Advanced EMT license is obtained by passing this examination.

ADMISSION REQUIREMENTS:

Unconditional admission to Coastal Alabama Community College and:

1. Declare an AEMT Training Certificate major
2. Meet the essential functions listed for EMS per the Alabama Department of Public Health
3. Be eligible to obtain a National Registry Basic EMT Certification. This must be obtained within the first two weeks of the start of the course or student must withdraw from the program.

Once admitted students must provide a background check, drug screen, medical insurance,

immunization records and a physical exam. Students must achieve 75%, or higher, in all EMS coursework to advance within the program.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
EMS 155	Advanced Emergency Medical Technician	7
EMS 156	Advanced Emergency Medical Technician Clinical	2
	Total credits:	**9**

Emergency Medical Technician (STC-EMT)
Program Locations: Atmore, Bay Minette, Brewton, Fairhope, Gulf Shores, and Monroeville Campuses
Nursing and Allied Health Division

Length: One Semester

This program is designed to prepare students for employment as Emergency Medical Technicians at the basic level. Upon completion of the training certificate, graduates are eligible to sit for the National Registry examination. An Alabama Basic EMT license is obtained by passing this examination.

ADMISSION REQUIREMENTS:

Unconditional admission to Coastal Alabama Community College and:
1. Declare an EMT Training Certificate major;
2. Meet the essential functions listed for EMS per the Alabama Department of Public Health;

Once admitted, students must provide a background check, drug screen, medical insurance, immunization records and a physical exam. Students must achieve 75%, or higher, in all EMS coursework to successfully complete the EMT course and advance within the program.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clincial	1
	Total credits:	**10**

Nursing Assistant (STC-NAS)
Program Location: Dual Enrollment Only
Nursing and Allied Health Division

Length: One Semester

This course fulfills the 75-hour Omnibus Budget Reconciliation Act requirements for training of long term care nursing assistants. Upon completion of the training certificate, graduates are eligible to sit for the National Nurse Aide Assessment Program examination. The examination is an evaluation of nurse-aide related knowledge, skills, and abilities. Upon successful completion of the exam, graduates are eligible to work in long-term care and other healthcare agencies as nurse aides.

ADMISSION REQUIREMENTS: Unconditional admission to Coastal Alabama Community College. Once admitted, students must provide a negative TB test, drug screen, background check, immunization records, and purchase specific apparel including a stethoscope.

Type: Short-Term Certificate

Short-Term Certificate

Item #	Title	Credits
NAS 100	Long-Term Care Nursing Assistant	4
	Total credits:	**4**

Welding and Career Technology

Welding Technology (AAS-WDT)
Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses
Career-Technical Division

Length: Four Semesters

The Associate in Applied Science degree in Welding Technology is designed to prepare individuals for employment in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction.

Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: A.A.S.

Semester One

Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 217	SMAW Carbon Pipe	3
	Welding AAS Electives	3

Semester Three

Item #	Title	Credits
ENG 101	English Composition I	3
INT 117	Principles of Industrial Mechanics	3
MTH 116	Mathematical Applications	3
WDT 116	GTAW Stainless Pipe	3
	Welding AAS Electives	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
IET 114	Basic Electricity	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	SPH 106 or SPH 107	3
	Total credits:	**67-68**

Masonry (CER-MSR)
Location: Dual Enrollment Only

Length: Three Semesters

Purpose: The Masonry Program will prepare students for careers in bricklaying and the building industry.

Clock Hours: 1,950

Type: Certificate

Semester One

Item #	Title	Credits
MAS 111	Masonry Fundamentals	3
MAS 121	Brick/Block Fundamentals I	3
MAS 161	Block Masonry Lab	3
MAS 181	Special Topics in Masonry I	3
MAS 182	Special Topics in Masonry II	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
MAS 131	Brick/Block Fundamentals II	3
MAS 151	Brick/Block Fundamentals III	3
MAS 162	Brick Masonry Lab	3
MAS 171	Residential/Commercial Masonry	3
MAS 183	Special Topics in Masonry III	3

Semester Three

Item #	Title	Credits
MAS 211	Stone Masonry	3
MAS 251	Stone Masonry Lab	3
MAS 252	Fireplace Construction	3
MAS 253	Brick Arches Lab	3
MTH 116	Mathematical Applications	3
	SPH 106 or SPH 107	3
	Total credits:	**52**

Welding Technology (CER-WLD)
Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses

Length: Four Semesters

The Certificate in Welding Technology is designed to prepare individuals for employment in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

Type: Certificate

Semester One
Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3

Semester Two
Item #	Title	Credits
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Groove Welding Lab	3

Semester Three
Item #	Title	Credits
ENG 101	English Composition I	3
MTH 116	Mathematical Applications	3
WDT 115	GTAW Carbon Pipe	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3

Semester Four
Item #	Title	Credits
CIS 146	Microcomputer Applications	3
WDT 116	GTAW Stainless Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
	SPH 106 or SPH 107	3
	Total credits:	**60**

Automotive Body Repair (STC-ABR)
Program Locations: Dual Enrollment Only - North Baldwin Career Technical Center and South Baldwin Career Technical Center
Welding and Career Technology Division

Length: Two Semesters

The Automotive Body Repair program offers basic training in most all facets of Auto Body Repair and Refinishing. Training is accomplished utilizing classroom theory and hands-on work experience with the latest equipment, techniques, and materials.

Clock Hours: 900

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3

Semester Two
Item #	Title	Credits
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 214	Automotive Structural Repair	3
ABR 265	Paint Defects and Final Repair	3
	Total credits:	**24**

Automotive Technology (STC-ASE)
PROGRAM LOCATIONS: Dual Enrollment Only - North Baldwin Career Technical Center and South Baldwin Career Technical Center
Welding and Career Technology Division

Length: Two Semesters

This Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. The training certificate program prepares graduates for entry-level positions that include technician or apprentice technician in an automotive dealership, technicians for repair and services establishments.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
ASE 101	Fundamentals of Automotive Technology	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3

Semester Two
Item #	Title	Credits
ASE 121	Braking Systems	3
ASE 122	Steering and Suspension	3
ASE 124	Automotive Engines	3
ASE 246	Automotive Emissions	3
WKO 107	Workplace Skills Preparation	1
	Total credits:	**25**

Basic Automotive Technology (STC-AUT)
Program Location: Dual Enrollment Only
Career-Technical Division

Length: One Semester

This Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. The training certificate program prepares graduates for entry-level positions that include technician or apprentice technician in an automotive dealership, technicians for repair and services establishments.

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
ASE 101	Fundamentals of Automotive Technology	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3
	Total credits:	**12**

Masonry (STC-MS1)
Location: Dual Enrollment Only

Length: One Semester

The Masonry program will prepare students for careers in bricklaying and the building industry.

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
MAS 111	Masonry Fundamentals	3
MAS 121	Brick/Block Fundamentals I	3
MAS 161	Block Masonry Lab	3
MAS 162	Brick Masonry Lab	3
	Total credits:	**12**

Masonry (STC-MSR)
Location: Dual Enrollment Only

Length: Two Semesters

Clock Hours: 1,012

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
MAS 111	Masonry Fundamentals	3
MAS 121	Brick/Block Fundamentals I	3
MAS 181	Special Topics in Masonry I	3
MAS 182	Special Topics in Masonry II	3

Semester Two
Item #	Title	Credits
MAS 131	Brick/Block Fundamentals II	3
MAS 151	Brick/Block Fundamentals III	3
MAS 171	Residential/Commercial Masonry	3
MAS 183	Special Topics in Masonry III	3
MAS 211	Stone Masonry	3
	Total credits:	**27**

Welding - Basic Plate Welding (STC-WD6)
Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, North Baldwin Center for Technology, South Baldwin Center for Technology, and Thomasville Campuses
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3

Semester Two
Item #	Title	Credits
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Groove Welding Lab	3
	Total credits:	**27**

Welding - Basic Plate Welding - GMAW/FCAW/SMAW (STC-WD2)
Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, North Baldwin Center for Technology, South Baldwin Center for Technology, and Thomasville Campuses
Career-Technical Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Groove Welding Lab	3
	Total credits:	**12**

Welding - Basic Plate Welding - SMAW Fillet Welds (STC-WD1)
Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, North Baldwin Center for Technology, South Baldwin Center for Technology, and Thomasville Campuses
Career-Technical Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One
Item #	Title	Credits
WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WKO 110	NCCER Core	3
	Total credits:	**15**

Welding - Pipe Welding (STC-WD7)
Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses
Career-Technical Division

Length: Two Semesters

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 115	GTAW Carbon Pipe	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
	WDT Elective (I)	3
	WDT 110 or WDT 228	3

Semester Two

Item #	Title	Credits
WDT 116	GTAW Stainless Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
	WDT Elective (I)	3
	Total credits:	**27**

Welding - Pipe Welding - SMAW Carbon Pipe (STC-WD3)

Program Locations: The Academy at Fairhope Airport, Atmore, Monroeville, and Thomasville Campuses
Career-Technical Division

Length: One Semester

* Short-term certificate not eligible for federal aid.

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
	WDT 110 or WDT 228	3
	Total credits:	**9**

Accounting

ACC 129: Individual Income Taxes
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.
Credits: 3
Transfer Code: Transfer Code
    Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ACC 140: Payroll Accounting
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.
Credits: 2
Transfer Code: Transfer Code
    Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
BUS 241
Co-Requisites:
None

Advanced Manufacturing

ADM 101: Precision Measurement
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ADM 106: Quality Control Concepts
This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

ADM 116: Introduction to CATIA

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course. It is expected that all new users of CATIA will require this course.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ADM 212: Intermediate CATIA

Explores the techniques for using CATIA v5/6 to produce working level of engineering drawings. Detail and assembly drawings are created with attention focused on proper views, text, dimensions, tolerances, bills of material, borders and title blocks. Weldments, flat patterns and other special practices are also examined.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ADM 261: Reverse Engineering

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Air Conditioning / Refrigeration

ACR 111: Principles of Refrigeration

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 112: HVACR Service Procedures

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 119: Fundamentals of Gas Heating Systems

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 121: Principles of Electricity for HVACR

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 122: HVACR Electric Circuits

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 126: Commercial Heating Systems

This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, student should be able to troubleshoot and perform general maintenance on commercial heating systems.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 147: Refrigerant Transition and Recovery Theory

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ACR 148: Heat Pump Systems I

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ACR 149: Heat Pump Systems II

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
ACR 148
Co-Requisites:
None

ACR 205: System Sizing and Air Distribution

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Airframe Technology

AMT 100: Technical Preparation

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 101: Basic Electricity

This course provides a study of electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 102: Materials and Processes

This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create, and interpret aircraft drawings.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 110: Non-Metallic Structures and Welding

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces, to wood surfaces, and to composite and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite repairs, and make repairs to steel structures using various welding methods.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 111: Aircraft Sheetmetal Structures

This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; and, inspect and repair sheet metal structures.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 112: Airframe Systems I
This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and, inspect, troubleshoot, and repair lighting, communication, and navigation systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
AMT 101
Co-Requisites:
None

AMT 113: Airframe Systems II
This course introduces aircraft inclement weather control, fire protection and fuel systems as well as on cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain, and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot, and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 114: Airframe Systems III
This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti skid and electrical braking systems, and position and warning systems.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 115: Airframe Systems IV
This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble, and rig aircraft structures, and determine the condition of airframes, airframe systems, and components.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMT 117: Airframe Program Review and Comprehensive Testing
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or airframe courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Airframe written examination.
Credits: 0
Lab Hours: 0
Lecture Hours: 0

Airframe — Powerplant

AMP 120: Engine Theory and Propellers
This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is based on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines, be able to demonstrate an understanding of propeller fundamentals, and remove, troubleshoot, and install propellers. This is a CORE course.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 121: Reciprocating Engine Systems

This course focuses on the inspection, troubleshooting, and repair of engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems. This is a CORE course.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 122: Reciprocating Engine Overhaul

This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly, and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upon completion, students should be able to overhaul a reciprocating engine. This is a CORE course.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
AMT 102
Co-Requisites:
None

AMP 123: Reciprocating Engine Inspection

This course is a study of engine instruments, electrical systems, and ignition systems and aircraft powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines. This is a CORE course.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 124: Turbine Engine Theory and Inspection

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Borescope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine. This is a CORE course.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

AMP 125: Turbine Engine Systems Overhaul

This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot and repair turbine engine systems, remove and install engines in test cells and airframes, explain engine analysis and troubleshooting techniques, and describe correct procedures for rigging and running a turbine engine. This is a CORE course.

Credits: 5
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
AMT 102
Co-Requisites:
None

AMP 127: Powerplant Program Review and Comprehensive Testing

This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or powerplant courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Powerplant written examination.

Credits: 0
Lab Hours: 0
Lecture Hours: 0

Art

ART 100: Art Appreciation

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ART 113: Drawing I

This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 114: Drawing II

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 113
Co-Requisites:
None

ART 121: Two-Dimensional Composition I

This course introduces the basic of concepts of two-dimensional design. Topics include the elements of art and principles of design with emphasis on the arrangements and relationships among them.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 122: Two-Dimensional Composition II

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 121
Co-Requisites:
None

ART 127: Three Dimensional Composition

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 113 or ART 121
Co-Requisites:
None

ART 175: Digital Photography

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ART 178: Audio-Visual Techniques

This course is an exploration of the area of linkage between the visual and auditory senses. Emphasis is placed on working with sound and recording equipment, projected images, and multimedia hardware and software. Upon completion, students should be able to produce finished multimedia projects.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 203: Art History I

This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the ancient period through the Middle Ages.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ART 204: Art History II

This course covers the chronological and global development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on art history from the Renaissance to the present.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

ART 220: Introduction to Computer Graphics
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity, and the understanding of various graphic software. Upon completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 233: Painting I
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 113 or ART 121
Co-Requisites:
None

ART 234: Painting II
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 233
Co-Requisites:
None

ART 253: Graphic Design I
This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

ART 254: Graphic Design II
This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
ART 253
Co-Requisites:
None

ART 275: Advanced Digital Photography
This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
ART 175
Co-Requisites:
None

ART 299: Art Portfolio

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.

Credits: 3
Transfer Code: Transfer Code
             Code C
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Astronomy

AST 220: Introduction to Astronomy

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

Credits: 4
Transfer Code: Transfer Code
             Code A
Lab Hours: 2
Lecture Hours: 3
 0

Automotive

ASE 101: Fundamentals of Automotive Technology

This course provides basic instruction in Fundamentals of Automotive Technology.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

ASE 121: Braking Systems

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

ASE 122: Steering and Suspension

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. ABR 255 is a suitable substitute.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

ASE 124: Automotive Engines

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four-stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

ASE 162: Electrical and Electronic Systems

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

ASE 212: Advanced Electrical and Electronic Systems

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1

ASE 239: Engine Performance

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

ASE 246: Automotive Emissions

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

Automotive Body Repair

ABR 111: Non-Structural Repair

Students are introduced to basic principles of nonstructural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 114: Non-Structural Panel Replacement

Students are introduced to the principles of nonstructural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 122: Surface Preparation

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 123: Paint Application and Equipment

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 151: Safety and Environmental Practices

This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. This is a CORE course.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 154: Automotive Glass and Trim

This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 156: Automotive Cutting and Welding

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 213: Automotive Structural Analysis

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 214: Automotive Structural Repair

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 223: Automotive Mechanical Components

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 224: Automotive Electrical Components

This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 255: Steering and Suspension

This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.
Credits: 6
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 258: Heating and AC in Collision Repair

This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

ABR 265: Paint Defects and Final Repair

This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Automotive Mechanics

AUM 101: Fundamentals of Automotive Technology

This course provides basic instruction in the fundamentals of automotive technology.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 112: Electrical Fundamentals

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 121: Braking Systems

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. (ABR 223 Automotive Mechanical Components is a suitable substitute for this course.)
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 122: Steering and Suspension

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. (ABR 255 Steering and Suspension is a suitable substitute for this course.)
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 124: Automotive Engine

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 130: Drive Train and Axles

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 133: Motor Vehicle Air Conditioning

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 162: Electrical and Electronic System

This is an intermediate course in automotive electrical systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 220: Advanced Automotive Engines

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

AUM 224: Manual Transmission and Transaxle

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 230: Auto Transmission and Transaxle

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 239: Engine Performance

This course provides basic instruction in engine perform a nce with emphasis on fuel and ignition systems relating to engine operation.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 244: Engine Performance and Diagnostics

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

AUM 246: Automotive Emissions

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

Avionics Technology

AVT 111: Avionics Theory

This program provides instruction pertaining to the theory of direct current (DC) and alternating current (AC) as applied to aviation. Students are prepared to analyze complex DC and AC circuits and to understand meter movements, network theorems, voltage dividers, resonance circuits, transformers, and filter circuits.
Credits: 6
Lab Hours: 9
Lecture Hours: 3
 0
Co-Requisites:
AVT 112

AVT 112: Avionics Lab I

This course provides hands-on laboratory exercises to analyze direct current and alternating current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and AC circuits to prove the theories featured in AVT 111.

Credits: 5
Lab Hours: 15
Lecture Hours: 0
 0
Co-Requisites:
AVT 111

AVT 121: Principles of Solid State

This course provides instruction in basic solid state theory beginning with atomic structure and includes diodes, bipolar transistors, field effect transistors, amplifiers, operational amplifiers, oscillator and power supply circuits.Emphasis is placed on the practical application of solid state devices, proper biasing and amplifier circuit analysis, and the use of test equipment to diagnose, troubleshoot, and repair typical solid state device circuits.

Credits: 5
Lab Hours: 9
Lecture Hours: 2
 0
Prerequisites:
AVT 111
AVT 112

AVT 131: Digital Concepts

This course provides instruction in basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog-to-digital conversion, and digital-to-analog conversion. Emphasis is placed on number systems,Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

Credits: 4
Lab Hours: 9
Lecture Hours: 1
 0
Prerequisites:
AVT 111
AVT 112

AVT 141: Introduction to Avionics

This course is an introduction to aircraft avionics systems. Emphasis is placed on basic concepts of navigation systems, landing systems, weather radar, transponder/TCAS operation, data buss concepts, and flight control systems.

Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0

AVT 142: Electronic Communications

This course provides instruction in basic principles of electronic communications, including AM, FM, and SSB receiver, transmitter and transceiver theory, antennas, transmission lines, and wave propagation. Emphasis is placed on communications circuits used in amplitude modulation, frequency modulation, and single-side band receiver/transmitter.This course further develops the student's diagnostic, troubleshooting, and repair skills. Upon completion, students will be able to align, troubleshoot, and repair basic receivers. Students also will gain a working knowledge of antennas, frequency spectrum, and wave propagation.

Credits: 4
Lab Hours: 9
Lecture Hours: 1
 0
Prerequisites:
AVT 121
AVT 131

AVT 148: Microprocessors and Interfacing

This course introduces basic programming and interfacing of a typical microprocessor, including data flow in the execution of program instructions, data manipulation, data storage, and interfacing using programmable devices. Emphasisis placed on writing simple programs, executing, debugging programs and programming devices to serve as input/output interface units, and the flow of data during the fetch and execute phases of a program. Students will understand how a microprocessor runs a stored program, how to use an instruction set, and how to interface with displays, switches, and programmable devices.

Credits: 4
Lab Hours: 9
Lecture Hours: 1
 0
Prerequisites:
AVT 121
AVT 131

AVT 211: Pulse and Radar Circuits

This course is a study of pulse circuits and synchro-servo systems and their application to airborne pulse systems, including radar. Emphasis is placed on the use of test equipment in diagnosing constructed pulse circuits similar to airborne pulse equipment used in aircraft systems. Upon completion, the student should be able to satisfactorily diagnose malfunctions in aircraft systems and successfully troubleshoot and repair pulse equipment.

Credits: 4
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
AVT 141
AVT 142
AVT 148

AVT 212: Aircraft Installation/Faa Regulations

This course provides instruction in Federal Aviation Administration (FAA) regulations which direct repair station operations, sheetmetal procedures used in the installation of avionics systems, and aircraft wiring techniques. Emphasisis placed on developing the ability to construct aircraft composite structures using standard sheetmetal practices and a wiring harness for the King Radio KX-155 system. Upon completion, students should be able to use test equipment to perform board repair and install avionics equipment to industry and FAA standards.

Credits: 4
Lab Hours: 9
Lecture Hours: 1
 0
Prerequisites:
AVT 142

AVT 213: Aviation Communication

This course is a study of frequency synthesizers, aviation transceivers, and aircraft audio systems. Emphasis is placed on PLL and LSI frequency synthesizers, aviation transceivers based on these synthesizer types, and audio systems with power amplification and switching capability with an in-depth study of the King Radio KX-155, KTR-905, and KMA-24 as representative examples. Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft communication systems.

Credits: 4
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
AVT 142

AVT 214: Navigation/ILS

This course is a study of navigation and instrument landing systems used in traffic control systems. Emphasis is placed on VOR, ILS, ADF, and GPS with an in-depth study of the King Radio KI-203, KI-208, and KN-75 as representative examples.Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft navigation systems.

Credits: 4
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
AVT 142

AVT 215: DME Transponders

This course provides instruction in the study of distance measuring equipment, ACTRBS transponders, and Mode Stransponders as used in the air traffic control system. Instruction specifically focused on airborne systems with anin-depth study of the King Radio KN- 62 DME, KT-76A transponder, and the KT-71 Mode S transponder as representative examples. Upon completion, students should be able to use test equipment to test equipment to perform operational checks, align, and troubleshoot aircraft DME transponder systems.

Credits: 4
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
AVT 211

AVT 216: Autopilot Aircraft Systems

This course provides instruction in aircraft autopilot theory, data buss, electrical power, and integrated systems. Emphasis is placed upon integrated aircraft systems and the diagnosis, alignment, maintenance, inspection, and troubleshooting of these systems.

Credits: 4
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
AVT 211

Barbering

BAR 110: Orientation to Barbering

This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
BAR 111

BAR 111: Introduction to Barbering Lab

This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection control, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
BAR 110

BAR 112: Science of Barbering

This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
BAR 113

BAR 113: Fundamentals of Barbering Applications

This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
BAR 112

BAR 114: Barber-styling Lab

This course provides students with the opportunity to demonstrate skills in hair care, hair cutting, and facial massage. Emphasis is placed on safety and infection control.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

BAR 115: Cutting and Styling Techniques

This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

BAR 120: Properties of Chemistry

This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

BAR 130: Marketing and Business Management
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

BAR 181: Special Topics in Barbering
These courses provide specialized instruction in variousareas related to the barbering industry. Emphasis is placed on meeting student's needs.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
 1

BAR 187: Special Topics in Barbering
This course provides specialized instruction in various areas related to the barbering profession. Student learning outcomes are developed to support specific student needs.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Biology

BIO 101: Introduction to Biology I
This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BIO 102: Introduction to Biology II
This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 101
Co-Requisites:
None

BIO 103: Principles of Biology I
This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with survey of viruses, prokaryotes, and the protists. A 120-minute laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BIO 104: Principles of Biology II
This course is an introduction to the basic ecological and evolutionary relationships of plants, fungi, and animals and a survey of plant, fungi, and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 103
Co-Requisites:
None

BIO 120: Medical Terminology

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.
Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

BIO 201: Human Anatomy and Physiology I

This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code B

Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 103
Co-Requisites:
None

BIO 202: Human Anatomy and Physiology II

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.
Credits: 4
Transfer Code: Transfer Code
Code B

Lab Hours: 2
Lecture Hours: 3
Prerequisites:
BIO 201
Co-Requisites:
None

BIO 220: General Microbiology

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. Two 120-minute laboratories are required.
Credits: 4
Transfer Code: Transfer Code
Code B

Lab Hours: 4
Lecture Hours: 2
Prerequisites:
BIO 103
Co-Requisites:
None

Building Construction

BUC 111: Basic Construction Layout

This course provides students basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon completion, students should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

BUC 112: Construction Measurements and Calculations

NOTE: There is an approved standardized plan-of-instruction for this course.

This course focuses on the mathematics and calculations used in building construction. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
As determined by college
Co-Requisites:
As determined by college

Business

BUS 100: Introduction to Business

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 105: Customer Services

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 146: Personal Finance

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 150: Business Math

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 177: Salesmanship

This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 186: Elements of Supervision

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organization structure, project management, and employee training and rating.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 188: Personal Development

This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 189: Human Relationships

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 215: Business Communication

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 241: Principles of Accounting I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

BUS 242: Principles of Accounting II

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision-making.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
BUS 241

BUS 246: Computerized Accounting

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

Transfer Code: Transfer Code
Code C
Prerequisites:
BUS 242

BUS 248: Managerial Accounting

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

BUS 263: The Legal and Social Environment of Business

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

BUS 271: Business Statistics I

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

BUS 272: Business Statistics II

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, Chi Square, analysis of variance, time series index numbers, and decision theory.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
BUS 271

BUS 275: Principles of Management

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

BUS 276: Human Resource Management

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 277: Current Trends in Business

This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 279: Small Business Management

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

BUS 285: Principles of Marketing

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

BUS 296: Business Internship I

This course sequence allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Minimum 6 semester hours completed. Minimum GPA 2.0.

BUS 298: Directed Studies I
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0

BUS 299: Directed Studies II
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

Cabinetmaking

Non Degree Credible

CAB 101: Introduction to Cabinetmaking
This is a beginning woodworking course, which deals with basic materials and processes. Topics include basic safety procedures while in the Cabinet shop, an introduction to the safe use of tools and equipment, basic measurement principles, wood products, cutting, and fastening. Upon course completion, students should be able to safely inspect and use shop equipment, measure, mark, and perform various types of cuts, and assemble a specified project.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAB 102: Introduction to Lumber and Wood Products
This is an introductory course to lumber, grades, sizes, characteristics and uses. Topics include the natural properties of trees, identification of various types of wood, the milling process, various defects found in wood, and how it is manufactured. Upon completion the students should be knowledgeable in the use of wood products for the production of cabinets and fine furniture.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

CAB 103: Sizes, Dimensions and Joints
This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, jobs layouts, and patterns.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAB 104: Cabinet Shop Operations
This course covers start up and general operation of a cabinet shop. Topics include shop organization, fire safety, financing, and tool acquisition. Upon completion, students should have basic knowledge of starting a custom cabinet shop.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CAB 110: Equipment Maintenance
This is an introductory course to maintaining woodworking tools and equipment. Emphasis is on equipment inspection, cleaning and lubrication, as well as removing and replacing saw blades, jointer, shaper, and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAB 140: Woodfinishing Fundamentals
This is an introductory wood finishing course. Topics include sanding, filling, staining, brushing and spraying. Upon course completion, students should be able to perform basic wood finishing procedures.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAB 145: Refinishing Furniture and Antiques

This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

CAB 181: Special Topics

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

CAB 182: Special Topics

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

CAB 183: Special Topics

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

CAB 204: Cabinetmaking and Millwork

This course focuses on all aspects of cabinet millwork and construction. Topics include casework, frame and panel components, cabinet supports, doors, drawers, and cabinet and tabletops. Upon completion, students should be able to perform all functions necessary to construct basic cabinets.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAB 102

CAB 205: Furniture Construction

This course covers design and construction of fine furniture. Emphasis is on the development of basic furniture construction skills, such as milling, joining, building jigs and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAB 102

CAB 208: Special Projects in Furniture Construction

This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

CAB 211: Cabinet Installation and Trim Work

This course introduces students to cabinet installation and trim work. Emphasis is placed upon cabinet shipping and handling, cabinet and countertop installation, and trim work. Upon completion of the course, students should be able to explain proper cabinet handling procedures as well as the appropriate sequence and methods of installing kitchen and bathroom cabinets, and installing all appropriate trim work for the job.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CAB 230: Estimating Costs in Cabinetmaking

This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials and labor and on the use of pertinent formulas. Upon course completion, students should be able to estimate costs of complete cabinetmaking projects.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
CAB 110

CAB 242: Special Finishes

This course is a continuation of CAB 141. Emphasis is on spraying and hand rubbing with lubricants. Upon course completion, students should be able to apply special finishes to wooden surfaces.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAB 241 .

CAB 260: Wood Turning I

This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAB 205

Carpentry

Non Degree Creditable

CAR 111: Construction Basics

This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety and OSHA standards. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CAR 114

CAR 112: Floors, Walls and Site Preparation

This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CAR 113

CAR 113: Floors, Walls and Site Preparation Lab

In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out, and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring, and install various wall components such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and set backs, ensure proper site preparation, layout and frame a floor, and layout, frame and erect walls.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
CAR 112

CAR 114: Construction Basics Lab

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
CAR 111

CAR 131: Roof and Ceiling Systems

This course focuses on framing ceilings and roofs. Emphasis is placed on the various types of ceiling and roofing frames, rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to explain how to frame a roof and ceiling, identify proper installation methods of roofing materials, and describe applicable safety rules.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Co-Requisites:
CAR 133

CAR 132: Interior and Exterior Finish

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting and masonry finishes. Upon completion the students should be able to identify, describe the uses of, and install different types of doors, windows and moldings; identify and install the types of exterior sidings and trim, and describe the different types of paint and their proper application.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CAR 133: Roof and Ceiling Systems Lab

The course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters, and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety rules.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Co-Requisites:
CAR 131

Chemistry

CHM 104: Introduction to Chemistry I

This is a survey course of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required.

Credits: 4
Transfer Code: Transfer Code
Code A

Lab Hours: 2
Lecture Hours: 3
Prerequisites:
MTH 098
MTH 098 or equivalent placement score
Co-Requisites:
None

CHM 105: Introduction to Chemistry II

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering, and this course will not substitute for CHM 112. Topics include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, and the function of biomolecules. Laboratory is required.

Credits: 4
Transfer Code: Transfer Code
Code A

Lab Hours: 2
Lecture Hours: 3
Prerequisites:
Grade of C or better in CHM 104 or CHM 111
Co-Requisites:
None

CHM 111: College Chemistry I

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

Credits: 4
Transfer Code: Transfer Code
Code A

Lab Hours: 2
Lecture Hours: 3
 0
Prerequisites:
MTH 112 or equivalent math placement score

CHM 112: College Chemistry II

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include solutions and colloids, chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, and selected topics in descriptive chemistry including an introduction to organic chemistry and biochemistry, atmospheric chemistry, coordination compounds, transition compounds, post-transition compounds, metals, nonmetals, and semi-metals, Laboratory is required.

Credits: 4
Transfer Code: Transfer Code
Code A

Lab Hours: 2
Lecture Hours: 3
Prerequisites:
CHM 111
MTH 112
Grade of C or higher in both CHM 111 and MTH 112
Co-Requisites:
None

CHM 221: Organic Chemistry I
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions foraliphatic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and sterochemistry.Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.
Credits: 4
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
CHM 112

CHM 222: Organic Chemistry II
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.
Credits: 4
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 3
0
Prerequisites:
CHM 221

Child Development

CHD 100: Introduction of Early Care and Education of Children
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CHD 204: Methods and Materials for Teaching Children
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CHD 206: Children's Health and Safety

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

Commercial Art

CAT 123: Layout and Design

This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production.
Credits: 3
Lab Hours: 4
Lecture Hours: 1

CAT 180: Current Topics in Commercial Art

This course is a survey of current trends in the commercial art industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of commercial art.
Credits: 3
Lab Hours: 2
Lecture Hours: 1
3

CAT 223: Electronic Publishing I

The focus of this course is on improving design knowledge and skills for publishing. The student will create projects based on the knowledge they have obtained in previous course work. Emphasis will be place on producing a technically correct file for publishing using current design software. Upon completion the student should have an understanding of the publishing process from concept to completion.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
0

CAT 224: Electronic Publishing II

The focus of this course is to further advance the student's design knowledge and skills for publishing. The student will create projects based on the knowledge they have obtained in previous course work. Emphasis will be place on producing a technically correct file for publishing using current design software. Upon completion the student should have an advanced understanding of the publishing process from concept to completion.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
0
Prerequisites:
CAT 223

CAT 270: Web Site Development

This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.
Credits: 3
Lab Hours: 4
Lecture Hours: 1

CAT 292: Cooperative Work Experience in Commercial Art

This course is designed for the student to obtain work experience in the commercial art profession. Emphasis is placed on instruction by a qualified professional in a work situation and on producing work meeting industry standards using current technology. Upon completion, students should be able to work in a professional creative environment with little or no supervision.
Credits: 0
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3

Commercial Food Services

CFS 101: Orientation to the Hospitality Profession
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

CFS 102: Catering
This course includes the theory and practice of operating a catering business. Topic includes food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0

CFS 110: Basic Food Preparation
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

CFS 111: Foundations in Nutrition
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

CFS 112: Sanitation, Safety, and Food Service
This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparing, and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe © certification. The content of this course is foundational for all culinary arts classes.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0

CFS 113: Table Service
This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0

CFS 114: Meal Management
This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CFS 115: Advanced Food Preparation
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CFS 120: Basic Food Preparation Lab
In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.
Credits: 2
Lab Hours: 4
Lecture Hours: 0
 0

CFS 141: Food Production for Special Operations
This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CFS 182: Special Topics in Commercial Food Services
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

CFS 199: Healthy Cooking
The student will become educated in the principles of sound nutrition for the prevention of disease.Basic principles of nutrition will be discussed along with practical aspects of nutrition which will be applied through cooking demonstrations by the instructor.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
 0

CFS 201: Meat Preparation and Processing
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
 0

CFS 204: Foundations of Baking
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CFS 213: Food Purchasing and Cost Control
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

CFS 251: Menu Design
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0

CFS 299: Special Topics in Commercial Food Preparation

In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

Computer Animation Production

CAP 101: CGI Software Basics

This course introduces students to Computer Graphic Imagery workflow in a dedicated software environment. Topics include interface navigation, creation tools, animation basics and rendering. Upon completion, students should be able to create simple CGI objects, animate them and assign visual rendering properties.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
0

CAP 102: Compositing Basics

This course covers the fundamental aspects of compositing software. Various techniques are covered such as color correction, layering, rotoscoping and color screen extraction. Upon completion, students should be able to integrate images from various sources to create a seamless visual effects sequence.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CAP 103: Computer Graphics History

This course introduces students to Computer Graphic Imagery from a historical and cultural angle. Topics include learning about the 2D and 3D tools evolution, the key players in the industry and major landmark productions. Upon completion, the student should have acquired an extensive vocabulary of the CGI field and have a global view of this industry.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CAP 104: Introduction to Game Design I

This course is designed to introduce the students to the theory of game design and production using industry software and related technologies. Upon completion student should be able to demonstrate technical and creative aspects of game development.

Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CAP 101

CAP 105: Introduction to Computer Programming for 3D

This course is designed to introduce fundamental concepts of computer programming as applied to 3D modeling software and game engines. Upon completion students should be able to demonstrate knowledge of industry programming language.

Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 2
Lecture Hours: 1

CAP 111: Introduction to Cgi Animation

This course introduces students to character animation principles and a study of advanced CGI techniques. Topics include animation principles, keyframing, rigging, skinning and UV texturing. Upon completion, students should be able to rig a CGI character properly and apply various animations to it.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
CAP 101

CAP 121: CGI Animation

This course introduces students to character animation principles and a study of advanced CGI techniques. Topics include animation principles, keyframing, rigging, skinning and UV texturing. Upon completion, students should be able to rig a CGI character properly and apply various animations to it.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
0
Prerequisites:
CAP 101

CAP 122: Storytelling & Previsualization Process/ Project

This course introduces students to the storytelling and previsualization process. Topics include use of tools like storyboard, rough 3d animation, camera framing and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of a full CGI animated short feature.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
CAP 101

CAP 123: CGI Shading, Lighting and Rendering

This course introduces students to the mechanics of how various materials react to light in real life and in a CGI software. Topics include study of various shaders, lighting techniques and rendering parameters. Upon completion the student should be able to reproduce a common object surface and render it efficiently.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAP 101

CAP 124: Game Design II

The course is designed to enhance students programming skills with 3D assets into creating a virtual world using an industry standard game engine. Upon completion students should be able to use these tools to create a 3D immersive virtual world.
Credits: 3
Transfer Code: Transfer Code
                Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CAP 105

CAP 131: Project Lab

This course introduces students to the storytelling and previzualisation process. Topics include use of tools like storyboard, rough 3d animation, camera framing and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of a full CGI animated short feature.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
CAP 101

CAP 201: Simulation and Particles Effects

This course introduces students to the study of physical phenomenon and their simulated counterpart in the CGI world. Topics include particles systems paradigm, forces, modifiers, typical examples and technological limitations. Upon completion the students should be able to reproduce and render a good range of simulated physical effects to enhance their CGI projects.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CAP 202: Live Action and Integration Project

This course introduces students to the principles of live action shooting for visual effects. Emphasis is placed on good pre-shoot planning and on how to avoid problematic situations. Topics include the study of camera tracking software and light matching techniques for the 3D elements. Upon completion the students should be able to shoot a live action plate, recreate a virtual matching camera and add CGI elements seamlessly.
Credits: 5
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
CAP 122
CAP 123

CAP 203: Advanced Compositing

This course furthers students' study of compositing software and introduces visual effects design. Topics include color space, image transformation, tracking and film grain matching. Upon completion, the student should be able to perform intricate visual effects using image sequences and advanced tools.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAP 102

CAP 204: Advanced Modeling

This course deepens students' knowledge of CGI object modeling. Emphasis is placed on study of human anatomy, use of good reference material and realistic proportions. Topics also include animal anatomy and industrial objects. Upon completion, students should be able to recreate complex objects of various anatomy and designs efficiently.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
 0
Prerequisites:
CAP 121

CAP 205: Dynamic Reality Production

The course is designed to introduce students to virtual reality, augmented reality, and mixed reality. Upon completion students should be able to differentiate the VR/AR/MR – based training and application of each.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
CAP 105

CAP 220: Final Project

This course allows the student to create a final project showcasing his strength and abilities under the supervision and counseling of a professional visual effects artist. Upon completion, the students should be able to showcase their talent and be ready to work in a VFX company.
Credits: 6
Lab Hours: 10
Lecture Hours: 1
 0
Prerequisites:
CAP 202

CAP 221: Final Project

This course allows the student to create a final project showcasing his strength and abilities under the supervision and counseling of a professional visual effects artist. Upon completion, the students should be able to showcase their talent and be ready to work in a VFX company.
Credits: 6
Lab Hours: 10
Lecture Hours: 1
Prerequisites:
CAP 202

CAP 222: Specialization Field

This course furthers the study of a particular field (modeling or animation) chosen by the student. Topics include (for modeling) digital sculpting, further anatomical study, understanding of muscle, fat and bone structure. Topics for animation include, learning of motion capture software, roto-capture and animation projects. Upon completion, the student should be able to showcase a deeper understanding of their chosen field.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CAP 223: VIsual Effects Process

This course introduces students to how visual effects are created in a workplace environment. Emphasis is placed on the study of a typical VFX house hierarchy and the pipeline structure. Topics include data flow, standardization, work hierarchy, internal and external interactions and work ethics. Upon completion, the student should be able to understand the inner workings of a VFX company and their role inside it.
Credits: 3
Lab Hours: 2
Lecture Hours: 2

CAP 224: Digital Environment

This course introduces students to matte painting techniques and specialized CGI environment software. Topics include concepts of art, camera projection, light repainting, atmosphere, and various tools available in virtual environment creation software. Upon completion, the student should be able to create a realistic environment from material coming from various 2D and 3D sources.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
CAP 201
CAP 203

CAP 225: Applying Andragogy in VR/AR/MR-Based Training Applications and Simulations

This course provides the theories and practices on the characteristics of adult learners. Through this training and development course, students will learn Knowles' five assumptions of adult learners and the implications for workforce training. Additionally, instruction will be provided in the application of the five assumptions to adult learning in the workplace focusing on VR/AR/MR-based training applications and simulations.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
CAP 205

CAP 226: Effective Instructional Practices in Workplace Talent Development

This course provides students with the knowledge and skills to incorporate effective instructional practices and techniques in workplace courses utilizing VR/AR/MR-based training applications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
CAP 225

Computer Maintenance Technology

CPT 130: Intro to Information Systems

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CPT 158: Fundamentals of Wireless Lans

This course is an introductory course about the design, planning, implementation, operation, and troubleshooting of wireless networks. It is intended to prepare students for the Cisco Wireless LAN Support SpecialistDesignation.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CPT 182: Help Desk Applications

The main purpose of this course is to provide students with a comprehensive understanding of the help desk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 200: Networking Technologies

This course covers the basic concepts and Prerequisites of network computing which provides the background information needed to prepare for network management and certification.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 207: Introduction to Web Development

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Credits: 3
Transfer Code: Transfer Code
Code C

CPT 232: Network Design and Implementation

This course covers how to design and create a network implementation plan for a case-study company. Interactive group activities lead the student through this process to assess the needs of the case company.
Credits: 3
Transfer Code: Transfer Code
　　　　　　Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CPT 271 or CIS 271
Co-Requisites:
None

CPT 267: Structured Cabling

This course provides students an introduction to data, voice, and video cabling. This course will address the latest developments in premises cabling, including technologies and applications in copper, fiber, and wireless cabling. This course will also cover important background information and resources regarding the most recent cabling standards, which are an integral part of this fast-paced industry. This course also provides students with hands-on practical experience in cabling.
Credits: 3
Transfer Code: Transfer Code
　　　　　　Code C
Lab Hours: 0
Lecture Hours: 3
　0

CPT 268: Software Support

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits: 3
Transfer Code: Transfer Code
　　　　　　Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 269: Hardware Support

This course provides students with hands-on practical experience in installing computer hardware and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits: 3
Transfer Code: Transfer Code
　　　　　　Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 270: Cisco I

This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code
　　　　　　Code C
Lab Hours: 0
Lecture Hours: 3
　0
Prerequisites:
CPT 200
CPT 267

CPT 271: Cisco II

This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code
　　　　　　Code C
Lab Hours: 0
Lecture Hours: 3
　0
Prerequisites:
CPT 270

CPT 272: Cisco III
This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
CPT 271

CPT 273: Cisco IV
This course is the fourth part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
CPT 272

CPT 276: Server Administration
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 278: Directory Services Administration
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
CPT 276

CPT 279: Network Infrastructure Design
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 280: Network Security
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CPT 282: Computer Forensics and Investigation

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.
Credits: 3
Transfer Code: Transfer Code
Code C

CPT 283: Network Defense and Countermeasures

This course introduces students to one of the most important and urgent concepts in protecting computers and networks:intrusion detection. The concepts introduced in this course are intended for students and professionals who need hands-on introductory experience with installing firewalls and intrusion detection systems (IDSs). This course assumes that students are familiar with the Internet and fundamental networking concepts, such as TCP/IP, gateways, routers, andEthernet. It also assumes that students are familiar with IP troubleshooting, subnetting, subnet masking, IP datagram structure, routing, Web security, and common attack techniques.
Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
CPT 271

CPT 288: Linux Administration

This course is designed to teach students how to administer, use, or develop programs for SUSE Linux. The concepts introduced do not assume prior Linux experience and are geared toward the objectives on the CompTIA Linux+ certification exam. Furthermore, many of the concepts and procedures introduced in this course are transferable to most other Linux distributions. This course will introduce students to the concepts required to successfully use and administer a Linux system.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

Computer Science

CIS 096: Intro to Computers

This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Windows as a graphical user interface and operations and applications that use the Windows environment are emphasized.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

CIS 113: Spreadsheet Software Applications

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 115: Presentations Graphics Software Applications

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 117: Database Management Software Applications

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.
Credits: 3
Transfer Code: Transfer Code
Code C

CIS 130: Intro to Information Systems

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 146: Microcomputer Applications

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC 3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

CIS 147: Advanced Micro Applications

This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare student for the MOS certification.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CIS 146 or permission of instructor

CIS 148: Post Advanced Microcomputer Applications

This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification.
Transfer Code: Transfer Code
Code B

CIS 149: Introduction to Computers
This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC^3 certification.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 150: Introduction to Computer Logic and Programming
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 155: Introduction to Mobile App Development
The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic applications.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 157: Introduction to App Development with Swift
This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

CIS 160: Multimedia for the World Wide Web
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 161: Introduction to Networking Communications
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected network systems. The course covers various network models, typologies, communications protocols, transmission media, networking hardware and software, and networking troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification.

NOTE: This course is a suitable substitute for CIS 199. Additionally, CIS 270 may be used as a suitable substitute for this course. However, CIS 161 will not substitute for CIS 270.
Credits: 0
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3

CIS 185: Computer Ethics
This course will survey the various issues surrounding computer ethics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 191: Intro to Computer Programming Concepts
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
As required by program.

CIS 192: Advanced Computer Programming Concepts
This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CIS 191

CIS 193: Introduction to Computer Programming Lab
This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0
Co-Requisites:
CIS 191

CIS 196: Commercial Software Applications
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each different topic being covered. Emphasis is placed on the purpose, capabilities and utilization of each package, language, or program. Upon completion, students will be able to use the features selected for the application covered.
Transfer Code: Transfer Code
Code C
Prerequisites:
As required by program.

CIS 197: Advanced Commercial Software Applications
This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered.
Transfer Code: Transfer Code
Code C
Prerequisites:
CIS 196

CIS 199: Network Communications

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications.

Credits: 3
Transfer Code: Transfer Code
                        Code C
Lab Hours: 0
Lecture Hours: 3
 0

CIS 207: Web Development

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and JavaScript. At the conclusion of this course, students will be able to use specified markup languages to develop basic Webpages.

Credits: 3
Transfer Code: Transfer Code
                        Code C

CIS 212: VIsual Basic Programming

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits: 3
Transfer Code: Transfer Code
                        Code B
Lab Hours: 0
Lecture Hours: 3
 0

CIS 213: Advanced Basic Programming

This course is a continuation of CIS 212, Visual BASIC Programming.

Credits: 3
Transfer Code: Transfer Code
                        Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
CIS 212

CIS 215: C# Programming

This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Alabama Community College System Transfer

Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

CIS 220: App Development with Swift I

This is the first of two courses designed to teach specific skills related to app development using Swift language.

Credits: 3
Transfer Code: Transfer Code
                        Code C
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CIS 157
Co-Requisites:
None

CIS 225: Introduction to SQL Programming - Oracle

This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. You will query multiple tables, perform nested queries, implement constraints, use data and time functions, and creates sequences and views. Students learn to write SQL and SQL* Plus script files using the iSQL* Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA).
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0

CIS 227: APP Development with SWIFT II
Credits: 3

CIS 231: FORTRAN Programming

This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
College Algebra, a previous computer science course or equivalent.

CIS 236: Scientific Computation

This course presents the principles and techniques of a scientific programming language such as FORTRAN with applications in engineering, science, and mathematics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
MTH 115, Analytic Geometry, Calculus I. Keyboarding proficiency is strongly recommended.

CIS 241: Introduction to RPG Programming

This course introduces the fundamental concepts of RPG(Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
CIS 130 or equivalent

CIS 242: Advanced RPG Programming

This course is a continuation of CIS 241; includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
CIS 241

CIS 244: Introduction to Cybersecurity

This course will introduce students to cybersecurity, while they gain additional insight into the challenges companies face today. Students will develop an understanding of cybercrime, security principles, technologies, and procedures and techniques used to defend networks.

Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
As required by the college.

CIS 246: Ethical Hacking

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 251: C ++ Programming

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 252: Advanced C ++ Programming

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 251
Co-Requisites:
None

CIS 255: Java Programming

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

CIS 256: Advanced Java

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

CIS 261: COBOL Programming

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
Previous computer science course or equivalent.

CIS 268: Software Support

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 269: Hardware Support

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 270: Cisco CCNA I

This course is the first part of a four part curriculum leading to Cisco Certified Network Associate (CNNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CPT 200
Co-Requisites:
None

CIS 271: Cisco CCNA II

This course is the second part of a four part curriculum leading to Cisco Certified Network Associate (CNNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 270
Co-Requisites:
None

CIS 272: Cisco CCNA III

This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CNNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 271
Co-Requisites:
None

CIS 273: Cisco CCNA IV

This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CIS 272
Co-Requisites:
None

CIS 281: System Analysis and Design

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
Any advanced programming course

CIS 285: Object Oriented Programming

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

Credits: 3
Transfer Code: Transfer Code
Code B

Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CIS 291: Case Study in Computer Science

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion students should be able to design, code, test, and document a comprehensive computer information system.

Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
CIS 281 or permission of instructor.

CIS 292: Special Topics

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate comprehension of the specified topics.

Credits: 2
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 2
0

CIS 299: Directed Studies in Computer Science

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

Transfer Code: Transfer Code
Code C

Prerequisites:
Permission of instructor

Cosmetology

COS 111: Introduction to Cosmetology
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Co-Requisites:
COS 112

COS 112: Introduction to Cosmetology Lab
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory components from COS 111.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0
Co-Requisites:
COS 111

COS 113: Theory of Chemical Services
During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Co-Requisites:
COS 114

COS 114: Chemical Services Lab
During this course, students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis and client consulting.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0
Co-Requisites:
COS 113

COS 115: Hair Coloring Theory
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving.Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Co-Requisites:
COS 116

COS 116: Hair Coloring Lab
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0
Co-Requisites:
COS 115

COS 117: Basic Spa Techniques

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin and nail care.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Co-Requisites:
COS 118

COS 118: Basic Spa Techniques Lab

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, and skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0
Co-Requisites:
COS 117

COS 119: Business of Cosmetology

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

COS 123: Cosmetology Salon Practices

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hairshaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

COS 133: Salon Management Technology

This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
 0

COS 144: Hair Shaping and Design

In this course, students learn the art and techniques of hairshaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
 0

COS 145: Hair Shaping and Design Lab

This covers the study of the art and techniques of hairshaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create designlines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hairdesigns using safety and sanitary precautions.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

COS 152: Nail Care Applications
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

COS 167: State Board Review
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
 0

COS 181: Special Topics
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

COS 182: Special Topics
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

COS 190: Internship in Cosmetology
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

Cosmetology Instructor Training

This program is not eligible for federal financial aid.

CIT 211: Teaching and Curriculum Development
This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

CIT 212: Teacher Mentorship
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

CIT 213: Cosmetology Instructor Co-op
The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

CIT 221: Lesson Plan Implementation
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

CIT 222: Audio Visual Materials and Methods
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 3

CIT 223: Audio Visual Materials and Methods Applications
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
 0

Criminal Justice

CRJ 100: Introduction to Criminal Justice
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0

CRJ 110: Introduction to Law Enforcement
This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0

CRJ 150: Introduction to Corrections
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0

CRJ 160: Introduction to Security
This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0

CRJ 208: Introduction to Criminology
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0

CRJ 209: Juvenile Delinquency
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
 0

Culinary Arts/Chef Training

CUA 101: Orientation to the Hospitality Profession
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 102: Catering
This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 110: Basic Food Preparation
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. This course is CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CUA 116
CUA 120

CUA 111: Foundations in Nutrition
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles to meal planning. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CUA 116
Co-Requisites:
None

CUA 115: Advanced Food Preparation

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
CUA 125
Co-Requisites:
None

CUA 116: Sanitation and Safety

This course introduces the basic principles of sanitation and safety in food service operations. Specific topics include microbial contaminants, food allergens and food borne illness, personal hygiene, basic first aid, food management systems, and proper food selection, receiving, storage, and preparation. Special emphasis will be placed on the creation of a HAACP for the safe movement of food through the food service operation and the development of a plan for dealing with customer allergies. At the conclusion of this course students will be prepared to test for ServSafe©Manager certification and certification as an allergen specialist. This course is foundational for all culinary classes. This is a CORE course.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

CUA 120: Basic Food Preparation Lab

In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
CUA 110
CUA 116

CUA 123: Applied Quantity Cooking

This course builds on the basic principles and methods of quantity cooking taught in CUA 122 – Fundamentals of Quantity Cooking. Topics include weights and measures, costing and converting recipes, health department compliance issues, production forms, organization and record keeping, development of menus and the time management skills necessary to successfully run a food service organization. At the conclusion of this course, students will be well versed in the application of quantity food techniques to the end of customer satisfaction.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

CUA 125: Food Preparation

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.
Credits: 5
Lab Hours: 6
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
CUA 116

CUA 181: Special Topics in Commercial Food Services

These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

CUA 182: Special Topics in Commerical Food Services

These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
CUA 116
Co-Requisites:
None

CUA 183: Culinary Art Sculpture

This course includes the notion of fantasies that accompany the sculpturing motion with food. Work on centerpieces for all occasions will be included. The student will be exposed to a variety of three-dimensional edible mediums from wedding cakes to salt dough.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

CUA 201: Meat Preparation and Processing

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CUA 116
Co-Requisites:
None

CUA 203: Stocks and Sauces

This course challenges the student to the greatest tests of a chef's skills. Whether they are classic or contemporary good sauces demand the highest technical expertise. Students learn why particular sauces will or will not go with particular dishes. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and roux's. The student will further develop mother sauces and compound sauces.

Credits: 3
Lab Hours: 0
Lecture Hours: 1
 6
Prerequisites:
CUA 116

CUA 205: Intro to Garde Manger

This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaudfroid/aspic work, charcuterie, smoking, canapés, hor d'oeuvres and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate showpieces.

Credits: 3
Lab Hours: 0
Lecture Hours: 1
 6
Prerequisites:
CUA 116

CUA 213: Food Purchasing and Cost Control

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

Credits: 3

CUA 214: International Cuisine

This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and goods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, students should be able to research and execute international menus.

Credits: 3
Lab Hours: 0
Lecture Hours: 1
 6
Prerequisites:
CUA 116

CUA 215: Regional Cuisines of the Americas
This course provides a brief history of the ancient American foods that enhanced the world's cuisines. Emphasis is placed on how these foods influenced the "American Cuisines" of today. Upon completion of this course, students will be able to research and execute regional American cuisine.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
 6
Prerequisites:
CUA 116

CUA 255: Field Experience - Savory
A minimum of 200 hours of supervised practical experience in an approved food service system assigned by the Coordinator. Students are supervised jointly by director on the job and by the college instructor. Students gain practical experience in food services. This course may be repeated credit.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
 9

CUA 275: Modern Cooking Techniques
This course will explore techniques used in the modern kitchen, including Sous Vide cooking and Molecular Gastronomy, as well as associated equipment. The class will focus on "small plates" and modern plating design. At the end of the course students will be able to prepare a variety of dishes using the techniques and equipment they learned about in the class and to present them based on the plating design guidelines discussed.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

CUA 285: Culinary Capstone
In this course students will demonstrate their mastery of the required competencies for completion of a culinary degree. Students will complete their competency checklist and demonstrate their culinary abilities by preparing a meal to be judged by a panel of chefs.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
CUA 115
CUA 116

Dance

DNC 110: Introduction to Dance Styles
Introduction to dance styles.
Credits: 2
Transfer Code: Transfer Code
             Code B
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

DNC 121: Elementary Ballet I
A studio course in classical ballet at the elementary level.
Credits: 2
Transfer Code: Transfer Code
             Code B
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

DNC 122: Elementary Ballet II
The development of classical theory and practical ballet, at the elementary level.
Credits: 2
Transfer Code: Transfer Code
             Code B
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

DNC 140: Fitness Dance I
This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/sculpting exercises, which have been specially designed to develop the dancer's body, will be used in class.
Credits: 2
Transfer Code: Transfer Code
             Code C
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

DNC 160: Dance Workshop

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation.

Credits: 2
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

DNC 231: Theater Dance I

This is the first in a three-course series that introduces the student to a variety of dance styles used in musical theater.

Credits: 3
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
As required by program

DNC 234: Choreography I

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

Credits: 3
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

DNC 235: Choreography II

This course is a continuation of Choreography I.

Credits: 2
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

Dental Assistant

DAT 100: Introduction to Dental Assisting

This course is designed to provide an introduction to the field of dentistry. Topics include history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to dentistry, professional organizations, certification requirements, legal and ethical considerations, work ethics, and communication skills. Emphasis is placed on the AlabamaDental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry.

Credits: 2
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 101: Pre-Clinical Procedures I

This course is designed to introduce chairside assisting techniques including concepts of four handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting.

Credits: 3
Lab Hours: 3
Lecture Hours: 2
 0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 102: Dental Materials

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Upon completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials. The procedures in this course are taught toPre-Clinical or laboratory competence.

Credits: 3
Lab Hours: 3
Lecture Hours: 2
 0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade

DAT 103: Anatomy and Physiology for Dental Assisting

This course is designed to provide study of anatomy and physiology of the head and neck and a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations. It provides a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 104: Basic Sciences for Dental Assisting

This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 111: Clinical Practice I

This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chair-side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting.
Credits: 5
Lab Hours: 0
Lecture Hours: 1
 12
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 112: Dental Radiology

This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, operator and patient safety, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
 0
Prerequisites:
Admission to DAT program, permission of instructor, appropriate grade.

DAT 113: Dental Health Education

This course is designed to introduce the student to the basic principles of nutrition, preventative dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 116: Pre-Clinical Procedures II

This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the students should be able to discuss and identify dental specialty procedures and instrumentation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
DAT 100
DAT 101
DAT 102
DAT 103

DAT 121: Dental Office Procedures

This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

DAT 122: Clinical Practice II

This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties.Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting. DAT 111, DAT 104, DAT 113, DAT 116, DAT 121 and appropriate grade.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
 12

DAT 126: Dental Assisting Seminar

This course is designed to discuss the student's clinical experiences, the résumé, and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

Drafting and Design Technology

DDT 104: Basic Computer Aided Drafting and Design

This course provides an introduction to basic Computer-Aided Design & Drafting (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Co-Requisites:
DDT 111, DDT 127

DDT 111: Fundamentals of Drafting and Design Technology

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Co-Requisites:
DDT 104

DDT 117: Manufacturing Processes

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

DDT 118: Basic Electrical Drafting

This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, student should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
DDT 111
DDT 104

DDT 124: Basic Technicial Drawing

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Co-Requisites:
DDT 111
DDT 104

DDT 127: Intermediate Computer Aided Drafting and Design

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Co-Requisites:
DDT 111
DDT 124

DDT 131: Machine Drafting Basics

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type-working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type-working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
DDT 104
DDT 111
DDT 124
DDT 127

DDT 132: Architectural Drafting

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completions, student should be able to draw, dimension, and specify basic residential architectural construction drawings.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
DDT 104
DDT 111
DDT 124
DDT 127

DDT 193: Drafting Internship

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
DDT 233

DDT 211: Intermediate Machine Drafting

This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviation in working drawings.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
DDT 131

DDT 212: Intermediate Architectural Drafting

This second course in architectural design and drafting continues with more advanced and detailed architectural plans.Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans including various architectural details.

Credits: 3
Prerequisites:
DDT 132

DDT 213: Civil Drafting, Plat Maps

This course introduces the drafting practices, symbols, convention, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
DDT 104
DDT 111
DDT 124
DDT 127

DDT 214: Pipe Drafting

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
DDT 104
DDT 111
DDT 124
DDT 127
Co-Requisites:
None

DDT 225: Structural Steel Drafting
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

DDT 231: Advanced CAD
This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
DDT 104
DDT 111
DDT 124
DDT 127

DDT 232: CAD Customization
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.
Credits: 3
Lab Hours: 4
Lecture Hours: 1

DDT 233: Intermediate Three-Dimensional Modeling
This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/ interference checking.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
DDT 127 or three years experience
Co-Requisites:
None

DDT 236: Design Project
This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
or
Co-Requisites:
DDT 231

DDT 239: Independent Studies
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
DDT 231

DDT 240: Independent Study
Credits: 2

DDT 240: Independent Studies
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.
Credits: 2
Prerequisites:
As required by college.

Economics

ECO 231: Principles of Macroeconomics
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

ECO 232: Principles of Microeconomics
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

Electrical Technology

ELT 114: Residential Wiring Methods
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 115: Residential Wiring Methods II
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 131: Wiring I Commercial and Industrial
This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 212: Motor Controls II
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ELT 231: Introduction to Programmable Controllers
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.
Credits: 3

ELT 232: Advanced Programmable Controllers
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.
Credits: 3

ELT 233: Applied Programmable Controls

This state of the art course covers the more advanced topics of PLC's. Emphasis is placed on, but not limited to the following: high-speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques and special projects. Upon completion, students must demonstrate their ability by developing programs, loading programs into PLC's and troubleshooting the system if necessary.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

ELT 241: National Electric Code

This course introduces the students to the National Electricnd text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

Emergency Medical Services

EMS 118: Emergency Medical Technician

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.
Credits: 9
Lab Hours: 6
Lecture Hours: 6
 0
Co-Requisites:
EMS 119

EMS 119: Emergency Medical Technician Clincial

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
 3
Co-Requisites:
EMS 118

EMS 155: Advanced Emergency Medical Technician

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMTis to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSANational Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a corequisite.
Credits: 7
Lab Hours: 6
Lecture Hours: 4
Prerequisites:
As required by program.
Co-Requisites:
EMS 156

EMS 156: Advanced Emergency Medical Technician Clinical

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
As required by program.
Co-Requisites:
EMS 155

EMS 240: Paramedic Operations

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
BIO 201
Co-Requisites:
None

EMS 241: Paramedic Cardiology

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
 0
Prerequisites:
BIO 201
Co-Requisites:
EMS 242, EMS 244, EMS 245, and EMS 257

EMS 242: Paramedic Patient Assessment

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
 0
Prerequisites:
BIO 201
Co-Requisites:
EMS 241

EMS 244: Paramedic Clinical I

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy,I.V./I.O. initiation and medication administration.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
 3
Prerequisites:
BIO 201
Co-Requisites:
EMS 241
EMS 240
EMS 245
EMS 257

EMS 245: Paramedic Medical Emergencies

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
 0
Prerequisites:
EMS 242
EMS 244
Co-Requisites:
EMS 246, EMS 247 and EMS 248

EMS 246: Paramedic Trauma Management

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
 0
Prerequisites:
EMS 241
EMS 242
EMS 244
EMS 245
Co-Requisites:
EMS 247 and EMS 248

EMS 247: Paramedic Special Populations

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/ behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
 0
Prerequisites:
EMS 241
EMS 242
EMS 244
EMS 245
Co-Requisites:
EMS 246 and EMS 248

EMS 248: Paramedic Clinicals II

This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, EMS 246, and EMS 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.

Credits: 3
Lab Hours: 0
Lecture Hours: 0
 9
Prerequisites:
EMS 241
EMS 242
EMS 244
EMS 245
Co-Requisites:
EMS 246 and EMS 247

EMS 253: Paramedic Transition to the Workforce

This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.

Credits: 2
Prerequisites:
EMS 245
EMS 246
EMS 247
EMS 248
Co-Requisites:
EMS 254, EMS 255 andEMS 256

EMS 254: Advanced Competencies for Paramedic

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

Credits: 2
Lab Hours: 3
Lecture Hours: 1
 0
Prerequisites:
EMS 245
EMS 246
EMS 247
EMS 248
Co-Requisites:
EMS 253

EMS 255: Paramedic Field Preceptorship

This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS 241, EMS 242,EMS 244, EMS 245, EMS 246, EMS 247, EMS 248, and EMS 257.

Credits: 5
Lab Hours: 0
Lecture Hours: 0
 15
Prerequisites:
EMS 245
EMS 246
EMS 247
EMS 248
Co-Requisites:
EMS 253
EMS 254

EMS 256: Paramedic Team Leadership

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

Credits: 1
Lab Hours: 0
Lecture Hours: 0
 3
Prerequisites:
EMS 245
EMS 246
Co-Requisites:
EMS 253

EMS 257: Paramedic Applied Pharmacology

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various durg and solution dose administration problems.

Credits: 2
Lab Hours: 3
Lecture Hours: 1
 0
Prerequisites:
Admission into program.
Co-Requisites:
EMS 241
EMS 242
EMS 245
EMS 244

EMS 273: EKG Interpretation

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

Credits: 2
Prerequisites:
As required by program.

Engineering

EGR 101: Engineering Foundations

This course introduces students to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to computer tools used by engineers (e.g., spreadsheet, word processing, presentation software, Internet).

Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
MTH 113 or MTH 115
Co-Requisites:
MTH 113 or MTH 115.

EGR 125: Modern Graphics for Engineers

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning.

Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
MTH 113 or MTH 115

EGR 157: Computer Methods for Engineers Using Matlab

This course introduces students to the concepts and practices involved in using high-level computer environments to solve engineering problems. Programming environments such as MATLAB will be used.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
MTH 125

EGR 220: Engineering Mechanics - Statics

This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
PHY 213 and MTH126 (Grade of "C" or Higher)
Co-Requisites:
MTH 227.

English

ENG 099: Introduction to College Writing

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101C class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101C and the needs of the ENG 099 student.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
None.
Co-Requisites:
ENG 101C

ENG 100: Vocational Technical English

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
Satisfactory placement score

ENG 101: English Composition I

English Composition I provides instruction and practice in the writing of at least four extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
ENR 098 or appropriate English placement score

ENG 101C: English Composition I

English Composition I provides instruction and practice in the writing of at least four extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. ENG101C requires the ENG099 co-requisite course.
Credits: 3
Transfer Code: Transfer Code
Code A
Lecture Hours: 3
Prerequisites:
ENR 098 or appropriate English placement score
Co-Requisites:
ENG 099

ENG 102: English Composition II

English Composition II provides instruction and practice in the writing of at least four formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
A grade of "C" or better in ENG 101 or the equivalent

ENG 251: American Literature I

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 102 or equivalent

ENG 252: American Literature II

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 102 or equivalent

ENG 261: English Literature I

This course is a survey of English literature from its the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 102 or equivalent

ENG 262: English Literature II

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3
Transfer Code: Transfer Code
Code A

Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 102 or equivalent.

ENG 271: World Literature I

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3
Transfer Code: Transfer Code
Code A

Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 102 or equivalent

ENG 272: World Literature II

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Credits: 3
Transfer Code: Transfer Code
Code A

Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 102 or equivalent

ENR 098: Writing and Reading for College

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English.
PREQUISITES: None. COREQUISITES: None
Credits: 4

French

FRN 101: Introductory French I

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits: 4
Transfer Code: Transfer Code
Code A

Lab Hours: 0
Lecture Hours: 4
0

FRN 102: Introductory French II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
0
Prerequisites:
successful completion of FRN 101

Geography

GEO 100: World Regional Geography

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

Graphics Communications Technology

GRD 292: Practicum/Co-op

This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.
Credits: 3
Lab Hours: 6
Lecture Hours: 0

Health Education

HED 221: Personal Health

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

HED 222: Community Health

This principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

HED 224: Personal and Community Health

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.
Credits: 3
Transfer Code: Transfer Code
Code B

HED 226: Wellness

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

HED 231: First Aid

This course provides instruction to the immediate, temporary care, which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0

HED 232: Care and Prevention of Athletic Injuries

This course provides a study of specific athletic injuries, their treatment, and preventive measures.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HED 266: Introduction to Health Occupations

This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.
Transfer Code: Transfer Code
Code C

HED 267: Drug Education

This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use, rehabilitation and treatment resources; and the law enforcement procedures.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

HED 277: CPR Recertification

In this course, instruction and review of updated information concerning cardiopulmonary resuscitation(CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification inBasic Cardiac Life Support (BCLS) as required by the American Heart Association.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0

History

HIS 101: Western Civilization I

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

HIS 102: Western Civilization II

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

HIS 121: World History I

This course surveys social, intellectual, economic, and political developments, which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

HIS 122: World History II
This course is a continuation of HIS 121. It covers world history, both western and non-western, from the early modern era to the present.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

HIS 201: United States History I
This course surveys United States history from the pre-Columbian period to the Civil War era.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

HIS 202: United States History II
This course surveys United States history from the Civil War era to the Modern era.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0

HIS 256: African-American History
This course surveys the development and experiences of African American people from the 14th Century to the present. It focuses on black experience in the United States but may include the West Indies, Mexico, and South America.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

HIS 260: Alabama History
This course surveys the history of the state of Alabama from pre-Columbian times to the present. The course presents the geographical, political, social, cultural, and economic development of Alabama.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

Hospitality Services Management

HSM 123: Hospitality Field Experience I
This supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries. This course may be repeated for credit.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
9

HSM 201: Event Planning and Management

This course will provide students with an introduction to the management techniques necessary to successfully plan and execute hospitality functions. Students will learn the different front of the house service positions necessary to accomplish a successful dining experience through cross training at Frederic's (Faulkner's commercial dining room).Students will gain competency in the development of a business plan for a new restaurant or catering service. Menu planning and design will be introduced as a key component of developing and maintaining a successful hospitality organization. Upon completion, students will have a working knowledge of business plans, menu strategies and management tactics necessary to successfully plan hospitality events.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
 6

HSM 202: Food and Beverage Planning and Design

This course is designed to introduce students to practical theory and methodology relating to the planning and design process of restaurant development. The focus of the course is to provide students with an understanding that the economic success of a restaurant depends greatly on sound facilities planning.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 203: Lodging Operations Management

This course is a study of lodging operations encompassing material from both the hotel and vacation rental segments of the hospitality and tourism industry. Particular emphasis will be given to front office operations including reservations, guest relations, association management, owner relations, and the interrelationships of property departments.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 212: Restaurant Management

This course is designed to expound on and integrate the elements of cost control, human resources management, marketing and service principles that are crucial to the success of a restaurant. Students will learn the skills necessary to manage a restaurant profitably with respect to the shrinking labor market and increased customer expectations of service.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 214: Hospitality Sales

This course is designed to provide students with a solid background in hospitality sales, advertising, and marketing. The main focus of the course is on practical sales techniques for selling to target markets.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 222: Meeting and Convention Management

This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 230: Property Management

This course introduces students to physical operations management in the condominium/resort industry, including effective maintenance programs and routines, landscape operations, infrastructure, and superstructure planning. Students will also be introduced to the process of effective decision-making for physical plant and grounds purchasing, receiving, and maintenance. Upon completion, students will understand physical plant operations for condominium resorts.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 232: Event Logistics and Entertainment

This course is designed to give students an introduction to venue planning and design as well as planning entertainment for fundraisers, festivals, meetings, and other events.

HSM 234: Planning and Development of Leisure Programs and Festivals

This course introduces students to the theory and practice of developing exciting and profitable leisure programs and festivals.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 236: Event Marketing

This course introduces event-planning students to marketing theory as applied for various events to include festivals, concerts, leisure programs, sporting events, and meetings.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 250: Hospitality Marketing

This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 255: Hospitality and Tourism Nonprofit Organizations

This course will explore the roles and management of nonprofit organizations in the Hospitality and Tourism industry. Topics will range from issues of leadership to those of operational implementation. Basic concepts, research and theories on nonprofit organizational behavior will be introduced to assist students in learning principles and techniques for developing and managing financial and human resources. The contrasting roles of staff, volunteers, managers and trustees will be examined to develop an understanding of how each contributes to framing and achieving a nonprofit organization's mission
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 265: Planning and Development of Tourism

This course explores major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance of tourism, tourism history and careers, elements of tourism supply and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting development. Upon completion, students will be able to analyze the impact of various facets of the tourism industry.
Credits: 3

HSM 266: Resort Management

The purpose of this course is to help students understand the unique characteristics of resort planning development, and management and to demonstrate how resort management principles and techniques can best be applied.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 270: Planning and Management Sports Tourism and Events

This course explores major concepts in planning and managing sports events and sports tourism and how sports tourism and sports events can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance sports tourism and event history and careers, elements of sport management and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting sports tourism and sporting events. Upon completion, students will be able to analyze the impact of various facets of the sports tourism industry.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HSM 281: Special Topics in Hospitality Management

These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs.

Hotel and Motel Management

HMM 105: Principles of Hospitality Management
This course is a study of the principles of management and their applications to the hospitality industry. Emphasis is placed on the functions of management, the newest principles of management, and tools of the modern manager. Upon completion, students will be able to relate the basic principles of management to the hospitality field.
Credits: 3

HMM 106: Beverage Selection and Appreciation
This course will provide students with a basic understanding of distilled and brewed spirits. Emphasis will be placed on international wine producing areas and students will learn serving techniques and the basics of beverage etiquette. Upon completion, students will have a basic knowledge of beverage production.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 3

HMM 120: Beverage Operations
This course includes the theory and practice of serving beverages to achieve enhanced enjoyment of the dining experience. This course will cover the full spectrum of beverages offered in the hospitality industry including wines, cocktails, brewed beverages, coffees, teas, waters, and soft drinks.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 4

HMM 241: Restaurant Service Management I
This course is designed to introduce students to planning, organization, control and evaluation of restaurant operations. Topics covered will be menu planning, restaurant layout and design, marketing and sales promotion, food and beverage control procedures, and managing reservations and group bookings. Upon completion, students will be able to apply the learned techniques.
Credits: 3
Lecture Hours: 2
 3

HMM 252: Hotel/Restaurant and Travel Law
This course introduces the student to the many responsibilities that the law imposes upon the hospitality/travel business. Emphasis is placed on examples of litigation in the travel industry. Upon completion, the student should understand safe and sound rules to assist management in avoiding legal pitfalls and lawsuits.
Credits: 3

HMM 260: Human Resource Management
This course is designed to provide students with a basic understanding of personnel management for the hospitality and travel industry. Students will be introduced to forces affecting the labor market, scientific management and the service sector, the importance of flexible employees and policies, and labor problems currently facing the industry. Upon completion, student should understand changing worker attitudes and values, federal and state legislation, the shrinking labor market, the changing demographics of the labor market, and the growing demands for better service.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

HMM 281: Current Topics in Hospitality Management
This course is designed to introduce students to major topics currently influencing the management of hospitality operations. Course topics include, but are not limited to, hospitality law, ethics, human resources management, hotel/food service marketing, facilities management, cost control, information systems management, and customer service.Upon completion, students will have an updated outlook on factors influencing the hospitality field.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

Humanities

HUM 101: Introduction to the Humanities I
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credits: 3
Transfer Code: Transfer Code
         Code A
 3

HUM 102: Introduction to the Humanities II

This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credits: 3
Transfer Code: Transfer Code
Code A
 3

HUM 299: PTK Honors Course

This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3

HUM 299A: PTK Honors I

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
As approved by PTK advisor

HUM 299B: PTK Honors II

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
As approved by PTK advisor

HUM 299C: PTK Honors IIi

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
As approved by PTK advisor

Industrial Electronics Technology

ILT 108: Introduction to Instruments and Process Control

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

ILT 110: Advanced Industrial Process Control Technology

This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 114: Instrumentation Operation and Calibration

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 115: Advanced Industrial Controls

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

ILT 166: Motors and Transformers I

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion students should be able to test motors, transformer types, and test for input and output voltage.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 180: Special Topics

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

ILT 214: Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes

The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual lab equipment.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 215: PLC Monitoring and Control of Instrumentation Process Variables

The student is introduced to analog and digital PLC process control systems. The student is also introduced to networking PLC and using gateways to interface to Ethernet type devices. The student gains knowledge and experience in the design and selection of PLC equipment used in control, troubleshooting, and monitoring control loops on actual equipment in the lab.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 218: Industrial Robotics Concepts

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
0

ILT 227: National Electric Code

This course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon completion, students should be able to apply principles of National Electrical Code Manual to specific residential, commercial, and industrial applications.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

Industrial Engineering Technology

IET 114: Basic Electricity

This course provides an introduction to direct current (DC) and alternating current (AC) electrical theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC and AC circuits are examined. Students are prepared to analyze complex circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits.This course is also taught as INT 114
Credits: 3
Lab Hours: 1
Lecture Hours: 2
 3

IET 122: Rotating Machinery and Controls

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push button stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits.Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push button stations and understand complex motor control diagrams.
Credits: 3

IET 131: Fluid Power Systems

This course is provided instruction in topics ranging from basic physical concepts of machines to component operation and its typical system applications. Included are hydraulic valves, actuators, pumps, motors and their connection in transmission of energy through fluid power systems.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

IET 132: Preventative and Predictive Maintenance
Credits: 3

IET 231: Introduction to Programmable Logic Controllers

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.
Transfer Code: Transfer Code
             Code C
Lab Hours: 1
Lecture Hours: 2
 3

IET 232: Advanced Programmable Logic Controllers

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.
Transfer Code: Transfer Code
             Code C
Lab Hours: 1
Lecture Hours: 2
 3

Industrial Maintenance Technology

INT 106: Elements of Industrial Mechanics

This course provides instruction in basic physics concepts applicable to industrial mechanics. Topics include mechanical principles with emphasis placed on power transmission and specific mechanical components. Upon course completion, students will be able to apply principles relative to mechanical tools, fasteners, basic mechanics, lubrication, bearings, packing and seals.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 117: Principles of Industrial Mechanics

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment.Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

Credits: 3

INT 126: Preventive Maintenance

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

INT 127: Principles of Industrial Pumps and Piping Systems

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 132: Preventive and Predictive Maintenance

This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 134: Principles of Industrial Maintenance Welding and Metal Cutting Techniques

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 153: Precision Machining Fundamentals I

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 158: Industrial Wiring I

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

INT 161: Blueprint Reading for Industrial Technicians

This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

INT 180: Special Topics

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits: 2
Lab Hours: 4
Lecture Hours: 0

INT 215: Troubleshooting Techniques

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0

INT 222: Special Topics

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 232: Manufacturing Plant Utilities

This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

INT 291: Cooperative Education

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience.Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

Interdisciplinary Studies/ Honors

IDS 114: Interdisciplinary Seminar: Current Topics in Human Concerns

This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
                Code C
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
Permission of Instructor.

IDS 115: Forum

In this course, credit is given in recognition of attendance at academic lectures, concerts, and othe revents. IDS 115 requires attendance at designated events, which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
                Code C
Lab Hours: 0
Lecture Hours: 1
 0

IDS 200: College Scholars Bowl Workshop
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
Permission of Instructor

IDS 214: Interdisciplinary: Current Topics of Human Concern
This interdisciplinary seminar provides an opportunity for the student to conduct an in depth investigation of selected topics related to human values and the influence of the sciences on those values.Classroom activities emphasize and help develop skill for public speaking. A seminar paper and oral presentation/defense are required to enhance the student's skills in analysis, critical thinking and communication.
Credits: 1
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
Admission to the Honors Program or consent and completion of at least one humanities-emphasis honors course and one science-emphasis honors course.

IDS 299: Directed Studies in Leadership
This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
0

Machine Technology

MTT 100: Machining Technology I
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. MTT 147/148 are suitable substitutes for this course.
Credits: 6
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 108: Machine Handbook Functions I
This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools. This course is aligned with NIMS certification standards.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

MTT 121: Basic Print Reading for Machinists
This course covers the basic principles of print reading and sketching. Topics include multi-view drawings;interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This is a CORE course and is aligned with NIMS certification standards.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
0

MTT 129: Lathe Operations
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.
Credits: 6
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 134: Lathe Operations I
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures.Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

MTT 135: Lathe Operations I Lab
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures.Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

MTT 136: Milling Operations
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT 137/138 are suitable substitutes for this course. This course is aligned with NIMS certification standards.
Credits: 6
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 137: Milling I
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

MTT 139: Basic Computer Numerical Control
This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MTT 140: Basic Computer Numerical Control Turning Programming I

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MTT 141: Basic Computer Numeric Control Milling Programming I

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MTT 147: Introduction to Machine Shop I

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. MTT 100 is a suitable substitute for MTT 147/148.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

MTT 148: Introduction to Machine Shop I Lab

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. MTT 100 is a suitable substitute for MTT 147/148. This course is aligned with NIMS certification standards.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

MTT 181: Special Topics in Machine Tool Technology

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MTT 182: Special Topics in Machine Tool Technology

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Marine Technology

MRT 101: Marine Engines and Drives
Students will be introduced to professional work standards; shop safety; and the proper use of hand, measuring and precision tools. Students will learn the fundamentals of engine repair and operation for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling and exhaust systems as well as the differences between outboard and sterndrive systems. Students will learn to perform the steps required to diagnose and service marine engines with mechanical-related concerns.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MRT 108: Marine Rigging and Trailers
Students will learn to perform procedures for rigging outboard motors, aligning sterndrive engines, instrument gauge installation and electrical hookup, remote control, and predelivery adjustments. The importance of rigging, as it relates to customer satisfaction, will be emphasized. Students also will perform setup, installation and maintenance procedures for common optional equipment, including trailers, trolling motors and depth finders. Introduction to the use of trailers, trailer adjustments, wheel bearings maintenance, lighting (LED/ incandescent) and vehicle connectors.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MRT 111: Service Operations/Customer Service
Students will become familiar with various service department job functions with dealerships of major manufacturers, including Honda Marine, Mercury Marine, MerCruiser, Suzuki, Volvo, Penta BRP, and Yamaha. They will learn how the technician functions in the dealership in dealing with parts, inventory, warranties, repair orders, technical bulletins, flat rates and service manuals. Students will use hands-on approaches to learn the importance of the various roles in these areas. They will be required to demonstrate knowledge and abilities through written tests and the use of unique training workstations that utilize manufacturers' computer software.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MRT 114: Fuel and Lubrication Systems
Students will learn to identify carburetor and EFI fuel systems on various outboards and sterndrives. They will gain hands-on experience in diagnosing minor fuel system problems, rebuilding carburetors, and performing basic synchronization adjustments on various fuel system configurations. In addition, injector cleaning, replacement, fuel pressure and filters for outboards, inboards, jet and sterndrive applications will be discussed. Upon completion of this course, students will be familiar with procedures to diagnose, troubleshoot, and repair various fuel systems with special attention to carburetors, EFI systems, and diagnostic tools. Various types of oils and lubricant rating systems used in the marine industry are covered, as well as troubleshooting and repairing different types of lubrication systems.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

MRT 200: Marine Engines and Outboard Drives

Students will be introduced to professional work standards; shop safety; and the proper use of hand tools, measuring, precision instruments and diagnostic devices for outboard engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electromechanical-related concerns.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

MRT 210: Marine Engines and Inboard Drives

Students will be introduced to professional work standards; shop safety; and the proper use of hand tools, measuring, precision instruments and diagnostic devices for inboard engines and drive systems. Students will learn the fundamentals of engine operation and repair for the internal combustion engine. Also covered will be the lubrication, cooling, ignition, fuel delivery and exhaust systems. Students will learn to perform the steps required to diagnose and service marine engines with electro-mechanical related concerns.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

Marketing

MKT 220: Advertising and Sales Promotion

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 3
 0

Masonry

MAS 111: Masonry Fundamentals
Credits: 3

MAS 121: Brick/Block Fundamentals I
Credits: 3

MAS 131: Brick/Block Fundamentals II
Credits: 3

MAS 151: Brick/Block Fundamentals III
Credits: 3

MAS 161: Block Masonry Lab
Credits: 3

MAS 162: Brick Masonry Lab
Credits: 3

MAS 171: Residential/Commercial Masonry
Credits: 3

MAS 181: Special Topics in Masonry I
Credits: 3

MAS 182: Special Topics in Masonry II
Credits: 3

MAS 183: Special Topics in Masonry III
Credits: 3

MAS 211: Stone Masonry
Credits: 3

MAS 251: Stone Masonry Lab
Credits: 3

MAS 252: Fireplace Construction
Credits: 3

MAS 253: Brick Arches Lab
Credits: 3

Mathematics

MTH 098: Elementary Algebra
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.

Note: Students who are required to take MTH 098 are also required to take MTH 100C and MTH 099 or MTH 110S.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
None
Co-Requisites:
None

MTH 099: Support for Intermediate College Algebra
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100C. The material covered in this course is parallel to and supportive of the material taught in MTH 100C. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100C class. This course does not apply toward the general core requirement for mathematics.

Note: Students who are required to take MTH 098 are also required to take MTH 100C and MTH 099.
Credits: 1
Transfer Code: Transfer Code
Code C
Lecture Hours: 1
Prerequisites:
Appropriate mathematics placement score
Co-Requisites:
MTH 100C

MTH 100: Intermediate College Algebra
This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introducing and graphed. This course does not apply toward the general core requirement for mathematics.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Appropriate mathematics placement score

MTH 100C: Intermediate College Algebra
Intermediate College Algebra provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introducing and graphed. This course does not apply toward the general core requirement for mathematics. MTH100C requires the MTH099 course.

Note: Students who are required to take MTH 098 are also required to take MTH 100C and MTH 099.
Credits: 3
Transfer Code: Transfer Code
Code B
Lecture Hours: 3
Prerequisites:
MTH 098 Elementary Algebra or appropriate mathematics placement score
Co-Requisites:
MTH 099

MTH 110: Finite Mathematics
This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Appropriate mathematics placement score
Co-Requisites:
None

MTH 110S: Finite Mathematics with Support

This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. **This course includes additional resources to support the MTH 110 curriculum.**
Credits: 3
Transfer Code: Transfer Code
                    Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score
Co-Requisites:
None

MTH 112: Precalculus Algebra

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.
Credits: 3
Transfer Code: Transfer Code
                    Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Successful completion of MTH 100 or MTH 100C Intermediate College Algebra with a grade of C or higher or appropriate placement score
Co-Requisites:
None

MTH 112S: Precalculus Algebra with Support

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities. **This course includes additional resources to support the MTH 112 curriculum.**
Credits: 3
Transfer Code: Transfer Code
                    Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score
Co-Requisites:
None

MTH 113: Precalculus Trigonometry

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.
Credits: 3
Transfer Code: Transfer Code
                    Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 112 or appropriate placement scores.
Co-Requisites:
None

MTH 115: Precalculus Algebra and Trigonometry

This course is a one-semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.

Credits: 4
Transfer Code: Transfer Code
                          Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
For direct placement into MTH115, students must have earned an ACT math subscore of 20 or higher and a "C" or higher in a high school pre-calculus course. **Note**: Students who have completed MTH112 with a "C" or higher should enroll in **MTH113**. Students who have completed MTH 100 with an A or better may request from the division chair approval to enroll in MTH115.
Co-Requisites:
None

MTH 116: Mathematical Applications

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.
Credits: 3
Transfer Code: Transfer Code
                          Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MTH 120: Calculus and Its Applications

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.
Credits: 3
Transfer Code: Transfer Code
                          Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ACT math score of 25 or higher, grade of C or higher in MTH 112, 113, or 115, or appropriate placement score.
Co-Requisites:
None

MTH 125: Calculus I

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.
Credits: 4
Transfer Code: Transfer Code
                          Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ACT math score of 25 or higher, grade of C or higher in MTH 113 or 115, or appropriate placement score.
Co-Requisites:
None

MTH 126: Calculus II

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space.
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Grade of C or higher in MTH 125
Co-Requisites:
None

MTH 227: Calculus III

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).
Credits: 4
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Grade of C or higher in MTH 126
Co-Requisites:
None

MTH 231: Math for Elementary Teacher I

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 100 or appropriate placement score
Co-Requisites:
None

MTH 232: Math for the Elementary Teacher II

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 100 or appropriate placement score
Co-Requisites:
None

MTH 237: Linear Algebra

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 126
Co-Requisites:
None

MTH 238: Applied Differential Equations I

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Co-Requisites:
MTH 227

MTH 265: Elementary Statistics

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.
Credits: 3
Transfer Code: Transfer Code
Code B

Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Grade of C or higher in MTH 100 or appropriate placement score
Co-Requisites:
None

MTH 270: Probability and Statistics Concepts

This course provides an examination of the theory and applications of probability and statistics based on topics from calculus. It includes probability, sample spaces, random variables, probability distributions, estimation, confidence intervals, hypothesis testing, experimental analysis, moments and moment generating functions, and computer-assisted data analysis using appropriate computer software.
Credits: 3
Transfer Code: Transfer Code
Code B

Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
MTH 125
Co-Requisites:
MTH 126

Music

MUS 100A: Convocation

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.
Credits: 1
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 100B: Convocation

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.
Credits: 1
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 100C: Convocation

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.
Credits: 1
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 100D: Convocation
This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUS 101: Music Appreciation
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

MUS 110: Basic Musicianship
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

MUS 111: Music Theory I
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
MUS 110
Co-Requisites:
MUS 113.

MUS 112: Music Theory II
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits: 3
Transfer Code: Transfer Code
Code B
Lecture Hours: 3
0
Prerequisites:
MUS 111
Co-Requisites:
MUS 114

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MUS 113: Music Theory Lab I

This course provides the practical application of basic musical materials through sight singing;melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

Credits: 1
Transfer Code: Transfer Code
                 Code B
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
MUS 110
Co-Requisites:
MUS 111.

MUS 114: Music Theory Lab II

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

Credits: 1
Transfer Code: Transfer Code
                 Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
MUS 113
Co-Requisites:
MUS 112

Music Ensemble

MUL 101: Class Piano I

MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1
Transfer Code: Transfer Code
                 Code C
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 102: Class Piano II

MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits: 1
Transfer Code: Transfer Code
                 Code C
Lab Hours: 2
Lecture Hours: 0
 0

MUL 111-112-211-212: Class Voice I, II, III, IV

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
Permission of the instructor

MUL 170-171-270-271: Music Workshop I, II, III, IV

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
Permission of the instructor

MUL 172-173-272-273: Musical Theatre Workshop I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 2
Transfer Code: Transfer Code
Code B
Lab Hours: 4
Lecture Hours: 0
 0

MUL 180-181-280-281: Chorus I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 182-183-282-283: Vocal Ensemble I, II, III, IV
Credits: 1
Lab Hours: 2
Lecture Hours: 0
 0

MUL 184-185-284-285: Jazz/Show Choir I, II, III, IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 192-193-292-293: Instrumental Ensemble I, II, III, IV
Credits: 1
Lab Hours: 2
Lecture Hours: 0
 0

MUL 196-197-296-297: Jazz/Show Band I, II, III, IV
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUL 201: Class Piano III
MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0

MUL 202 : Class Piano IV
MUSIC ENSEMBLE (MUL) MUL CLASS PERFORMANCE INSTRUCTION Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 2
Lecture Hours: 0
0

Music Performance

MUP 101-102-201-202: Private Piano I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 111-112-211-212: Private Voice I, II, III, IV
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 133-134-233-234: Private Guitar I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
                    Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 135-136-235-236: Private Fretted Instruments I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
                    Code B
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
Permission of the instructor.

MUP 141-142; 241-242: Private Flute I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
                    Code B
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
Permission of the instructor.

MUP 143-144; 243-244: Private Clarinet I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
                    Code B
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
Permission of the instructor.

MUP 145-146-245-246: Private Saxophone I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 161-162-261-262: Private Trumpet I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 171-172-271-272: Private Trombone I, II, III, IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits: 1
Transfer Code: Transfer Code
Code B
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
Permission of the instructor
Co-Requisites:
None

MUP 181-182-281-282: Private Percussion I, II, III, IV
Credits: 1
Lab Hours: 2
Lecture Hours: 0
 0

Nursing

NAS 100: Long-Term Care Nursing Assistant
Credits: 4

NUR 112: Fundamental Concepts of Nursing
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.
Credits: 7
Lab Hours: 6
Lecture Hours: 4
 3

NUR 113: Nursing Concepts I

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

Credits: 8
Lab Hours: 3
Lecture Hours: 4
 9

NUR 114: Nursing Concepts II

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

Credits: 8
Lab Hours: 0
Lecture Hours: 5
 9

NUR 115: Evidence Based Clinical Reasoning

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

Credits: 2
Lab Hours: 0
Lecture Hours: 1
 3

NUR 209: Concepts for Healthcare Transition Students 1

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

Credits: 10

NUR 211: Advanced Nursing Concepts

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

Credits: 7
Lab Hours: 0
Lecture Hours: 4
 9

NUR 221: Advanced Evidence Based Clinical Reasoning (3-0-12)

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery system.

Credits: 7

Office Administration

OAD 100: Intro to Keyboarding and Technology

This course is designed to enable the student to develop touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills.

Credits: 3
Transfer Code: Transfer Code
                Code C

Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 101: Beginning Keyboarding

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 103: Intermediate Keyboarding

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 101

OAD 104: Advanced Keyboarding

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

OAD 125: Word Processing

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 101

OAD 126: Advanced Word Processing

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 125

OAD 127: Business Law

This course is designed to introduce the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on principles of law dealing with contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of the legal issues affecting business transactions.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 130: Electronic Calculations

This course is designed to teach the touch system and problem solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 133: Business Communications

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

OAD 135: Financial Record Keeping

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 137: Computerized Financial Record Keeping

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data.

Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
None.

OAD 138: Records/Information Management

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of files. Upon completion, the student should be able to perform basic filing procedures.

Credits: 3
Transfer Code: Transfer Code
Code C
Prerequisites:
None.

OAD 200: Machine Transcription
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

OAD 201: Legal Terminology
his course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 202: Legal Transcription
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

OAD 203: Legal Office Procedures
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None

OAD 211: Medical Terminology
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using medical terminology.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

OAD 212: Medical Transcription
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
OAD 103

OAD 213: Advanced Medical Transcription

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies, and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

Credits: 3
Transfer Code: Transfer Code
                           Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
OAD 212

OAD 214: Medical Office Procedures

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

Credits: 3
Transfer Code: Transfer Code
                           Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None

OAD 215: Health Information Management

This course is designed to promote an understanding of the structure, analysis, and management of medical records.Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

Credits: 3
Transfer Code: Transfer Code
                           Code C
Prerequisites:
None.

OAD 216: Advanced Health Information Management

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

Credits: 3
Transfer Code: Transfer Code
                           Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
OAD 215

OAD 217: Office Management

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.

Credits: 3
Transfer Code: Transfer Code
                           Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 218: Office Procedures

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

Credits: 3
Transfer Code: Transfer Code
                           Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 230: Computerized Desktop Publishing

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.
Credits: 3
Transfer Code: Transfer Code
                         Code C
Prerequisites:
None.

OAD 232: The Electronic Office

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab exercises. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.
Credits: 3
Transfer Code: Transfer Code
                         Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 233: Trends in Office Technology

This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.
Credits: 3
Transfer Code: Transfer Code
                         Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

OAD 242: Office Internship

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.
Credits: 3
Transfer Code: Transfer Code
                         Code C
Lab Hours: 3
Lecture Hours: 0
 0
Prerequisites:
None.

OAD 243: Spreadsheet Applications

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Credits: 3
Transfer Code: Transfer Code
                         Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 244: Database Concepts

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.
Credits: 3
Transfer Code: Transfer Code
                         Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

OAD 246: Office Graphics and Presentations

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises.Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

Transfer Code: Transfer Code
Code C
Prerequisites:
None.

Orientation

ORI 101: Orientation to College

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
0
Prerequisites:
None.

Paralegal

PRL 101: Introduction to Paralegal Study

This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PRL 102: Basic Research and Writing

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
ENG 101
PRL 101
Co-Requisites:
ENG 102

PRL 103: Advanced Legal Research and Writing

This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 150: Commercial Law

This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 3
Lecture Hours: 3
0
Prerequisites:
None.

PRL 160: Criminal Law and Procedure
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 192: Selected Topics in Paralegal I
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PRL 210: Real Property Law
This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedures.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 230: Domestic Law
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 240: Wills, Trusts, and Estates
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 262: Civil Law and Procedure
This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PRL 101

PRL 291: Internship
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal field.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
15
Prerequisites:
PRL 101
PRL 102

REL 100: History of World Religions

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

REL 151: Survey of the Old Testament

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

REL 152: Survey of the New Testament

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

Pastries

PAS 100: Fundamentals of Baking

This introductory course in baking will cover basic ingredients, weights and measures, function of standardized recipe/ formula, and hands-on experience preparing a variety of baked goods. Topics will include cookies, yeast- leavened breads, quick breads, pies, pound cakes and laminated doughs.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
CUA 116

PAS 130: Chocolate and Truffles

This course is a specialty hands on course in chocolate, focusing on: tempering, chocolate candy making and the use of chocolate as a centerpiece medium The student will develop competency in chocolate to apply in the industry.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 132: Special Topics in Baking

This course provides specialized instruction in various ares related to the baking industry. Emphasisis placed on meeting student's needs.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 133: Special Topics in Pastry Arts

This course provides specialized instruction in various areas related to the Pastry Arts Emphasis is placed on meeting student's needs.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 165: Cake Decorating and Design

This course focuses on preparing cake, tortes, individual Viennese cakes, and piping skills. Emphasis is placed on piping different mediums such as butter cream, royal icing; assembling cakes with different batters.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
CUA 116
Co-Requisites:
None

PAS 166: Cake Decorating and Design II

This cake decorating course emphasis the preparation of roll fondant cakes and gum paste flowers. Students will be introduced to elaborate technique of runouts, extension work, overpiping and different styles of producing gum paste flowers.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 2

PAS 168: Specialty European Cakes

This course focuses on the preparing of European tortes with an emphasis placed on different icing mediums; such as butter-cream, pastry cream and chantilly cream; also assembling cakes with different batters, such as Genoise and Japonaise. Upon completion of course the student should be able to assemble tortes with different mediums, batters, and assemble styles.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
 4

PAS 170: Essentials of Bread Baking

The student will learn the simple steps in bread baking from proper use of tools and equipment; the critical time-temperature relationship; ingredient functions, dough handling and mixing; fermentation; shaping and scoring; to baking.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
 4
Co-Requisites:
CUA 112

PAS 171: World Class Breads

The student will learn to make world class breads using Old World techniques and original methods from pre-fermented sponges and doughs. The secrets to crusty French bread, aromatic hearth bread, and sour dough bread will be revealed.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
 4

PAS 173: Pastries I

This is an introductory course to the basics of pastries. Emphasis is on the development of techniques and skills necessary for execution of country-style desserts, decorated cake, custards, and creams, frozen desserts and basic chocolate work.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
CUA 116
None

PAS 175: Pastries II

This course is a continuation of PAS 173, Pastries I. This course focuses on the development of techniques and skills necessary for execution of decorated cakes, individual desserts, plated desserts, frozen desserts, modernistic desserts, chocolate artistry, and sugar work.
Credits: 3
Lab Hours: 0
Lecture Hours: 1
 4
Prerequisites:
PAS 173

PAS 177: Baking and Pastry Capstone Class

In this course students will demonstrate their mastery of the required competencies for the completion of a Baking and Pastry Arts degree. Students will complete their competency checklist and demonstrate their baking abilities by preparing a variety of baked and confection items to be judged by a panel of chefs.
Credits: 1
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PAS 100
PAS 173

PAS 208: Advanced Baking
This course is a continuation of PAS 100. Students will focus on more advanced topics in baking that include creams, classical desserts, frozen desserts, tableside desserts, cakes, petite fours and marzipan.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 6
Prerequisites:
CUA 116

PAS 209: Competition Teams
This course may be repeated for credit. The student will learn ACF Hot Foods Competition and ACF Knowledge Bowl Competition. This course will teach the student class A, B, and C in professional competition.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 6

PAS 232: Distinguish Topics in Baking
This course provides specialized instruction in various areas related to the baking industry. Emphasis is placed on meeting student's needs.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 6

PAS 233: Distinguish Topics in Pastry Arts
This course provides specialized instruction in various areas related to the Pastry Arts industry. Emphasis is placed on meeting student's needs.
Credits: 3
Lab Hours: 0
Lecture Hours: 2
 6

PAS 250: Field Experience
A minimum of 150 hours of supervised practical experience in an approved food service system assigned by the coordinator. Students are supervised jointly by director of job and by the college instructor. Students will gain practical experience in food services. This course may be repeated for credit.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
 9

Philosophy

PHL 106: Introduction to Philosophy
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.
Credits: 3
Transfer Code: Transfer Code
Code A

Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

PHL 200: Ethics in the Workplace
This course is a survey of the ethical principals involved in the workplace with emphasis on common modern problems. The perspectives of workers, supervisors, management, owners, and consumers are considered. The student should have an understanding of the ethical issues unique to the work environment.
Credits: 3
Transfer Code: Transfer Code
Code C

Lab Hours: 0
Lecture Hours: 3
 0

PHL 206: Ethics and Society
This course involves the study of ethical issues, which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
Credits: 3
Transfer Code: Transfer Code
Code A

Lab Hours: 0
Lecture Hours: 3
 0

Physical Education

PED 100: Fundamentals of Fitness
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.
Credits: 3
Transfer Code: Transfer Code
  Code B
Lab Hours: 0
Lecture Hours: 3
 0

PED 101: Slimnastics (beginning)
This course provides an individualized approach to physicalfitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up andengaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement anindividualized physical fitness program.
Credits: 1
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 102: Slimnastics (intermediate)
This course is an intermediate-level slimnastics class.Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualizedphysical fitness program.
Credits: 1
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 103: Weight Training (beginning)
This course introduces the basics of weight training.Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.
Credits: 1
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 104: Weight Training (intermediate)
This course covers advanced levels of weight training.Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.
Credits: 1
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 105: Personal Fitness
This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.
Credits: 1
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 106: Aerobics
This course introduces a program of cardiovascular fitness involvingcontinuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility andon safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exerciseprogram.
Credits: 1
Transfer Code: Transfer Code
  Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 107: Aerobics Dance (beginning)

This course introduces the fundamentals of step and danceaerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns and cardiovascular fitness; andupper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic danceaerobics.

Credits: 1

Transfer Code: Transfer Code
Code C

Lab Hours: 0

Lecture Hours: 0
2

Prerequisites:
PED 106 or permission of instructor.

PED 108: Aerobics Dance (intermediate)

This course provides a continuation of step aerobics.Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, student should be able to participate in and design an aerobicsroutine.

Credits: 1

Transfer Code: Transfer Code
Code C

Lab Hours: 0

Lecture Hours: 0
2

Prerequisites:
PED 107 or permission of instructor

PED 109: Jogging

This course covers the basic concepts involved in safely and effectivelyimproving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness.Upon completion students should be able to understand and appreciate the benefits derived from these activities.

Credits: 1

Transfer Code: Transfer Code
Code C

Lab Hours: 0

Lecture Hours: 0
2

PED 118: General Conditioning (beginning)

This course provides an individualized approachto general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting upand engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to setup and implement an individualized physical fitness and conditioning program.

Credits: 1

Transfer Code: Transfer Code
Code C

Lab Hours: 0

Lecture Hours: 0
2

PED 119: General Conditioning (intermediate)

This course is an intermediate-level fitness andconditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays indeveloping body systems. Upon completion, students should be able to implement and evaluate an individualized physicalfitness and conditioning program.

Credits: 1

Transfer Code: Transfer Code
Code C

Lab Hours: 0

Lecture Hours: 0
2

Prerequisites:
PED 118 or instructor permission.

PED 121: Bowling (beginning)

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

Credits: 1

Transfer Code: Transfer Code
Code C

Lab Hours: 0

Lecture Hours: 0
2

PED 122: Bowling (intermediate)
This course covers more advanced bowling techniques. Emphasisis placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PED 121 or instructor permission

PED 123: Golf (beginning)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 124: Golf (intermediate)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, troubleshots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PED 123 or instructor permission

PED 125: Skating
This course introduces the fundamentals of skating. Emphasis is placed on basic positioning, balance, and form. Upon completion, students should be able to demonstrate skills necessary for recreational skating.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 126: Recreational Games
This course is designed to give an overview a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 133: Tennis (beginning)
This course emphasizes the fundamentals of tennis. Topics includebasic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 134: Tennis (intermediate)
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies insingles and doubles play. Upon completion, students should be able to play competitive tennis.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PED 133 orinstructor permission

PED 143: Aquatic Exercise
This course introduces rhythmic aerobic activities and aquaticexercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually pacedexercise program.
Credits: 1
Transfer Code: Transfer Code
　　　　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 151: Judo (beginning)
This course introduces the basic discipline of judo. Topics includeproper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able todemonstrate the procedures of judo.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 152: Judo (intermediate)
This course introduces more detailed aspects of the discipline ofjudo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of judo.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PED 151

PED 153: Karate (beginning)
This course introduces the martial arts using the Japanese Shotokanform. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, andetiquette relating to karate. Upon completion, students be able to perform line drill techniques and Kata for variousranks.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 154: Karate (intermediate)
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relatingto karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PED 153

PED 155: Self Defense
This course is designed to aid students in developing rudimentary skillsin self-defense. Emphasis is placed on stances, blocks, punches, and kicks, as well as non-physical means ofself-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical andnon-physical nature.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 166: Modern Dance
This course introduces the fundamentals of modern dance. Emphasis is placed on basic modern dance techniques, dances, and a brief history of modern dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 171: Basketball (beginning)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be ableto participate in recreational basketball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2

PED 172: Basketball
This course covers more advanced basketball techniques. Emphasis is placedon refining skills and developing more advanced strategies and techniques. Upon completion, students should be able toplay basketball at a competitive level.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
 2
Prerequisites:
PED 171 or instructor permission

PED 176: Volleyball (beginning)

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 177: Volleyball (intermediate)

This course covers more advanced volleyball techniques.Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
PED 176 or instructor permission

PED 180: Flag Football

This course introduces the fundamentals and rules of flag football.Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 181: Baseball (beginning)

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be ableto participate in recreational baseball.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 182: Baseball (intermediate)

This course covers more advanced baseball techniques. Emphasisis placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 186: Softball (beginning)

This course introduces the fundamental skills and rules ofsoftball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 187: Softball (intermediate)

This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 188: Yoga

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2

PED 200: Foundations of Physical Education

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.
Credits: 3
Transfer Code: Transfer Code
                    Code B
Lab Hours: 0
Lecture Hours: 3
 0

PED 211: Basic Football Rules and Officiating Techniques

This course introduces the rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football.
Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 0
Lecture Hours: 3
 0

PED 212: Advanced Football Rules and Officiating Techniques

This course presents advanced rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football.
Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
PED 211

PED 213: Basic Volleyball Rules and Officiating Techniques

This course introduces the rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball.
Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 0
Lecture Hours: 3
 0

PED 214: Advanced Volleyball Rules and Officiating Techniques

This course presents advanced rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball. Prerequisite : PED 213.
Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 0
Lecture Hours: 3
 0

PED 216: Sports Officiating

This course surveys the basic rules and mechanics of officiating an variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating.
Credits: 3
Transfer Code: Transfer Code
                    Code C
Lab Hours: 0
Lecture Hours: 3
 0

PED 217: Basic Basketball Rules and Officiating Techniques

This course introduces the rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PED 218: Advanced Basketball Rules and Officiating Techniques

This course presents advanced rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PED 217

PED 219: Basic Baseball and Softball Rules and Officiating Techniques

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0

PED 220: Advanced Baseball and Softball Rules and Officiating Techniques

This course presents advanced rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, student should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
PED 219

PED 248, 249, 250, 251: Varsity Basketball I-IV

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
Instructor permission

PED 252, 261, 262, 263: Varsity Baseball I-IV

This course covers advanced baseball techniques.Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
Credits: 1
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 0
2
Prerequisites:
Instructor permission

PED 253, 268, 269, 270: Varsity Golf I-IV

This course covers the more advanced phases of golf.Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf. Prerequisite : Instructor permission.

Credits: 1
Transfer Code: Transfer Code
　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
　2

PED 254, 271, 272, 273: Varsity Softball I-IV

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. Prerequisite : Instructor permission.

Credits: 1
Transfer Code: Transfer Code
　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
　2

PED 255,274,275,276: Varsity Tennis I-IV

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

Credits: 1
Transfer Code: Transfer Code
　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
　2
Prerequisites:
Instructor permission

PED 257A-H: Varsity Cheerleading

This course covers advanced co-ed cheerleading techniques.Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion of this program students should be able to participate in a competitive program at the university level.

Credits: 1
Transfer Code: Transfer Code
　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
　2
Prerequisites:
Instructor permission

PED 258, 283, 284,285: Varsity Volleyball I-IV

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits: 1
Transfer Code: Transfer Code
　　　　　Code C
Lab Hours: 0
Lecture Hours: 0
　2
Prerequisites:
Instructor permission

Physical Science

PHS 111: Physical Science

This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required.

Credits: 4
Transfer Code: Transfer Code
　　　　　Code A
Lab Hours: 2
Lecture Hours: 3
　0
Prerequisites:
None.

PHS 112: Physical Science II

This course provides the nontechnical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

Credits: 4

Transfer Code: Transfer Code

Code A

Lab Hours: 2

Lecture Hours: 3

 0

Prerequisites:

None.

Physics

PHY 120: Introduction to Physics

This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required.

Credits: 4

Transfer Code: Transfer Code

Code A

Lab Hours: 2

Lecture Hours: 3

Prerequisites:

MTH 098 or higher

Co-Requisites:

None

PHY 201: General Physics I - Trig Based

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

Credits: 4

Transfer Code: Transfer Code

Code A

Lab Hours: 2

Lecture Hours: 3

 0

Prerequisites:

MTH 113 or equivalent

PHY 202: General Physics II - Trig Based

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

Credits: 4

Transfer Code: Transfer Code

Code A

Lab Hours: 2

Lecture Hours: 3

 0

Prerequisites:

PHY 201

PHY 213: General Physics with Cal I

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.

Credits: 4

Transfer Code: Transfer Code

Code A

Lab Hours: 2

Lecture Hours: 3

 0

Prerequisites:

MTH 125

PHY 214: General Physics with Cal II

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

Credits: 4

Transfer Code: Transfer Code

Code A

Lab Hours: 2

Lecture Hours: 3

 0

Prerequisites:

PHY 213

Pipefitting

PFT 101: Introduction to Pipefitting

This course is designed to introduce students to an overview of the pipefitting trade, pipefitting safety, pipefitting hand tools and pipefitting power tools. Students will also be instructed in the proper and safe way to set up oxyfuel cutting equipment. Prerequisite None.

Credits: 3

Lab Hours: 2

Lecture Hours: 2

 0

PFT 103: Introduction to Pipefitting Tools

This course is designed to give students ample lab time to work with pipefitting hand tools and pipefitting power tools with emphasis placed on safety with these tools. Students will also be instructed in the correct use of oxyfuel cutting equipment.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
None

PFT 105: Introduction to Pipefitting Blueprints

This course is designed to introduce students to piping systems, drawings and details. It also places emphasis on math skills needed for entry level pipefitting craft. Prerequisite None.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PFT 106: Introduction to Piping Systems, Drawings and Detail Sheets

This course is designed to instruct students to physically use various drawings to layout and cut different types of pipe per drawings, using pipefitting power tools. Prerequisite None.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0

PFT 107: Threaded Pipe and Socket Weld Pipefabrication

This course is designed to introduce students to ladder and scaffold safety. Students will also be introduced to materials used for threaded and socket weld piping systems. Students will also be instructed on how to determine cut lengths of pipe for threaded and socket weld pipe fittings. Prerequisite None.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PFT 108: Pipe Fitting for Threaded and Socket Weld Pipe

This course is designed to instruct students with emphasis placed on safely and correctly erecting and working from ladders and scaffolds. Students will be instructed how to prepare pipe ends for threaded and socket weld pipe fabrication. Students will fabricate piping systems using threaded and socket weld fittings per given drawings.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

PFT 109: Butt Weld Pipe Fitting and Pipe Rigging

This course is designed to introduce students to the materials used in butt weld piping systems, students will also be instructed on how to determine cut lengths for pipe using various butt weld fitting. Students will also be introduced to basic rigging hardware.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

PFT 111: Pipe Rigging and Butt Weld Fabrication

This course is designed to give students ample time to fabricate piping systems using various butt weld fittings. Students will be instructed how to prepare pipe ends for but weld pipe fabrication. Students will also be instructed on safely and correctly using various types of pipe rigging.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
None.

Political Science

POL 200: Introduction to Political Science

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in a political democracy and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

Credits: 3
Transfer Code: Transfer Code
                    Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

POL 211: American National Government

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

Credits: 3
Transfer Code: Transfer Code
                    Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

Process Industries Technology: Pulp/Paper/Chemical

PCT 105: Process Technology I, Equipment

This course provides an overview or introduction into the field of process technology equipment within the process industry. Students will be introduced to many process industry related equipment concepts including purpose, components, operation, and Process Technicians' role for operating and troubleshooting the equipment.

Credits: 4
Lab Hours: 2
Lecture Hours: 3
 0

PCT 120: Pulp Manufacturing Technology

A comprehensive overview of pulp mill operations including pulping, pulp processing and bleaching technology, process variables, equipment, terminology and chemical recovery. Specific topics may include fiber supplies and theirp roperties; wood and chip preparation; Kraft, sulfite, mechanical pulping; equipment; process variables; chemical reactions involved in the pulping and recovery processes; pulp processing including washing, screening, and cleaning;bleaching, chemical recovery (evaporation, combustion, recausticizing). Laboratory experiences will include hands-on or demonstrations of testing chips, pulp, black liquor and white liquor properties. Upon completion, students should be able to discuss the wood pulping processes, from fiber collection and cooking through various methods of washing, bleaching, and recovery.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PCT 122: Introduction to Process Technology

This course provides a basic orientation for operators in the chemical process industries and introduces many of the terms and ideas which will be encountered in the workplace. Topics include operator roles, responsibilities, expectations, terminology, liabilities, chemistry, physics, basic plant equipment, general product handling, flow diagrams, utility systems, plant organization, and the basics of process control. Upon completion, students should have a general knowledge of the tasks, responsibilities, skills and attitude necessary to be a chemical operator in a process industry.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PCT 132: Paper and Chemical Processes
This course includes types of cooking equipment, various steps in pulp processing, operating strategies and economics, and many varied steps in the actual manufacture of paper. Topics include steps and processes which do not require the extensive use and understanding of the laws of chemistry. Upon completion, students should be able to draw and follow a basic flow diagram of chips through the cooking/screening/cleaning process and to and through the paper machine.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
PCT 111

PCT 135: Paper Manufacturing Technology
This course includes an overview of paper mill operations, including fiber raw materials (virgin and recycled), stock preparation refining, chemical additives, headbox operations, sheet forming and paper machine wet end operations, twin wire gap and multi ply forming, pressing, drying, machine clothing, calendaring, and winding. Laboratory experiences will include hands on or demonstration of paper properties and tests. Topics include steps and processes which do not require the extensive use and understanding of the laws of chemistry. Upon completion, students should be able to understand papermaking processes and have the ability to interact knowledgeably with process engineers, operators, suppliers, and technicians.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PCT 142: Industrial Processes
This course provides a familiarization with the general types of processes found in the paper and chemical industries, including distillation, fractionation, absorption, extraction, stripping, washing, screening, cleaning, filtration, drying, evaporation, centrifugation, product blending, and mixing. Topics include generic industrial processes, especially distillation, utilizing computer-based training and simulation to conduct realistic training in control roomoperations. Upon completion, students should be able to understand and appreciate the skills, efforts, communication, and especially the teamwork necessary to operate a successful industrial process.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PCT 154: Technology and Science of Paper Recycling
This course has been designed to increase the ability to make decisions to improve the paper and board recyclingprocess. Topics to be covered include overview of US paper recycling industry, issues with mixed recycled paper streams, effect of recycling on the fiber characteristics, equipment used in the recycling of paper and optimizing operation ofeach one, image analysis, deinking chemicals, and system design for specific paper grades.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0

PCT 210: Environmental Control Technology
An overview of the environmental control technologies associated with the pulp, paper and chemical process industries. Topics include safety of personnel, safe use of resources, raw water treatment methods, air pollution abatement methods and equipment, wastewater treatment methods and equipment, solids disposal methods and equipment, operation of the EPA; compliance with U.S. governmental regulations for all waste streams – air, water, and solids disposal. Upon completion, students should be able to describe common handling methods for various waste disposal streams such as solids handling, liquid effluent treatment systems and gas handling/cleaning systems. Laboratory experiences will include touring and/or operating a waste treatment plant and raw water treatment plant and testing for contaminants in waste streams.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0

PCT 221: Unit Operations
This course is an introduction to the equipment and processes used in the paper and chemical industries. Topics include a study of vessels, piping systems, valves, pumps, heat exchanger, and filtering systems. Upon completion, students should be able to demonstrate a knowledge of vessels, feed systems, and equipment used in process industries.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

PCT 222: Unit Maintenance
This course is designed to provide instruction in maintenance procedures as applied to pulp/paper and chemicalindustries. The student will study and perform maintenance on piping systems, bearings, boilers, valves, pumps and heatexchangers. The student will also learn proper chemical handling procedures, lubricating techniques, and surfacepreparation practices and techniques.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
PCT 221

PCT 231: Statistical Process Control
This course focuses on statistics and probability and how they apply to control charts with heavy emphasis on the normal curve and its many applications in quality and process control. Emphasis is placed on the development and use of control charts in industry. Upon completion, students should be able to construct and use control charts plus understand and use probability to make better operating decisions.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
MTH 098 or Equivalent Placement Score

Psychology

PSY 200: General Psychology
The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes
Credits: 3
Transfer Code: Transfer Code
            Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

PSY 210: Human Growth and Development
This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.
Credits: 3
Transfer Code: Transfer Code
            Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
PSY 200

Small Engine Repair

SER 111: Fundamentals of Small Engine Repair
This course introduces students to the theory and operating principles of internal combustion engines. Emphasis is placed on basic engine systems, special tools and testing equipment, shop safety rules and equipment. Upon completion, students should understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion, identify shop safety rules, list engine components and explain their function.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

SER 112: Four-Stroke Cycle Engine
This course covers the service and repair of the four stroke cycle engines. Emphasis is placed on the function and operating principles of the fuel systems, ignition, starters, exhaust, and lubrication systems. Upon completion, students should understand service and repair procedures for all related engine systems.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

SER 113: Four-Stroke Cycle Engine Lab

This course provides students hands-on experience with engine repair and engine troubleshooting techniques.Emphasis is placed on the cylinder block and all internal components, fuel systems, ignition systems, cooling systems, lubrication, and exhaust systems. Upon completion, students should be able to apply small engine service and repair procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 6
 3
Prerequisites:
None.

SER 114: Special Projects in Small Engine Repair

This course is designed to augment the required curriculum while meeting the individual needs of the student.Emphasis is placed on hands-on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair engines of various designs currently in production.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
None.

SER 115: Basic Small Engine Electrical Systems

This course is designed to teach basic small engine electrical system troubleshooting and repair skills. Emphasis will be placed on reading schematics, using electrical test equipment, and removal and replacement of electrical wiring and components. Topics will include charging, starting, and magneto systems. Upon completion students should be able to test and maintain various small engine electrical systems.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

SER 121: Two-Stroke Cycle Engine

This course covers the service and repair procedures for the two-stroke cycle engine. Emphasis is placed on engine construction, induction systems, carburetion and exhaust systems. Upon completion, students should be able to repair and maintain two stroke engines.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

SER 122: Engine Reconditioning

This course provides the student with the knowledge and techniques involved in the reconditioning of small gasoline engines. Emphasis is placed on valve service, cylinder re-boring, bearings, and precision measuring tools. Upon completion, students should be able to use inside and outside micrometers, reface valves and valve seats, resize cylinder bores and replace various types of bearings.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

SER 123: Engine Reconditioning Lab

This course provides practical experience in troubleshooting and complete reconditioning of small gasoline engines. Emphasis is placed on the correct measuring of crankshafts, connecting rods, pistons, valves, and various other engine components. Upon completion, students should be able to resize cylinder bores, perform valve service, replace pistons and rings, time camshafts, and set and adjust all components to specifications.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

SER 124: Special Projects in Lawn, Garden, and Industrial Engines

This special projects course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair various lawn and garden, and industrial equipment.

Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

SER 132: Lawn and Garden Equipment Fundamentals

This course covers riding mowers, weed eaters, tillers, edgers, chainsaws and generators. Emphasis is placed on mechanical and electrical systems. Upon completion, students should be able to service and repair mechanical and electrical components of lawn and garden equipment.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
None
Co-Requisites:
None

SER 142: Chainsaws & String Trimmers

This course is designed to instruct students in the diagnosing and repairing of problems unique to chainsaws and string trimmers. Emphasis is placed on the fuel systems, lubrication systems, drive systems, clutches, right angle drives and cutting chains. Upon completion, students should be able to service and repair chainsaws and string trimmers.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

Sociology

SOC 200: Introduction to Sociology

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

Credits: 3
Transfer Code: Transfer Code
                Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

SOC 210: Social Problems

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

Credits: 3
Transfer Code: Transfer Code
                Code A
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
SOC 200

Spanish

SPA 101: Introductory Spanish I

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

Credits: 4
Transfer Code: Transfer Code
                Code A
Lab Hours: 0
Lecture Hours: 4
 0
Prerequisites:
As required by program.

SPA 102: Introductory Spanish II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits: 4
Transfer Code: Transfer Code
          Code A
Lab Hours: 0
Lecture Hours: 4
 0
Prerequisites:
SPA 101 or equivalent

SPA 201: Intermediate Spanish I

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Transfer Code: Transfer Code
          Code A
Prerequisites:
SPA 102
SPA 102 or Equivalent.

SPA 202: Intermediate Spanish II

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits: 3
Transfer Code: Transfer Code
          Code A
Prerequisites:
SPA 201
SPA 201 or Equivalent.

Speech

SPH 106: Fundamentals of Oral Communication

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.
Credits: 3
Transfer Code: Transfer Code
          Code A
 3

SPH 107: Fundamentals of Public Speaking

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.
Credits: 3
Transfer Code: Transfer Code
          Code A
Prerequisites:
None.

Surgical Technology

SUR 100: Principles of Surgical Technology

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally, the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist.
Credits: 5
Lab Hours: 0
Lecture Hours: 3
 6
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 101: Introduction to Surgical Technology

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally, the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion of this course students should be able to describe methods to maintain a sterile environment and recognize members of the operating room team according to their roles.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 102: Applied Surgical Techniques

This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of his course, the student should be able to name and select basic surgical instruments, supplies, and equipment, participate in mock surgical procedures.
Credits: 4
Lab Hours: 6
Lecture Hours: 2
 0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 103: Surgical Procedures

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.
Credits: 5
Lab Hours: 6
Lecture Hours: 3
 0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 104: Surgical Practicum I

This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of the surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role.
Credits: 4
Lab Hours: 0
Lecture Hours: 0
 12
Prerequisites:
SUR 100
SUR 102
SUR 103

SUR 105: Surgical Practicum II

This clinical experience allows the student to practice in the health care environment using entry-level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology at the entry level.
Credits: 5
Lab Hours: 0
Lecture Hours: 1
 20
Prerequisites:
SUR 100
SUR 102
SUR 103

SUR 106: Role Transition in Surgical Technology

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
SUR 104

SUR 107: Surgical Anatomy and Physiology

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 108: Pharmacology for the Surgical Technologist
A study of basic pharmacology as is relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
Admission to the Surgical Technology program and BIO 103, BIO 201, ENG 101, MTH 100, ORI 101, and Humanities Elective.

SUR 205: Surgical Practicum IV
This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to technologist.
Credits: 5
Lab Hours: 0
Lecture Hours: 1
 20
Prerequisites:
SUR 104

SUR 209: Special Topics in Surgical Technology
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on content specific principles based on student needs.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
 0
Prerequisites:
As required by the department.

SUR 210: Special Topics in Surgical Technology
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on content specific principles based on student needs.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
As required by the department.

Theater

THR 113: Theater Workshop I
This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.
Credits: 2
Transfer Code: Transfer Code
                Code B
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
None.

THR 114: Theater Workshop II
This course is a continuation of THR 113.
Credits: 2
Transfer Code: Transfer Code
                Code B
Lab Hours: 0
Lecture Hours: 2
 0
Prerequisites:
THR 113

THR 120: Theatre Appreciation
This course is designed to increase appreciation of the art of theatre. Attendance at theatre productions will likely be required.
Credits: 3
Transfer Code: Transfer Code
                Code A
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

THR 126: Introduction to Theater

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.
Credits: 3
Transfer Code: Transfer Code
Code A
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

THR 131: Acting Techniques I

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.
Credits: 3
Transfer Code: Transfer Code
Code B
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
None.

THR 132: Acting Techniques II

This course is a continuation of THR 131.
Credits: 3
Transfer Code: Transfer Code
Code C
Lab Hours: 0
Lecture Hours: 3
0
Prerequisites:
THR 131

Veterinary Technology

VET 110: Vet Tech Clinics I

This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of: surgery, restraint, instrumentation, equipment, surgical and medical care, and basic clinical procedures on various animal species. Upon course completion, the student should be able to understand the responsibilities of a veterinary technician and begin the development of fundamental skills.
Credits: 2
Lab Hours: 0
Lecture Hours: 0
6
Prerequisites:
Acceptance into program, appropriate grades.

VET 112: Introduction to Vet Technology

A series of online lectures and required clinical tasks are designed to introduce the student to hospital fundamentals. Topics include history and physical examination, breeds of animals, small animal parasitology, diagnostic and surgical procedures, equine and food animal nursing, exotic and avian nursing, sanitation, medical vocabulary, The Alabama Veterinary Practice Act, ethics, jurisprudence, and hospital management. Upon course completion, students should be able to perform history and physical examinations, collect samples, administer medications, perform fecal analysis, know different breeds of animals, and understand parasite life cycles, OSHA regulations and safety procedures, and the technician's role in veterinary medicine.
Credits: 5
Lab Hours: 0
Lecture Hours: 3
6
Prerequisites:
Acceptance into program, appropriate grades.

VET 114: Clinical Anatomy & Physiology of Animals

This online course is designed specifically for students in the two-year veterinary technology program and covers the fundamentals of anatomy and physiology of mammals, avians, and reptiles. Topics include the skeletal system, muscular system, respiratory system, digestive system, circulatory system, urinary system, the eye, the ear, female reproductive system, pregnancy, parturition, lactation, male reproductive system, neurology, and the endocrine system; and online laboratory dissection. Upon course completion, the student should be able to identify major tissues and organs, understand the physiology of organs and organ systems, and understand the physiological basis for the development of clinical laboratory testing.

Credits: 5
Lab Hours: 2
Lecture Hours: 4
 0
Prerequisites:
Acceptance into program, appropriate grades

VET 120: Vet Tech Clinics II

This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, and clinical medicine of various animal species. Required tasks will include surgical and nursing care, and clinical medicine of various animal species. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned some new technical procedures.

Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 122: Vet Tech Emergencies & First Aid

This online course is designed to teach the basic principles in emergency treatment of various animal species and incorporates actual management in a clinical environment. Topics include emergency information, equipment and drugs, initial examination, evaluation and treatment, shock, cardiac arrest, respiratory emergencies, fluid therapy, blood collection and transfusion, emergency treatment of specific conditions, poisonings. Upon course completion, the student should be able to administer first aid to animals needing immediate attention.

Credits: 5
Lab Hours: 0
Lecture Hours: 4
 3
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

VET 124: Clinical Procedures & Pathology

This online course introduces students to common laboratory techniques and diagnostic methods. Students will begin developing laboratory skills with an emphasis in the areas of urology and hematology. Topics of study include the basic laboratory, hematology, bone marrow and blood cytology, urinalysis, clinical chemistry, function tests of the liver, kidney, pancreas, and thyroid, diagnostic cytology, and post mortem examinations; required clinical tasks will be completed in an approved clinical site. The study of medical vocabulary is continued. Upon course completion, the student should be able to understand the physiological basis used for diagnostic testing and to perform the laboratory procedures outlined in the course material.

Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 126: Animal Diseases & Immunology

This online course is designed to acquaint the student with the importance and transmissibility of common animal diseases and with immunological principles involved in prophylaxis, treatment and recovery. Emphasis is placed on those aspects of the immune response that affect immunization and diagnosis and to familiarize the student with the common infectious diseases and immunization schedules of domestic animals. Upon course completion, the student should be able to communicate with clients regarding preventable diseases and zoonotic implications and should also be able to assist with formulation of immunization schedules for various species of animals.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 230: Vet Tech Clinics III

This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, dentistry, and clinical medicine in various animal species. Topics include surgical and nursing care, dentistry, and clinical medicine in various animal species. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned new technical procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 0
 9
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 232: Anesthesia and Diagnostic Imaging

This online course introduces the student to principles of anesthesia, diagnostic imaging, and safety in various animal species. Topics include an introduction to anesthesia, patient evaluation and preparation, pre-anesthetic considerations, local anesthesia, assessing the depth of general anesthesia, injectable anesthetic drugs, inhalation anesthesia, introduction to radiography, the radiograph machine, darkroom, radiographic films, general principles of positioning, radiographic protocol, safety measures, technique charts, quality control, introduction to ultrasonography, patient preparation, and equipment controls; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to properly anesthetize and monitor animals under anesthesia, develop a technique chart, and apply the care and knowledge necessary to produce good quality radiographs and safety measures.
Credits: 4
Lab Hours: 0
Lecture Hours: 3
 3
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 234: Animal Pharmacology & Toxicology

This online course is designed to give the student exposure to veterinary drugs and teach the importance of exact calculations, proper administration, and the danger and recognition of reactions and over dosage in various animal species. Topics include introduction and principles of pharmacology; antimicrobials; disinfectants; drugs affecting the nervous, respiratory, cardiovascular, and gastrointestinal systems; anti-inflammatories; antiparasitics; euthanasia solutions; and pharmacy and inventory control. Upon course completion, the student should be able to properly calculate drug dosages; fill, label, and dispense medications; recognize the various classifications of drugs; and have knowledge regarding the dangers and toxicosis of various medications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
VET 120
VET 124
VET 236
VET 242
As required by program

VET 236: Vet Microbiology & Parasitology

This online course is designed to provide students with practical knowledge of common pathogens in variouss animal species. Students will learn how to select and collect samples and data for laboratory processing or submission to another laboratory. Topics include identification of causative agents of diseases; classification and nomenclature of bacteria; morphology and physiology of bacteria; bacteria and disease; laboratory procedures in bacteriology; gram positive and gram negative bacteria; spiral and curved bacteria; actinomycetes organisms; fungi; virology; review of common small animal, exocticanimal and avian parasites, equine and food animal parasitology. Upon course completion, the student should be able to properly collect and handle bacteriological specimens, identify organisms by gram staining, and have a basic knowledge of large animal parasite life cycles, as well as methods of identification of the commonly encountered parasites.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 240: Vet Tech Clinics IV

This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgical and nursing care, anesthesia, and clinical pathology. Topics include surgical and medical care, laboratory procedures in various animal species. Upon course completion, the student should be proficient in those skills reinforced from previous semesters.

Credits: 3
Lab Hours: 0
Lecture Hours: 0
 9
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

VET 242: Animal Nutrition and Laboratory Animals

This online course is designed to acquaint the student with the basic concepts of animal nutrition of various animal species and laboratory animal maintenance, husbandry, and handling. Topics include canine dietetics, feline dietetics, nutritional management of small animal disease, feeding the neonate, nutritional management of the convalescent animal, fundamentals of nutrition, principles of disease prevention, housing and equipment, job opportunities, biology of common lab animals, basic principles of research and necessity for use of lab animals, techniques, and zoonosis; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to formulate a nutritional plan for the healthy and sick animal. The student should be able to handle, care for, and collect diagnostic samples and have basic knowledge of the diseases of the commonly used laboratory animals.

Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
VET 110
VET 112
VET 114
Co-Requisites:
None

VET 244: Seminar in Veterinary Technology

This elective course is designed to review critical topics covered during the two years of the veterinary technology curriculum along with review questions and tests associated with these topics. Topics include anatomy and physiology, anesthesiology, animal care, dentistry, emergency & first aid, hospital management, laboratory animals, laboratory procedures, medical calculations, medical nursing, medical terminology, pharmacology, radiology, and surgical nursing. Upon course completion, the student should be prepared for the Veterinary Technician National Exam.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

VET 250: Vet Tech Preceptorship

The veterinary technology preceptorship consists of one academic semester of work experience in an approved clinical site. A student evaluation report from the clinical supervisor will be necessary for the course completion and also for meeting requirements for graduation. The clinical practice will include clinical instruction in all areas of a veterinary practice as deemed necessary by the clinical supervisor. Upon course completion, the student should be able to apply all procedures learned in the veterinarian technology program to the practice environment.

Credits: 3
Lab Hours: 0
Lecture Hours: 0
 15
Prerequisites:
VET 126
VET 230
VET 232
VET 234
As required by program

Welding

WDT 108: Shielded Metal Arc Fillet/OFC

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 109: Shielded Metal Arc Fillet/PAC/CAC

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding(SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
None.

WDT 110: Industrial Blueprint Reading

This course provides students with the understanding and fundamentals of industrial blueprint reading.Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols.Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

Credits: 3
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
None.

WDT 115: GTAW Carbon Pipe

This course is designed to provide the student with the practices and procedures of welding carbonpipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

WDT 116: GTAW Stainless Pipe

This course is designed to provide the student with the practices and procedures of welding stainlesss teel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

WDT 119: Gas Metal Arc/Flux Cored Arc Welding

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 120: Shielded Metal Arc Welding Groove

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
None
Co-Requisites:
None

WDT 122: Shielded Metal Arc Fillet/OFC Lab

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 123: Shielded Metal Arc Fillet/PAC/CAC Lab

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code. And be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
None.

WDT 124: Gas Metal Arc/Flux Cored Arc Welding Lab

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
None.

WDT 125: Shielded Metal Arc Groove Welding Lab

This course provides instruction and demonstrations in the shielded metal arc welding process oncarbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
None.

WDT 155: GTAW Carbon Pipe Lab

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
WDT 115

WDT 156: GTAW Stainless Pipe Lab

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
WDT 116

WDT 158: Consumable Welding Processes Lab

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 167: Flux Core Arc Welding Lab

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
None
Co-Requisites:
None

WDT 180: Special Topics

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

WDT 217: SMAW Carbon Pipe

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.
Credits: 3
Lab Hours: 4
Lecture Hours: 1
 0
Prerequisites:
None.

WDT 228: Gas Tungsten Arc Welding

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
None.

WDT 257: SMAW Carbon Pipe Lab

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.
Credits: 3
Lab Hours: 6
Lecture Hours: 0
 0
Prerequisites:
WDT 217

WDT 281: Special Topics in Welding Technology

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.
Credits: 3
Lab Hours: 3
Lecture Hours: 0

Work Keys

WKO 106: Workplace Skills

This course is an overview of issues relevant to the general workforce. The course is designed to enhance students' communication, lifelong learning, interpersonal, and decision-making skills in preparation for employment.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
None
Co-Requisites:
None

WKO 107: Workplace Skills Preparation

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
 0
Prerequisites:
None.

WKO 110: NCCER Core

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
 0
Prerequisites:
None

Student Handbook

Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.

Student Services

Student Services Philosophy
Coastal Alabama Community College is concerned about the development of the student's individuality and the growth of the total personality. As a supplement to academic life, a varied program of activities and organizations are available for the student's different interests and needs. It is hoped that these programs will help students in securing a better education.

Americans with Disabilities Act Policy
Coastal Alabama Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with The Americans with Disabilities Act (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

ADA Accommodations
Early registration with the ADA Accommodations Coordinator is available by appointment and is strongly recommended for students with disabilities. Adherence to the official procedures ensures the best possible service the institution can provide. For complete policy information, see the ADA Section of the current College Catalog.

Counseling and Career Information
In order to facilitate personal growth and serve as an academic support unit, the College offers a variety of services to all students by employing professional counselors who are available to assist students with educational, career, personal, and social concerns. All information and discussions in a counseling relationship are held in strictest confidence. This professional assistance includes testing services, which serve three functions: individual counseling, placement, and GED testing. Tests designed for use in individual counseling or in career-related decisions are administered at no charge and provide the student with information about individual interests, aptitude, abilities, and personal characteristics. To supplement the above services, a collection of current resource materials on careers, occupations, undergraduate programs at other colleges and universities, and graduate schools is located in the College's Student Success Centers. The counseling staff believes that students should be given an opportunity to discuss in confidence their personal/social problems. Family, financial, health and adjustment problems are some of the areas in which counselors may be able to assist. These services are provided to all students.

Academic Support and Student Success Centers
In order to promote the student learning experience and enhance student development, all students are assigned academic advisors based upon their declared major. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

All advisors and counselors hold regular office hours and may meet with students at other pre-arranged times. Also, all advisors may be contacted by telephone, e-mail, or through online course communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Student Success Centers, which are staffed by knowledgeable counselors and advisors. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning which pathways will help meet their goals.

Job Placement
Coastal Alabama Community College's Job Placement Office serves as the liaison between Coastal Alabama's students and employers. A JOBS bulletin board is located inside the Student Success Centers with information regarding full and part-time job openings. Also, job announcement bulletin boards are strategically located around campuses Employers from surrounding areas contact the office on a regular basis in an attempt to hire current students as well as graduates. Students seeking part-time work are encouraged to check the JOBS bulletin boards on a regular basis. Students who are graduating

and seeking placement in their career fields are advised to register with the Job Placement Office by filing an application (available in the office) and attaching a copy of their Coastal Alabama transcript. Counselors are available to provide individual assistance to persons needing help. Videos and software packages on interviewing, resume writing, and job hunting information, skills and tips are available for use in the Student Success Centers.

DIVE Into College: New Student Orientation, Advising, and Registration

All new students are required to attend a DIVE INTO COLLEGE Orientation session prior to registration at Coastal Alabama Community College. Consistent with the mission of the College, DIVE sessions acquaint students with the educational programs, instructional strategies, campus locations, facilities, distance learning opportunities, services, and staff of the College. The Division of Student Services coordinates the Dive Into College Program, along with key College personnel. Students are given access to the College Navigator, a publication of dates, policies, and helpful hints to get started at Coastal Alabama.

During the DIVE sessions, the following topics are covered:

• Contact Information for College Personnel

• Parking and Security Information

• Financial Aid

• Statewide Transfer and Articulation Reporting System (STARS) Guide for Transfer Students

• Types of Programs of Study at Coastal Alabama Community College

• Student Academic Maps

• Registering for Class

• Finding an Advisor

• Disciplinary Rules and Regulations

• Tutoring and Other Special Services for Students

• Student Activities

• FAQs

• Title IX/VAWA

• Student Email

• Student Complaints.

Also, students are informed of the many activities that occur during the year on the various campus sites (i.e. Intramural Sports, Welcome Week, Miss Coastal Alabama Community College Pageant, Spring Fling). It is felt that these activities add to the total college student experience and enhance student development.

ORI 101- Orientation to College

New students are required to register for the academic course ORI 101, Orientation to College. This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. (Transfer students and Transient students are exempt from taking ORI 101.)

OneACCS

Coastal Alabama has upgraded to a new, easy-to-use student portal called OneACCS. Students can access their OneACCS through the Coastal Alabama homepage by clicking on the "STUDENT LOGIN" link at the top of the page. Clicking the OneACCS link opens to the login screen where students enter their A-Number (User ID) and PIN.

Once logged into OneACCS, you will have access to do the following:

- Register for classes.
- Drop and add classes during the Drop/Add period.
- View Financial Aid information.
- Pay Tuition.
- Request Coastal Alabama transcripts.
- Request enrollment verifications.
- Apply for graduation.
- And much more!

Learning Management System: CANVAS

CANVAS is Coastal Alabama's system for delivering online and supplemental education. It provides online tools that instructors can use to facilitate online and hybrid courses as well as enhance classroom courses, such as class e-mail, chat, discussion boards, group based projects, etc. Students may enter CANVAS only if they are enrolled in a class. CANVAS will be accessible to registered students by the first day of class.

Campus Resources

Academic Advising

Each student, upon admission to the College, is assigned an academic advisor who will assist the student in scheduling academic courses that successfully lead to a degree or certificate. Coastal Alabama Community College considers academic advising a core principal that will help a student succeed in class and in college. All students are encouraged to speak with their academic advisors before registering for classes each semester.

Statewide Transfer and Articulation Reporting System (STARS)

STARS is an articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded and several private four-year institutions. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made.

Developed and overseen by the STARS Coordination Site Troy University, STARS is the information link between the State's two-year and four-year institutions. The STARS Coordination Site sets up, maintains, and provides support for the statewide database. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another.

These transfer guides, if used correctly, guide students through their first two years of coursework and prevent loss of credit hours upon transfer to the selected public four-year universities in Alabama. This can mean huge savings in time and money. To use the STARS guide, students click the STARS button on the Coastal Alabama homepage or use the URL – http://stars.troy.edu and click on the Transfer Guide button to follow the step-by-step directions. It is important that students meet with their advisor to discuss the transfer guide. Students must keep a copy of the guide for verification purposes upon transfer.

Student Success Centers

A Student Success Center is a learning space/laboratory that provides a variety of academic support services. Coastal Alabama's Student Success Centers offer a variety of instructional and tutorial services free of charge to enhance students' success at Coastal Alabama. Counselors in the Student Success Centers help students plan their course of study. The Student Success Centers are equipped with desktop computers, printers, and a wide selection of software. Most of the software will supplement and reinforce classroom instruction. Also, software and programs are available to help students prepare for College tests as well as explore career interests. All Coastal Alabama students are invited to visit one of the Student Success Centers to plan how to best use the Center. Student Success Centers are located on the Bay Minette, Brewton, Monroeville, and Thomasville campuses.

Early Alert System Program (EASP)

The purpose of the program is to identify students with potential problems and to provide some type of intervention at the beginning of potential problems. Specifically, faculty and staff members refer students to Counselors when they observe classroom or campus behaviors that could possibly indicate that students are struggling and might be in need of some type of intervention. Such clues include:

- Student fails to pre-register for the next semester
- Student requests a transcript to be sent to another institution
- Student fails to respond to his/her financial aid award letter
- Student's attendance in classes is erratic or student has stopped attending classes
- Student displays a sudden, dramatic change in behavior
- Student earns an average below a "C" at any time during the term
- Student refers another student.

Immediately, the Counselors make contact via e-mail, in-person, or by telephone, with the identified students to determine their needs and provide services to assist them. Counselors complete a contact report, identifying the potential problem and recording what type of appropriate action was taken. A copy of the report, which is filed in the Division of Student Services' file, is forwarded to the referring faculty or staff member.

Placement Testing

All entering students who enroll in Associate Degree or certificate programs will be assessed through the administration of the ACT, SAT, ACCUPLACER, or another approved assessment instrument and be placed at the appropriate academic level as indicated by the assessment results with exceptions to be determined by

the Instructional Officers. All placement test results are considered a part of the student's permanent academic record. Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College.

Bookstore

Coastal Alabama Community College uses **BARNES & NOBLE COLLEGE** to manage the Bookstore

TO PURCHASE TEXTBOOKS:

- Visit the Bookstore at the **Bay Minette Campus** or go online to coastalalabama.bncollege.com. Students can choose to pick up books at the Bay Minette Campus or choose for them to be shipped to their home for a shipping charge.

IN-STORE AND ONINE TEXTBOOK RENTALS:

- Save an average of up to 50% when choosing to rent textbooks (books with access codes not eligible for rental). You have the option to purchase the rental at the end of the semester. A credit card is required to rent a textbook; however, the books can be paid for with Financial Aid.

RAPIDLY EXPANDING SELECTION OF E-BOOKS:

- The Barnes & Noble free YUZU application provides E-Books in an engaging format that enhances the learning experience.

PAYMENT OPTIONS:

- Financial Aid/Scholarships can be used as a payment tender on the Bookstore Website and in store, in addition to Credit/Debit Cards, PayPal and Barnes & Noble Gift Cards.
- **STARTING MAY 1, 2021, CHECKS WILL NO LONGER ACCEPTED**
- BUYBACK PROGRAM Books that the Faculty plan to reuse for the next semester (that did **NOT** include an access code) will be eligible for up to 50% cash payout, up to needed inventories.

APPAREL AND MERHANDISE:

- We sell school spirit apparel, laptops/technology gadgets, and gifts for alumni, friends and family. These items are also available on the website

BARNES & NOBLE CAFÉ (BAY MINETTE CAMPUS ONLY)

- Barnes & Noble Café proudly serves Starbucks beverages and a wide variety of breakfast items,

sandwiches, pizzas and dessert. It is a popular place for students to gather to relax study and browse through the trade books while enjoying their favorite drinks.
- **STARBUCKS GIFT CARDS ARE NOT ACCEPTED**

Book Refund Policy

The student must bring the sales receipt to the Bookstore within one week from the start of class to receive a refund. You have 30 days to return with proof of withdrawal from a class and receipt. In order to receive a full refund, the textbook must be in the same condition as when purchased. Access codes may not be used or scratched off. If all requirements are met, a refund will be issued in the original form of payment.

Book Buy-Back Policy

The College Bookstore conducts a Book Buy-Back during finals at the end of the semester. Books are bought back only if they are books that may be used in the next semester. They must be in salable condition and students must have a current ID card. We can not buyback bundles that included an access code. It is at the discretion of the College Bookstore to purchase any books.

Student Centers

Each campus has a designated student center/student union. All students are urged to use these facilities for their relaxation and enjoyment.

Dining Options

The Sun Chief Grill is located on the first floor of the McVay Building on the Bay Minette campus.

Breakfast 7:15 a.m. - 8:45 a.m.

Lunch 11:00 a.m. - 1:15 p.m.

Dinner 4:15 p.m. - 6:00 p.m. (5:30 p.m. on Friday)

Serving Hours (Monday through Friday).The Sun Chief Grill is closed during the Summer term.

The Community Cup is located in the Student Center on the Brewton Campus for Fall and Spring Semesters. In the summer term, it is open the month of June and closed the month of July.

Hours are 7:00 a.m. - 2:00 p.m., Monday-Thursday

Fort Cruse

A multi-purpose activities building, located to the north of the gymnasium, was added to the Bay Minette campus in 1986. This building, named Fort Cruse, offers a place for students, faculty, and staff to socialize at events.

Lost and Found

A lost and found depository is maintained in the Student Services' Offices and/or in the Campus Director's Office. All articles should be turned in to one of these offices.

Student Identification Cards

The student identification card is required for admission to campus athletic events, concerts, enrichment programs, and other campus activities. The Coastal Alabama Community College student photo ID is also required to check out books in all of the College's Library/Learning Resources Centers.

Students who need a student identification card should email studentID@coastalalabama.edu using your official Coastal Alabama student e-mail address and providing the following information:

- Home campus & student ID in the "Subject" line of the email: **For example,** *Gilbertown - Student ID*
- Name
- Student A#
- Home Campus
- Degree or Major
- Mailing Address (please include City, State, and Zip Code)
- Legal photo ID (Drivers license, government ID, etc.)
- High-quality picture to be used for your student ID. **Please note:** The photo should be taken in front of a solid light-colored background such as a blank wall. Car selfies or photos with sunglasses, hats, or masks will not be accepted.

The following regulations apply to the photo ID card system:
1. Students are to carry their cards at all times on and off campus and present the cards for identification when requested by College officials. Student photo ID cards are made for personal use only.
2. Loss or theft of cards should be reported to the Office of Student Services and/or Campus Director's Office.
3. Only students with valid photo ID cards are admitted to College activities.
4. Allowing anyone else to use their photo ID card is considered misuse and may result in disciplinary action.
5. Replacement fee will be charged for lost ID cards.

Bulletin Boards

The Student Government Association maintains bulletin boards on each campus for student information. All items to be posted on these boards should be submitted to the SGA office for approval. All items posted on campus must have final approval from the Office of Student Services and/or the Campus Director.

Insurance

It is the responsibility of the student to be covered by insurance in case of an injury on campus or related to a college-sponsored event. In any case, the parent or guardian or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event. Students who participate in athletic events are covered by school accident insurance. Students in certain programs are required to purchase special liability insurance prior to enrollment into clinical courses.

Library/Learning Resources Center

Coastal Alabama Libraries play an integral role in the instructional objectives of the college by providing access to over 140,000 books and audiovisuals, approximately 275,000 e-books, and more than 70 databases. The librarians and library staff members are committed to providing quality instructional and reference assistance to all students. The goal of Coastal Alabama Libraries is to help shape students into independent, life-long learners who are successful in both educational and occupational settings. The six libraries and three learning resources centers also serve as informational and technical resource centers for students, faculty, and the community at large.

Services include the following:

- Academic journals and popular magazines, both in print and online
- Books and DVDs available for checkout and viewing
- Career resources
- Comfortable and functional study spaces
- Copier and scanner access
- Desktop computers
- Library instruction and reference services
- Research assistance
- Select equipment use, including laptops, webcams, and headphones
- Student IDs

- Wi-Fi access

Koha Online Catalog
(https://coastalalabama.bywatersolutions.com)

Koha is the libraries' online catalog system. This database allows users to browse and locate over 140,000 books and materials that are available in the nine library service locations. Students may request an account at any Coastal Alabama library location or online via the Virtual Library Services Canvas page. They may check out books using their Coastal Alabama student IDs. If materials are not available locally, students may place a hold on any available book at one of the Coastal Alabama libraries, and it will be sent to them at their home library. Items in Koha are classified and arranged by the Library of Congress Classification. Students may visit a Coastal Alabama library for full library policies. Please note: fines and fees may apply for overdue and damaged items.

Databases

Coastal Alabama Libraries provide students with access to over 70 databases, including those of the Alabama Virtual Library. The databases provide academic articles with scholarly research from credible and valid sources. Additionally, these articles can easily be cited using various styles, including APA and MLA. Some of the databases include Academic Search Premier, Associates Program Source Plus, Business Source Premier, CINAHL with Full Text, History Reference Center, Salem Press Online, Ovid Nursing Journals, Veterinary Education in Video, and many others. Additionally, the libraries provide access to full-text magazines and journals in Flipster, as well as academic and technical e-books in EBSCO's Academic eBook Collection and Community College eBook Collection.

Virtual Library Services page in Canvas
(https://coastalalabama.instructure.com/courses/7)

The Virtual Library Services page in Canvas is accessible from the Dashboard and provides 24/7 access to library resources. Library information, hours, and locations are provided as well as links to library databases and a form to request a Koha and/or AVL account.

Alabama Virtual Library (https://www.avl.lib.al.us/)

The Alabama Virtual Library (AVL) is a free service provided to all citizens of the State of Alabama, as well as to students attending college at public Alabama institutions. The AVL provides online access to over 50 databases and includes a wide range of academic and information resources. While AVL should automatically allow access to any computer within the state, students may request access via the form located on the Virtual Library Services page in Canvas.

Locations

Students are welcome to visit and contact any of the nine Coastal Alabama libraries and learning resources centers, and may submit questions from their student email at any time to Library@CoastalAlabama.edu .

• Atmore: Atmore Campus Learning Resources Center – 251-809-1584
• Bay Minette: Austin R. Meadows Library – 251-580-2145
• Brewton: Leigh Library – 251-809-1584
• Brookley Field: Alabama Aviation Center Learning Resources Center – 251-438-2816
• Fairhope: Fairhope Campus Learning Resources Center – 251-580-2159
• Gilbertown: H. Pat Lindsay Library – 251-843-5265
• Gulf Shores: Gulf Shores Campus Learning Resources Center – 251-580-2159
• Monroeville: John Dennis Forte Library – 251-575-8271
• Thomasville: Kathryn Tucker Windham Museum & Library – 334-637-3147

Campus Policies

Freedom of Expression

In accordance with Alabama Community College System Board of Trustees' Policy 224.01, Coastal Alabama Community College follows the Expressive Activities by the Campus Community as approved:

A primary function of Coastal Alabama Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, the College will strive to ensure the fullest degree possible of intellectual freedom and free expression.

It is not the proper role of Coastal Alabama Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in

protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.

The Coastal Alabama Community College should support free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization.

Coastal Alabama Community College shall strive to remain neutral on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the College, and the College will not require students, faculty, or staff to publicly express a given view of a public controversy.

The Colleges should prohibit all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

II. Speech and Expression in Outdoor Areas

For purposes of this policy, the Campus Community includes the College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty, and staff.

Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations set by the College. Expressive activities include any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College, which include but are not limited to areas adjacent to classrooms or places of residence; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols.

This policy does not apply to expressive activities that take place in indoor areas of College property. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that all Colleges must be open to any speaker whom the institution's student organizations or faculty have invited.

Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of traffic;
2. Obstruction of entrances or exits and sidewalks to/ from buildings or driveways or parking;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, and landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits;
9. Use of placards, banners, or signs that are dangerous or cause obstruction;
10. Engaging in expressive activities in prohibited or restricted areas;
11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

A College may employ police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Security fee, IT fees, and cleanup fees may be imposed based on expected number of attendees or time duration of events. Fees cannot be imposed or waived based on the expressive activity or expected reaction to the protected expressive activity and will follow the College's established facility usage fee assessments.

To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security should provide written notice to the President or his/her designee, and to the Chief of Police or appropriate campus security personnel, at least 14 calendar days prior to the event.

Individuals or groups who engage in expressive activity in outdoor areas on College property are subject to College policies relating to the use and operation of College and campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. Coastal Alabama will not allow possession or use of clubs, bats, weapons, open flames, or other material objects on campus property or at any College-sponsored event or activity.

Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action.

Complaints or questions regarding the application of this policy should be addressed by use of the ordinary complaint process at the College for students, faculty, and staff.

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to the College, may not conduct commercial transactions or engage in commercial speech on College property unless approved in accordance with the College's policy regarding solicitation on campus. Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. This includes fundraising.

IV. Policy Distribution

Coastal Alabama Community College includes this policy in new student, new faculty, and new staff orientation programs. The College also disseminates this policy to all members of the campus community and shall make this policy available in College handbooks and on College websites.

VI. Reports

The College shall prepare and submit reports to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that include the following:

1. The date and description of each violation of the policy.

2. A description of the administrative handling and discipline relating to each violation.

3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.

4. Any additional assessments, criticism, commendations, or recommendations the Colleges see fit to include.

The Chancellor, on behalf of the Board of Trustees, shall compile this information into a comprehensive report that shall be displayed in a prominent location on the ACCS website by September 1 of each year. In addition, a copy of the report shall be provided to the Alabama Commission on Higher Education

Anti-Litter Policy

Great efforts are made to keep Coastal Alabama's campuses beautiful and environmentally friendly. Littering is strictly prohibited on all campuses, and there is a $25 fine for violation of this policy. Help keep Coastal Alabama Community College clean and beautiful: don't litter.

Dress Code Policy

Students are expected to dress appropriately while on campus. If special dress is required in an instructional area, the appropriate dress will be discussed by the instructor and noted in the course syllabus.

Minors on Campus

As an institution of higher education, Coastal Alabama Community College provides educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus. Please be aware that our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors. Through the following procedures, the College seeks to create a safe environment, which is conducive to and supportive of the learning process.

Procedural Guidelines:

1. No employee, student or visitor should bring minors not enrolled as Coastal Alabama Community College students or participating in College sanctioned events to class or leave a minor unattended at the College.
2. Unattended minors not enrolled in classes or participating in college sanctioned events on any campus may be referred to Campus Police for assistance or to the Department of Human Resources.
3. This procedure pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities on the campuses of Coastal Alabama Community College.

Agents, Vendors, and Solicitors

An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization and approved by the Dean of Enrollment Management. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling, as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

Fundraising

Fundraising at Coastal Alabama Community College is considered to be any organized activity or instance of soliciting donations, whether they are in the form of equipment, materials, supplies, services, in-kind contributions, cash, or pledges. When approving fundraising activities, consideration will be given to supporting projects that are consistent with the mission of the College and limiting the potential diversion of funds to projects. All fundraising activities must enhance the image and visibility of the College. When a group raises funds under the College umbrella, an individual receiving the solicitation from that group does not differentiate between that request and other Coastal Alabama solicitations. Fundraisers must be concerned with the content, appearance, timeliness, and accuracy of information given to donors. Therefore, all correspondence, posters, signage, etc. must be approved prior to the activity or event. All fundraising activities must have the prior approval of the President or designee.

Tobacco Free Environment

Coastal Alabama Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, to support a healthy working and living environment and general health and wellness for its students, faculty, staff and visitors, it is the intent of the College to establish a clean environment on its campuses.

The use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including college-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:

- All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
- Within any college-owned vehicles;
- All indoor and outdoor athletic venues and facilities

For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on any Coastal Alabama Community College property. The College also prohibits littering the campus with remains of any tobacco products.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Student Fines: any Coastal Alabama Community College student found to have violated this policy shall be subject to the following fines:

- First student ticket – Warning
- Second student ticket - $25.00

A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full. Any student or employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

Student Work and Copyright

Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore student work is protected by copyright regulations. Faculty should have written permission from the student copyright holder to use their work. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student (specifying name, contact information, title of item[s], statement giving permission, and dates included). As previously stated students have the right to publish any of their own creative work and are entitled to 100% of the royalties for their work.

Food/Drink in Classroom Policy

Students should not eat or drink in any instructional areas without permission from the instructor responsible for that area. If students have a medical reason for needing to eat or drink during a class or lab, they should inform the instructor. Wherever students consume food or drink on campus, they should properly dispose of all waste in the receptacles provided. Leftover liquids should be emptied before cans or cups are placed in waste receptacles.

Clubs, Organizations and Social Activities

Leadership Organizations / Activities

Ambassadors Leadership Program (All Campuses) Ambassadors are a student leadership organization comprised of three chapters, Eagles, Sun Chiefs, and Warhawks, who are responsible for duties in their respective geographical areas of the College, yet serve the College and its communities as needed. The Ambassadors serve as hosts and hostesses for campus tours, organizations, and social functions and act as liaisons for public relations between the College and Community. This organization works in harmony with the Student Government Association, the Office of Recruitment, the President of Coastal Alabama Community College, as well as College faculty and staff.

Student Government Association (All campuses) The Student Government Association (SGA) is organized to provide a large measure of self-government. The Student Government operates under a constitution drawn up by students. The the development and implementation of programs and projects for the improvement of campus life and services rests with the Student Government Association. This body is the students' official voice in affairs of the College. They are urged to understand its purposes, to use their votes wisely, and to seek to become an effective part of the College. Finally, the success of this organization depends upon the dedication and cooperation of all members.

Student Organization President's Council (SOPC) (All Campuses) SOPC is comprised of presidents of various clubs and organizations on campus. They meet to discuss organization and athletic activities and to make sure all organizations are up-to-date on policies and procedures. SOPC meetings are useful in gaining feedback about student organization programs and the services the Student Activities Department offers.

Resident Assistants (Bay Minette and Brewton) Resident Assistants are chosen in the spring semester to serve as peer helpers in the resident halls for the following academic year. Applications can be found on the College website at the beginning of spring semester.

Resident Hall Association (RHA) (Bay Minette, Brewton) The Residence Hall Association is dedicated to promotion of campus life and resident life concerns.

Academic Organizations / Activities

Alpha Delta Nu Honor Society (All campuses) is sponsored by the Organization for Associate Degree Nursing (OADN). Coastal Alabama's Chapter is Eta Theta. Eta Theta promotes scholarship and academic excellence in the profession of nursing. The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Qualified students will be encouraged to apply.

Association of Computational Machinery (Bay Minette, Fairhope, Gulf Shores) is designed to advance the science and arts of information processing, promote the free interchange of information about the science, and to develop and maintain the integrity of the individuals engaged in the science and arts of information processing.

Chamber Singers is the transfer course available to all students who wish to continue singing choral music repertoire from the classics to vocal jazz. This is a required course for Vocal Music Majors and those receiving Vocal Music Scholarships. We perform for events on and off campuses. Scholarships are available.

CHEP (Culinary, Hospitality, Event planning, and Pastry) Club (Gulf Shores) promotes networking, travel, and scholarship opportunities for Hospitality Administration students.

College Bowl (Bay Minette, Monroeville, Thomasville) teams are composed of students interested in competing academically in a question-and-answer game with other teams from two-year colleges throughout the state. Membership is held in the Alabama Junior/ Community College Scholars' Bowl League which sponsors competitions throughout the year and a final competition for the statewide champion at the end of the year.

Engineering Club (All campuses) is aimed at aiding engineering pathways in their knowledge and experience in the engineering field. This organization is open to all students.

History Inquiry Society (All campuses) is a special interest club for students interested in learning more about history, locally and globally. Meetings will be on various campuses.

Jazz Band (Fairhope Campus) provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion of the course, students should be able to effectively participate in performances presented by the ensemble

Student Nurses Association (All campuses) is comprised of nursing majors. SNA works to provide opportunity for personal, intellectual, professional, and social growth of its members. The SNA participates in community service opportunities each semester. Each Nursing student is encouraged to cultivate leadership skills within the SNA and through membership in The National Student Nurses' Association and The Alabama Nursing Students' Association. The active SNA member is an individual aware of the issues, responsibilities and needs of Nursing profession and the public it serves.

Phi Beta Lambda (All campuses) is an honorary society designed to provide education and leadership experience for business students. Its aim is to encourage improvement in scholarship, promote civic and community responsibilities, and strengthen the confidence of members in themselves and their work. Membership is open to students in business-related fields with an overall grade point average of 2.0.

Phi Theta Kappa (All campuses) is the international honor society for two-year colleges. Membership in this organization is the highest honor attainable by students. Phi Theta Kappa is a scholarly fellowship which embraces community and junior colleges of the nation. The purposes of the society are to promote scholarship, to develop character, and to cultivate fellowship among the students. Membership is based on high scholastic standing, character, leadership, and service on the campus. Students earn invitations for membership by achieving a 3.5 G.P.A. or higher on twelve or more transferrable credit hours of coursework. Members may participate in the induction ceremony following their admittance into Phi Theta Kappa. Alpha Beta Lambda Chapter serves students on the Atmore and Brewton campuses; Phi Upsilon Chapter serves students on the Gilbertown, Thomasville, and Monroeville campuses; and Pi Psi serves students on the Bay Minette, Fairhope, and Gulf Shores campuses.

SkillsUSA (All campuses) is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and students who are preparing for careers in trade, technical, and skilled service occupations. SkillsUSA helps students to excel by providing the training for members to compete in technical contests and earn national recognition.

Sun Chief Sound is the transfer course available for students by audition only. This is a required course for Vocal Music Scholarship recipients. Students perform at local high schools, civic, and community events. Scholarships are available.

Technical Association of the Pulp and Paper Industry (TAPPI) (Thomasville) is one of only two chapters in the state. Membership is open to students interested in working in the paper and chemical industry. Monthly meetings are held which include speakers from local mills and plants. TAPPI membership provides members a world of flexible benefits and opportunities to create solutions through information sharing, knowledge development and interaction with other individuals working in the pulp, paper, and converting industries. Specific benefits for members include numerous periodicals, technical journals, and newsletters, access to www.tappi.org, opportunities to participate in a wide range of member groups, and special savings on all of TAPPI's products and services.

Athletic Organizations / Activities

Intercollegiate Athletics (Bay Minette, Brewton, Monroeville) Coastal Alabama Community College is a member of the National Junior College Athletic Association, which is composed of colleges throughout the

nation, and is a member of the Alabama Community College Conference, which is composed of public junior colleges and other junior colleges in the state. Coastal Alabama participates in intercollegiate men's and women's basketball, men's baseball, men's golf, women's volleyball, women's softball, and men's and women's tennis. The excellent coaching staff and athletic facilities at the College encourage student participation in varsity athletics.

Cheerleaders (Bay Minette, Monroeville) The Cheerleader applicants are evaluated, recruited, and selected by the official sponsor during the spring semester of each school year. Anyone who wishes to apply for Cheerleading must have and maintain a 2.0 overall grade-point average and attend Coastal full-time during the academic year of performance. The Cheerleaders perform at many school activities such as basketball games and career days throughout the year.

Intramural Sports Coastal Alabama offers intramural sport activities and opportunities.

Special Interest Organizations / Activities

Ally Coalition (Bay Minette) An awareness organization dedicated to the eradication of stereotypes and the promotion of tolerance with the LGBTQ community.

Art Club (All Campuses) The Art Club strives to promote the arts while creating art opportunities and forums for mutual exchange for Coastal Alabama students and members of the communities that we serve. We create exhibitions, host visiting artists, provide workshops, and take regular field trips.

Baptist Campus Ministries (Atmore, Bay Minette, Brewton, Gilbertown, Monroeville) BCM offers Bible study, creative worship, mission opportunities, and fellowship to all students regardless of denomination. Campus Ministries (Thomasville) This organization provides an opportunity for fellowship, Bible Study, service, and leadership development for students interested in Christian activities. Weekly meetings are held, and membership is open to all students regardless of denomination or religious background.

Campus Ministries (Thomasville) This organization provides an opportunity for fellowship, Bible study, service, and leadership development for students interested in Christian activities. Weekly meetings are held, and membership is open to all students regardless of denomination or religious background.

Circle K International (Monroeville) CKI is the world's largest student-led collegiate service organization and

seeks to build tomorrow's leaders through community service, fellowship, and leadership opportunities. The Monroeville Campus club is sponsored by the Kiwanis Club of Monroeville and is a member of the Alabama District of Circle K International.

Coastal Alabama Outdoors (All Campuses) This program, sponsored by the SGA, focuses on providing students with the opportunity to explore their communities through outdoor activities such as biking, running, camping, fishing, kayaking, paddle boarding, skiing, rock climbing, hiking, birding, and the like. All Coastal Alabama students are welcome to participate in planned activities.

Chiefs for Christ (Gulf Shores) This student led Bible study is hosted during the daily activity period.

Coastal Alabama Fishing Club (Bay Minette, Monroeville) This organization promotes recreational and competitive bass fishing while representing Coastal Alabama in area competitions.

Elated Voices of Triumph (Bay Minette) This choir is for those who enjoy fellowship through gospel music. The group entertains at campus events as well as out in the local communities. Anyone who enjoys gospel music is invited to join.

Fellowship of Christian Athletes (Bay Minette) The Campus Ministry is initiated and led by student-athletes and coaches on college campuses.

The KTW Storytelling Club (Thomasville) is affiliated with the National Storytelling Network and with Alabama secondary school Storytelling Clubs. This leadership organization promotes storytelling traditions and reading. Students plan and orchestrate activities and workshops, and hold a regional storytelling competition in collaboration with the Kathryn Tucker Windham Library and Museum.

Ladies Leading (Bay Minette) is a service minded organization design to empower women. The purpose of this organization is to ensure that young ladies on this campus are well-rounded, exude confidence, leadership, and have a sense of community through sisterhood.

NAMI on Campus (Bay Minette) is student-led organization that tackles mental health issues on campus by raising mental health awareness, educating the campus community, supporting students, and promoting services.

SAGE: Study Abroad and Global Education This program, sponsored by the SGA believes that education should be lived and experienced. SAGE seeks to provide Coastal Alabama students with opportunities to travel and

study abroad through college study programs and internships. All Coastal Alabama students are invited to participate.

Other Activities

Homecoming Court: A Homecoming Court is selected by popular vote on an annual basis by the student body. Each court consists of Freshmen Attendants and Sophomore Attendants. The Homecoming Court will be selected by popular vote by the student body. The sophomore female receiving the most votes will be crowned Homecoming Queen. The Court reigns during the homecoming basketball game and festivities. Criteria (1) An application must be submitted to the SGA Office by the posted deadline. (2) All students running for the Homecoming Court must clear campaign signs through the SGA Office or the Dean of Student Services and/or Designee.

Miss Coastal Alabama Community College: The Miss Coastal Alabama Community College is a scholarship program held annually with the purpose of choosing a representative for the College. Miss Coastal Alabama Community College is a preliminary for the Miss Alabama Scholarship Program. Students participating in the program must meet the following criteria:

1. Be in good standing with the College
2. Be a full time student at Coastal Alabama Community College
3. The student must refer to the Miss Coastal Alabama contract for additional criteria

Policies for Clubs and Organizations

The College is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campus a variety of interests as members of the academic community. They are encouraged to continue their interests in various campus clubs and organizations and to form new associations. All club projects are coordinated through the Student Government Association. Any club wishing to sponsor a project of any nature must secure approval by the Dean of Student Services or Designee a minimum of two weeks in advance of the project date. Every student is urged to join and become active in at least one club. Club membership will provide an opportunity for participation in campus life and will enable students to make a real contribution to their College. The membership, policies, and actions of a student organization will be determined by a vote of only those persons who are enrolled students. The sponsors shall be present at all regular and special meetings of the organization, or at any segment or committee meeting of the organization. With the exception of the SGA, sponsors may be chosen by the student organizations with the approval of the Dean of Student Services or Designee.

Student organizations are required to submit a statement of purpose, criteria for membership, a copy of the constitution and by-laws, and a current list of officers. Meetings of student clubs and organizations must be submitted to the Dean of Student Services or Designee for placement on the official school calendar. Campus organizations shall be open to all students without respect to race, creed, national origin, sex, or qualified disability. All clubs and organizations must conform to the laws and policies of the State of Alabama and the Student Government Association. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging nonattendance at classes or College activities without prior consent of proper College officials or by any action that might cause disrepute to a student, instructor, or College activity.

Organization Procedures

To establish a new club or organization on campus, the following steps must be taken: (1) Obtain from the Dean of Student Services or Designee an organizational form for new campus clubs and organizations; (2) Each organization must have a full-time faculty or staff member as an advisor; (3) Request recognition by the SGA by submitting to the Dean of Student Services or Designee a completed copy of the organizational form which must be signed by the faculty or staff advisor. Included with this should be a copy of the proposed constitution and by-laws; and, (4) Upon approval by the Student Government Senate, the SGA president will request recognition of the club or organization by the Dean of Student Services.

Tenure of Student Organizations

A student organization must meet the following criteria in order to continue receiving official recognition: (1) An annual report must be submitted to the SGA and the Dean of Student Service's Office (or Designee) in the month of March. (2) The annual report must show how the organization has continued to fulfill the original purpose, goals, etc., of their charter, constitution, and by-laws. (3) The SGA will be invited to recommend to the Dean of Student Services or Designee whether a particular student organization should be: (a) continued in good standing, (b) continued on probationary status for a specified period of time, (c) reorganized, or (d) disbanded. (4) The officers of the club and the SGA will be advised of the final decision on the annual report and the SGA's recommendations.

Policies Governing Social Events

Responsibility

It is expected that all social activities support standards of good taste. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests. Each organization shall do whatever is necessary to check student ID cards for admission to events. Sponsoring organizations will make necessary arrangements through the Dean of Student Services or Designee. College Police must be notified for on-campus activities. Sponsoring organizations are required to make necessary arrangements for physical needs with the Maintenance Department. Signatures of the advisor and Dean of Student Services or Designee are necessary on all job order requests. Any College organization planning a social event must register that event with the Dean of Student Services or Designee on the form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signature. Approved forms will be kept on file in the Dean of Student Service's Office. All College events, on or off campus, will be approved by the Dean of Student Service's or Designee only after the advisor has approved them.

- HOURS FOR EVENTS: Social events will be scheduled at a reasonable time that will not affect or hinder class attendance.
- ALCOHOLIC BEVERAGES: The College does not, under any conditions, approve of the use of alcoholic beverages. Public display, possession or the use of alcoholic beverages on campus is prohibited. No alcoholic beverage containers nor signs or other items referring to alcoholic beverages may be displayed on campus.
- CHAPERONES: Chaperones will be determined by the type of event. Normally, at least one faculty and/or staff member should be present. Events will normally be approved provided the organization sponsor has given prior approval on the standard form. The responsibility of the social event will rest entirely with the organization and its advisor/sponsor.

Hazing

Hazing is prohibited at Coastal Alabama. Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts and buffoonery, morally degrading or humiliating activities and other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of Coastal Alabama Community College. No club shall allow any of its members or other persons to participate in any hazing ceremony, activity or practice. It is also against the law in Alabama to participate or to allow participation in any form of hazing.

Quiet Week

Quiet Week will extend through the five class days immediately preceding final examinations. During this period, instructors are requested not to require activity which will take students from other classes. The purpose of "quiet week" is to allow students and faculty members to give full attention to preparation for final examinations. Students and student organizations are asked not schedule social activities during quiet week or during the week of final examinations.

Unauthorized Student Group Gatherings

Any and all students and/or persons participating in an unauthorized group meeting on the campus which creates a disturbance or causes destruction of College or personal property, or brings discredit to the College, shall be subject to disciplinary action and possible civil action. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity as spectators. Any student that can be identified personally by the College officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

Student Government Association

ARTICLE ONE: NAME

The Organization of the Student Body of this institution shall be known as the "Student Government Association of Coastal Alabama Community College." Coastal Alabama Community College may have multiple SGAs based on campus location and student interest.

ARTICLE TWO: PURPOSES

The purposes of this organization are to deal effectively with matters of student affairs, to promote good will and understanding between faculty and students, to control all matters which are delegated to the student government by the administration, to work with the administration in all matters affecting the welfare of the student body, to enact and administer such rules as are deemed necessary for the promotion of the welfare of the students, and to control and direct student activities in order that they may be conducted for the best interests of the student body as

a whole and to the credit of Coastal Alabama Community College. The SGA is served by a College advisor who aids the members in all endeavors.

ARTICLE THREE: MEMBERSHIP

1. All registered students are members of this organization and are subject to all rules and regulations enacted by this organization.
2. Only members of the Student Government Association shall be entitled to vote in elections concerning positions in this organization.

ARTICLE FOUR: GENERAL ORGANIZATION

The Student Government Association of Coastal Alabama Community College shall be organized into three branches: the Legislative, the Executive, and the Judicial.

ARTICLE FIVE: LEGISLATIVE BRANCH

1. All legislative powers granted herein shall be vested in a Student Senate whose membership shall be chosen from the student body of the two classes.
2. The freshman class and the sophomore class shall elect senators to the Student Senate.
3. Eligible voters for freshman and sophomore senators shall be all members of the student body at-large.
4. All vacancies occurring in the Student Senate before the fall semester elections, except during the summer semester, shall be filled in the fall semester elections.
5. All vacancies occurring shall be filled by appointment by the President of the Student Government Association until a special election is called or a regular election occurs.
6. During the summer semester, all SGA business shall be conducted informally by those officers and senators in attendance.
7. All Senators must maintain a specific GPA requirement and maintain full time student status. The position is forfeited if the criteria is not met.

PROCEDURE:

a. A majority of the membership of the Student Senate shall constitute a quorum to do business.

b. The Student Senate may determine the rules of its proceedings, punish its members for disorderly conduct, compel the attendance of absent members in such manner and under such penalties a the Student Senate may evoke, and with concurrence of three-fourths of the membership expel a member.

c. The Student Senate shall meet at least every two weeks during the school year, or at the call of the President of

the Student Government Association, or upon the written request of a majority of the membership of the Student Senate.

d. All enactments of the Student Senate, including changes in the Rules and Regulations of the Student Government Association, shall be passed by a majority vote unless otherwise specified in the Constitution.

DUTIES:

a. To set up permanent and/or temporary committees from within the Student Senate membership as it sees fit;

d. To approve by two-thirds vote of the Senators present and all voting members of the Executive Cabinet of the Student Government Association;

e. To override the veto of the President of the Student Government Association by a vote of two-thirds of the membership of the Student Senate;

f. To create or abolish any Executive Cabinet post upon recommendation by the President of the Student Government Association;

g. To enact or revise By-Laws of the Student Government Association;

h. To grant to all student organizations the privilege of establishment on the campus, and to set standards for the recognition of such organizations;

ARTICLE SIX: EXECUTIVE BRANCH

1. All executive powers granted herein shall be vested in a President of the Student Government Association.
2. The President of the Student Government Association shall be assisted by a Vice President, a Secretary, an Executive Cabinet, and an Inter-club Council as needed.
3. The President, Vice President, and Secretary of the Student Government Association shall be chosen for a term of one year in the spring semester elections and must be a full-time student and must maintain a specifc GPA with full-time student status. An officer forfeits the office if the criteria is not met.
4. Vacancies:

a. If the office of the President shall become vacant, it shall be filled by the Vice President.

b. If the office of Vice President shall become vacant before the fall semester elections, it shall be filled in the

fall semester elections, but if said office shall become vacant at any other time, it shall be filled by the President Pro-Tem of the Student Senate.

c. If the office of both President and Vice President should become vacant after the fall semester elections, the President Pro-Tem of the Student Senate shall assume the office of President unless the Student Senate shall see fit to call a special election to fill said vacancies.

d. If the office of either Secretary or Treasurer of the Student Government Association shall become vacant before the fall semester elections, it shall be filled in the fall semester elections, but if it should become vacant at any other time, the President of the Student Government Association shall fill the vacancy by appointment.

e. In cases of impeachment, the impeached is subject to immediate expulsion from the Student Government Association by three-fourths vote of the Student Senate and approval by the President when the President is not being impeached. In cases where the President is being impeached, the Vice President shall act as president.

PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To execute the Rules and Regulations enacted by the Student Senate;
2. To call and preside over meetings of the Executive Cabinet;
3. To appoint all members of the Executive Cabinet with the approval of two-thirds of those voting in the Student Senate;
4. To remove at will any member of the Executive Cabinet;
5. To recommend that the Student Senate create or abolish Executive Cabinet positions;
6. To fill all vacancies in the Student Senate occurring after the fall semester elections;
7. To call special meetings of the Student Senate;
8. To bring before the Judicial Branch of the Student Government Association charges against any Student Senate approved organization for violation of provisions governing the regulation of such organization;
9. To sign or veto acts of the Student Senate. If the President does not veto any act of the Student Senate within ten days after its passage, such acts shall become valid without the President's signature;
10. To have published prior to all elections, including notice of such vacancies as are to be filled in said elections;
11. To serve as ex-officio member of the Student Senate;

12. To require, when requested, a written interpretation from the Judicial Branch on any provision of the Constitution or the Rules and Regulations of the Student Government Association; and
13. To execute all duties found in this Constitution and the Rules and Regulations of the Student Government Association.

VICE-PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To execute the duties of the President of the Student Government Association in the absence of the President;
2. To preside over all meetings of the Student Senate and to cast a vote in the Student Senate in the case of a tie;
3. To perform such duties as the President of the Student Government Association may assign; and
4. To appoint the members of all committees of the Student Senate and serve as ex-officio member of all such committees.

SECRETARY OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To serve as Recording Secretary of the Executive Cabinet;
2. To serve as clerk of the Student Senate;
3. To handle correspondence;
4. To perform all other duties as may be given them by the President of the Student Government Association; and
5. The Secretary shall have the power to appoint secretarial assistants subject to approval by the Student Government President. Their duties shall consist of what the secretary deems necessary and all members are subject to removal at any time by the secretary.

ARTICLE SEVEN: EXECUTIVE CABINET

1. The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate present and voting, the following members of the Executive Cabinet who shall be responsible for the execution of their duties and who may be removed from office at any time by the President of the Student Government Association:
2. Membership on the Executive Cabinet shall be governed by the following qualifications:

1. a. The grade-point requirements for members of the Cabinet shall be 2.0.

2. The duties of the members of the Executive Cabinet shall be as follows:

a. To serve as advisers to the President of the Student Government Association and to aid in planning the policy for the Executive Branch of the Student Government Association;

b. To execute, under the supervision of the President of the Student Government Association, all Rules and Regulations of the Student Government Association;

c. To meet at least monthly with the President of the Student Government Association or at their request;

d. To appear before the Student Senate, when requested, to discuss student affairs and to answer all questions from members of the Student Senate concerning their respective Cabinet departments; and e. To appoint as many assistants as each department director feels is necessary for the proper functioning of his/her department, and to inform the President of said appointments.

ARTICLE EIGHT: INTER-CLUB COUNCIL

Membership on the Inter-Club Council shall be as follows:

1. a. The President of the Student Government Association, who shall serve as Chairman;
2. b. The Director of Social Activities, who shall serve as Co-Chairman; and c. Two Representatives from each of the recognized clubs and/or extracurricular activities.

The Inter-Club Council shall meet at least monthly or at the call of the Chairman.

ARTICLE NINE: JUDICIAL BRANCH

1. All Judicial power granted herein shall be vested in a Judicial Body composed of two faculty members and three student members, who shall be appointed by the President of the Student Government Association and approved by a two-thirds vote of the membership of the Student Senate. The faculty members shall be selected for approval by the faculty senate. A faculty member shall act as chief justice and vote only in case of a tie.
2. All members of the Judicial Body shall take office when needed upon appointment by the President and shall serve for a period of one year or until their successors are appointed.
3. The Judicial Body shall have the following duties:

a. To have sole jurisdiction in all cases involving the interpretation of the Constitution and the Rules and Regulations of the Student Government Association;

b. To have jurisdiction in all cases involving offenses against the provisions of this Constitution or the Rules and Regulations of the SGA;

All decisions of the Judicial Body shall be decided by a majority vote of its membership.

ARTICLE TEN: GENERAL ELECTIONS

1. The schedule for elections shall be as follows:

a. The election of Student Government Officers and Sophomore Senators shall be held in April, and the election of Freshman Senators and Senators-at-large shall be in September.

b. All appointments for Executive Cabinet and the Judicial Body must be completed within two weeks after the fall semester elections.

c. All special elections shall be held on a date designated by the President of the Student Government.

d. The President of the SGA, upon approval of two-thirds of the members voting in the Student Senate, may change the above date for elections.

2. Election procedure shall be as follows:

a. All applications and elections will be handle via myCA

3. Voting qualifications shall be as follows:

a. All members of this organization are eligible to vote in the fall semester elections by virtue of being a registered student of this College.

b. All members of this organization are eligible to vote in any special election affecting all of the student body.

4. Qualifications for candidates for officers shall be as follows:

a. All candidates except those seeking the SGA presidency must have either a 2.0 overall average or a 2.5 average for the preceding semester. Those candidates seeking the presidency must possess a 2.5 overall average.

b. All candidates must be full-time sophomore students at this College during the next academic year.

c. All freshmen running for office in the fall semester elections must be enrolled full-time with this College.

5. The Elections Committee shall see that all candidates meet the qualifications set forth in this Constitution.

6. All candidates elected in the spring shall take office one month prior to the end of the spring semester.

ARTICLE ELEVEN: SCHOOL ORGANIZATIONS

The procedure for any group wishing to organize on campus shall be set forth in a By-Law, which must be approved by two-thirds of the Student Senate.

ARTICLE TWELVE: RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution.

ARTICLE THIRTEEN: METHOD OF AMENDMENT

1. All amendments to this Constitution must be proposed by one of the following methods:

a. By a majority vote of the membership of the Student Senate; or

b. By a petition presented in writing to the President of the Student Government Association carrying the signatures of ten percent of the membership of the student body.

Residence Halls

General Information & Residence Requirements

Residence Hall living at Coastal Alabama Community College will be a unique experience for many students and can prove to be both educational and enjoyable. Rules are inherent in all group living situations because sound laws and regulations provide order essential to personal freedom and achievement. By selecting Coastal Alabama, a student also selects the standards and regulations of the College. Student housing is available on the Bay Minette and Brewton Campuses. Students should refer to the Residential Hall Student Handbook and the current Housing Contract for specific rules and regulations pertaining to resident students.

Rules and Regulations

All students residing in College housing are required to retain their residence for the entire academic year, or the remaining portion thereof. Students are required to be full-time (minimum of 12-15 credit hours) each academic term. Nine of the 12-15 credit hours must be seated classes - unless program requirements or course descriptions are otherwise stated. See the Residence Hall Contract for additional requirements.

Contract Buyout Policy

A residential housing contract buyout may only occur before the spring semester when a student does not fit the current criteria for release of contract, i.e., marriage, documented medical necessity, military service, or graduation midterm (less than 12 credit hours remaining on the student's degree plan). Contract Buyouts can only be considered when the demand for housing exceeds occupancy. Residents may apply to terminate their housing contract by submitting a written request.However, applying for a contract buyout does not guarantee an automatic release from the Housing Contract. The contract buyout request will be reviewed by the Director of Housing or the Dean of Enrollment Management. The student's account must be in good standing. The College must have an applicant prepared to move into the unoccupied space and financially ready to pay no less than the down payment due on the room for the term. At such time, the contract buyout requestor, if approved, can pay the $500 buyout fee, and then the student may be released from the Housing Contract. Regardless of the timing for the buyout request, there will be no refund given for the fall semester payment, other than as stated in the Alabama Community College System Board of Trustees Policy 327.01.

Coastal Alabama Community College scholarship athletes seeking a residential contract buyout must submit documentation from their coaches signfying release from their current scholarship.

Coastal Alabama Community College considers the Residence Life Housing Contract to be a legally binding document on the part of the student and College.

Student Process for Housing Community Standards And Policies (CSAP) Violations, Hearings and Appeals

Violations of Housing Policy that do not fall under the Student Code of Conduct will be addressed by Housing staff within a specific Hearings and Appeals process known as the Community Standards and Policies (CSAP). A list of violations and their corresponding sanctions and/or fines can be found in the Student Housing Handbook

online at http://www.coastalalabama.edu/housing/. The following is an outline of the Housing Community Standards and Policies (CSAP):

- Incident Report reviewed by Housing Staff Member
  - A professional staff member reviews the report and requests any additional information needed The staff member also adds to the report any possible policy violations that may apply to the incident
    - Letter of warning sent; no further action needed from student
    - Student Life conduct hearing scheduled
      - A student may have a conduct hearing scheduled with the Student Code of Conduct Officer if:
        - The student is an CACC student, but not a resident in College housing
        - The incident was severe and may result in suspension or expulsion from CACC
        - For more information about the Student Life conduct process please visit the Student Catalog and Student Code of Conduct.
- Housing and Residence Life CSAP hearing scheduled
  - The student will receive an email with information about the date/time of the CSAP hearing, as well as a list of the possible policy violations.
  - After the Hearing is held there will be two possible outcomes.
    - Student is not found responsible for a policy violation
      - The student will receive an email letter containing this information and will not need to take any further action
    - Student is found responsible for a policy violation and assigned sanction(s)
      - A student found responsible for a policy violation will be assigned sanctions. A sanction may relate to the student's status as a resident in College housing.
      - A sanction may require follow-up action on the part of the student
      - For more information about possible sanctions, refer to the Sanctions section of the Housing Handbook
- Sanctions
  - Student completes assigned sanction(s) by the deadline

- A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action
- If all sanctions are completed by the assigned deadline, the CSAP hearing process is finished and no further action is needed
  - Student does not complete sanction(s) by the deadline
    - A student who does not complete a sanction may need to attend another CSAP hearing or may be assigned additional sanctions (such as an extension of probation)
  - Student appeals sanction of suspension/eviction/contract termination
    - A resident has the right to appeal a housing CSAP decision.
      - This is the only opportunity for appeal.

      - All appeals of Housing Staff decisions are made online.
        - The resident has 2 business days from the notice of sanction to appeal via a provided online link.
        - In the event that any technical problems preventing online appeal submission, the resident is responsible for submitting a written appeal to Housing and Residence Life within in the 2 business day window for an appeal.
          - The resident can bring a hard copy of their appeal statement to the Housing Department in Memorial Hall or email the appeal statement to housing@coastalalabama.edu in the event of technical difficulty.
    - The online appeal must specify in detail the grounds on which the appeal is based.
  - After submitting an appeal, the resident will be contacted to arrange an appeals meeting with the CSAP Appeals Board.
    - The resident may present documents and to bring witnesses to present statements to the person hearing the appeal.
      - The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.

- There are three possible outcomes from the appeals process:
    - The Housing CSAP Appeals Board may decide to uphold the original decision and sanction, which means the student is still evicted from housing
    - The Housing CSAP Appeals Board may decide to uphold the original decision and add additional sanctions
    - The Housing CSAP Appeals Board may decide to overturn the original decision and sanction(s), which means the student is not suspended/evicted from housing and may continue to live on campus
    - Appeal Decisions will be provided in writing

Student Code of Conduct

Coastal Alabama Community College strives to maintain an educational community that fosters the development of students who are ethical, civil and responsible. Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling in the College. All are expected to maintain conduct which assures orderly pursuit of educational goals, positive regard for the rights of others, and a safe environment. The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at Coastal Alabama Community College.

Student Bill of Rights

The College assumes that entering students are adults who have developed mature behavioral patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. All college students are expected to conduct themselves on all occasions in an appropriate manner. They are expected to maintain a high standard of honor and personal conduct. College is a period of preparation both for the attainment of excellence in one's chosen academic discipline and for a position of responsibility and leadership in society. In order to preserve an environment conducive to the academic and personal development of its members, an educational community must have a Code of Student Conduct to which its members adhere. By becoming a member of an educational community, a student does not forfeit any rights of citizenship. Accordingly, the College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Code of Student Conduct. Violation of this code will result in disciplinary action against the student.

The College reserves the right to dismiss any student whose on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All personal conduct of students is subject to college jurisdiction, regardless of where the conduct occurs. The College will strive to protect students' individual freedoms and rights as listed below:

- Freedom of speech and expression;
- Freedom of assembly;
- Freedom of inquiry;
- Freedom from all acts of violence;
- Freedom from interference with the learning experience/ educational environment;
- Freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;
- Freedom from destruction or theft of personal property;
- Right to substantive and procedural due process in all college disciplinary proceedings;
- Right to petition for redress of grievances;
- Right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and
- Right to equitable and fair governance.

Jurisdiction of the College's Student Code of Conduct

The college Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The administration may also regard actions off-campus, which threaten or harm larger community welfare as occasions for disciplinary action either through normal conduct proceedings or administrative decision. The Student Conduct Administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis.

Rights and Responsibilities during the Student Conduct Proceedings

Responding Student Rights. Students responding to student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the alleged violation(s) and alleged misconduct.
2. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
3. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
4. To request reasonable accommodations through ADA to participate in these proceedings.
5. To have a reasonable length of time to prepare a response.
6. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
7. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
8. To be afforded privacy.
9. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
10. To appeal a decision based on approved grounds.

Complainant Student Rights. Students submitting student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the violation(s) and alleged misconduct.
2. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
3. To request reasonable accommodations through ADA to participate in these proceedings.
4. To have a reasonable length of time to prepare a response.
5. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
6. To be afforded privacy.
7. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
8. To appeal a decision based on approved grounds.

Academic Conduct Process

Coastal Alabama Community College expects all members of its academic community to perform according to the highest ethical and professional principles.

Academic grievances include, but are not limited to, such conduct as academic dishonesty, grade disputes, unfair grading, and instructor disputes.

Steps for addressing an academic grievance:

1. The student is to discuss the grievance with his/her instructor. Students should attempt to resolve grievances prior to start of final exams in the semester for which the grievance has occurred. The instructor is to respond to the student with a decision regarding the grievance within 5 business days.
2. If the student does not agree with the resolution, the student may submit the grievance and results of the instructor's resolution to the appropriate Division Chair using the Grievance Appeal Form. Division Chair contact information is listed in the course syllabus. The Division Chair is to respond to the Grievance Appeal within 5 business days.
3. If the student is not satisfied with the response of the Division Chair, the student may forward the appeal to the appropriate Instructional Officer within 5 business days from receipt of the Division Chair decision. The Instructional Officer will respond to the student within 5 business days. The Instructional Officer's decision is final.

Academic dishonesty includes but is not limited to:

- Cheating– The use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information;
- Plagiarism– Claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas;
- Fabrication– Presenting as genuine, falsified data, citations, or quotations;
- Abetting– Helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as his/her own;
- Misrepresentation– Falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

Disciplinary actions for academic dishonesty range from:

- a grade of "F" or a "0" for the respective assignment or test;
- an "F" (failure) for the respective course;
- resubmission of an assignment or retaking a test;
- a reprimand in writing with clear consequences for subsequent incidents;
- impose other similar sanctions designed to preserve academic integrity.

The student must be given written notice by the course instructor addressing the academic misconduct before disciplinary action can be applied. The student is to be given the opportunity to prove he/she did not perform the act of academic dishonesty prior to imposing disciplinary sanctions.

If the instructor feels the College's Code of Conduct has been breached, the misconduct may be referred to the Student Conduct Administrator for disciplinary review. Only the Student Conduct Administrator may suspend or expel a student.

Student Conduct Process

Coastal Alabama Community College strives to maintain an educational community that fosters the development of students who are ethical, civil, and responsible. Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling in the College. All are expected to maintain conduct which assures orderly pursuit of educational goals, positive regard for the rights of others, and a safe environment. The following is a summary and explanation of the rights, responsibilities, and rules governing student *conduct* at Coastal Alabama Community College.

A. Jurisdiction of the College's Student Code of Conduct

The college Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending. The administration may also regard actions off-campus, which threaten or harm larger community welfare as occasions for disciplinary action either through normal conduct proceedings or administrative decision. The Student Conduct Administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on an individual basis.

A student must disclose to the Office of Student Conduct any arrests or convictions for a criminal offense—excluding minor traffic violations that do not result in an arrest or injury to others—that occurs after the student is first admitted to the College. This disclosure obligation applies to all arrests and convictions described above that occur inside or outside the State of Alabama at any time, regardless of whether the College is in session at the time. Such disclosures must be made within seven (7) calendar days of the arrest or conviction, whichever occurs first. If the arrest or conviction involves a juvenile proceeding, the Student has been granted youthful offender status, or the conviction has been sealed, expunged, or overturned, the Student is not required to disclose the arrest or conviction.

Failure to comply with this disclosure obligation without a valid legal basis for doing so shall be deemed a violation of the Code of Student Conduct.

B. Rights and Responsibilities during Student Conduct Proceedings

Responding Student Rights. Students responding to student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the alleged violation(s) and alleged misconduct.
2. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
3. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
4. To request reasonable accommodations through ADA to participate in these proceedings.
5. To have a reasonable length of time to prepare a response.
6. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
7. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
8. To be afforded privacy.

9. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
10. To appeal a decision based on approved grounds.

Complainant Student Rights. Students submitting student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the violation(s) and alleged misconduct.
2. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
3. To request reasonable accommodations through ADA to participate in these proceedings.
4. To have a reasonable length of time to prepare a response.
5. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
6. To be afforded privacy.
7. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
8. To appeal a decision based on approved grounds.

C. Student Conduct Process

Any student whose presence poses a threat of danger to persons or property or a threat of disruption to the academic process may be immediately removed from campus by the Dean of Student Services or Campus Police. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police. Any student who is removed from campus, must contact campus police before returning to campus for hearing.

Step 1: Complaint is filed with the Student Conduct Office (Online Form)

A complaint can be submitted by any member of the campus community. This can include student, faculty, staff, campus police, or visitor.

Step 2: Investigate

After receiving a complaint, a Student Conduct Administrator will begin an investigation. The SCA will schedule a preliminary conference with the respondent to determine if a violation has occurred. If it is determined that a violation has occurred and there is evidence to proceed, case will move to a *Preliminary Hearing Conference*, if not case will remain open as an *Unverified Report.* Both the complainant and the respondent have access to the file.

Step 3: Preliminary Hearing Conference vs. Administrative Formal Hearing

After the investigation is complete, the respondent will be notified in writing via student email of the time and date of their preliminary hearing. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, trusted adult. Advisors cannot speak during the hearing but may serve as a comfort to the student.

Two Resolution Options: Administrative Decision or Administrative Formal Hearing

Administrative Decision
-- **Accepting** *Responsibility* or disposed
by the mutual consent of all parties involved.

Student(s) accept(s) responsibility for violating the Code of Student Conduct. SCA will keep the case and determine appropriate sanctions with no opportunity for appeal. Student will receive written notification of the outcome of the hearing.

Administrative Formal Hearing- **Not Accepting** *Responsibility*

If the student(s) do not accept responsibility and the matter cannot be disposed of by mutual consent, an Administrative Formal Hearing will be scheduled. The SCA who investigated the case will step aside and a new Student Conduct hearing officer will be assigned to hear and decide the case and appropriate sanctions. Student will receive written notification of the outcome of the hearing.

After the Preliminary Hearing Conference is complete, the respondent will be notified in writing via student email of the time and date of their administrative formal hearing. The student is encouraged to submit evidence and/or witness statements on their behalf. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, trusted adult. Advisors cannot speak during the hearing but may serve as a comfort to the student. The student will receive written notification of the outcome of the hearing and steps for appeal. When the student is notified of the decision of the Administrative Formal Hearing, that student will have 72 hours to submit a request for an appeal.

Step 4: Appeal Process

The Code of Student Conduct provides students the right to appeal the decision of the Administrative Formal Hearing. However, the Code provides specific grounds upon which students can appeal:

- Procedural error.
- Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body; or
- Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

When the student is notified of the decision of the Administrative Formal Hearing, that student will have 72 hours to submit a request for an appeal.

Step 5: Student Conduct Appeals Committee

The Code of Student Conduct provides students the right to an appeal. If an appeal is granted, the case will be heard and decided by the Student Conduct Appeals Committee. This committee is made up of College faculty, staff and students.

This decision is final. Notification of outcome must be provided to both the complainant and respondent.

Step 6: Exit/Entrance and Continuing Counseling

After the final decision has been made, the student(s) should meet with a College counselor to discuss future academic plans, additional services and community referrals (as needed). This applies to both the complainant and respondent.

D. Conduct

Category 1: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

1.1 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, on or off campus.

1.2 Disrespect (harassment, non-compliance, defamation, and obscenity) for a college official while carrying out their official job responsibilities.

1.3 Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself and present College ID to these persons when requested to do so.

1.4 Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. The display, on campus, of any alcoholic beverage in the original container by anyone, regardless of age.

1.5 Use of tobacco, e-cigarette, smokeless tobacco or like product on campus.

1.6 Participation in any form of gambling.

1.7 Violation of policies set forth in the Residence Life section of the Student Handbook.

1.8 Littering is strictly prohibited on all campuses

Category 2: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

2.1. Habitual or egregious Category I violations.

Acts of dishonesty, including but not limited to the following:

Cheating, plagiarism, or other forms of academic dishonesty as outlined in the student handbook.

2.2. Furnishing false information to any college official, faculty member, or office.

Forgery, alteration, or misuse of any college document, record, or instrument of identification.

Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.

2.3. Physical, mental, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.

2.4. Sexual misconduct such as sexual harassment, sexual exploitation, sexual assault, stalking, intimate partner violence, cyber misconduct, or any other sexually related unwanted behaviors. (See Title IX and Sexual Misconduct Policy)

2.5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.

2.6. Hazing and/or Bullying, defined as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. The express or implied consent of the victim will not be a defense.

2.7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises, including trespassing.

2.8. Making, transmitting or promotion of any video, audio or data recording which is reasonably determined to be of an obscene, profane, abusive, indecent, or violent nature which bring disrepute to the College or any student or employee of the College.

2.9. Violation of any federal, state or local law.

2.10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, or possession of drug paraphernalia except as expressly permitted by law.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).

2.11. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

2.12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.

2.13. Arson or other intentional setting of fires or misuse of alarms or equipment.

Abuse of the Student Conduct System, including but not limited to:

Failure to obey the notice from Student Conduct Staff or college official to appear for a meeting or hearing as part of the Student Conduct System.

Falsification, distortion, or misrepresentation of information before Student Conduct Staff.

Disruption or interference with the orderly conduct of a Student Conduct proceeding.

2.14. Institution of a Student Conduct proceeding in bad faith.

Attempting to discourage an individual's proper participating in, or use of, the student conduct system.

Attempting to influence the impartiality of a member of Student Conduct Staff and/or the Student Conduct proceeding.

Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Staff prior to, during, and/or after a Student Conduct proceeding.

Failure to comply with the sanction(s) imposed under the Student Code.

E. Sanctions

1. Sanctions for Category 1 Violations:

One or any combination of sanctions, as appropriate:

- **Administrative Letter of Reprimand-**A written letter from the Student Conduct Administrator. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.

- **Probation**- A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions

- **Restitution**- Repayment for theft or damage
- **Fines**-Monetary payments for violations
- **Discretionary Sanctions**-Seminars or mentoring, research project or service to the College
- **Building/Facility Suspension**-Suspension from a building or space on campus
- **Contact parents**- FERPA permits a college to notify parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

2. Sanctions for Category 2 Violations:

Any combination of sanctions for Category 1 Violations, including:

Class Suspension- class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in *(certain activity)*

- Subject to random drug screenings
- Restricted from certain campus areas or buildings

Dismissal- A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

3. Determining Sanctions: Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm

- The student's intent

- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

F. Violation of Law and College Conduct

Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

G. Interim Sanction (IS), No Contact Order (NCO) and No Contact Agreement (NCA)

Coastal Alabama is committed to providing support and resources to any student who may be the recipient of violence, assault and persistent unwanted or harassing contact by another student. Any student whose presence poses a threat of danger to persons or property or a threat of disruption the academic process may be immediately removed from campus by the Dean of Student Services. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police and the Judicial Officer will conduct an expedited hearing. Any student who is removed from campus must contact campus police before returning to campus for preliminary hearing conference. It may become necessary for the College to formalize an arrangement between two students to no longer have contact with one another other than that which is necessary for either party to continue their academic pursuits. Such an arrangement is designed as a protective measure to help mitigate the potential for future problematic interactions between the two students.

- *Interim Sanction (IS)* is a directive from the Dean of Students or the SCA removing a student from campus in advance of a preliminary hearing conference.
- *No Contact Agreement (NCA)* is a mutual agreement between two students who voluntarily affirm that they will not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.

- *No Contact Order (NCO)* is a directive from the Office of Student Conduct indicating that two students may not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.

1. A No Contact Order is an official College notice from the Office of Student Conduct restricting two Coastal Alabama Community College students from initiating contact with each other.
2. A No Contact Order may be issued a measure protecting the safety of the complainant or in response to a student who has been found responsible for an interpersonal violence offense and who is returning to campus following a period of suspension.
3. A No Contact Order remains in place until it has been terminated, in writing, following a determination that the arrangement is no longer warranted or necessary.

Conduct Violations
Category 1: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

1.1	Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, on or off campus.
1.2	Disrespect (harassment, non-compliance, defamation, and obscenity) for a college official while carrying out their official job responsibilities.
1.3	Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself and present College ID to these persons when requested to do so.
1.4	Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. The display, on campus, of any alcoholic beverage in the original container by anyone, regardless of age.
1.5	Use of tobacco, e-cigarette, smokeless tobacco or like product on campus.
1.6	Participation in any form of gambling.
1.7	Violation of policies set forth in the Residence Life section of the Student Handbook.

Category 2: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

2.1. Habitual or egregious Category I violations. (How many is considered habitual/egregious?)

2.2. Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty as outlined in the student handbook.
- Furnishing false information to any college official, faculty member, or office.
- Forgery, alteration, or misuse of any college document, record, or instrument of identification.
- Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.

2.3. Physical, mental, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.

2.4. Sexual Misconduct, which includes, but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying, cyber-bullying, aiding or facilitating the commission of a violation, and retaliation (See Sexual Misconduct Policy)

2.5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.

2.6. Hazing and/or Bullying, defined as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. The express or implied consent of the victim will not be a defense.

2.7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises, including trespassing.

2.8. Making, transmitting or promotion of any video, audio or data recording which is reasonably determined to be of an obscene, profane, abusive, indecent, or violent nature which bring disrepute to the College or any student or employee of the College.

2.9. Violation of any federal, state or local law.

2.10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, or possession of drug paraphernalia except as expressly permitted by law.

2.11. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

2.12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.

2.13 Arson or other intentional setting of fires or misuse of alarms or equipment.

2.14. Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the notice from Student Conduct Staff or college official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before Student Conduct Staff or Student Judiciary.
- Disruption or interference with the orderly conduct of a Student Conduct or Student Judiciary proceeding.
- Institution of a Student Conduct proceeding in bad faith.
- Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of Student Conduct Staff or Student Judiciary prior to, and/or the Student Conduct or Student Judiciary proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Staff or Student Judiciary prior to, during, and/or after a Student Conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

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Sanctions
1. Sanctions for Category 1 Violations:

One or any combination of sanctions, as appropriate:

- **Administrative Letter of Reprimand-**A written letter from the Student Conduct Administrator. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.
- **Probation**- A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions
- **Restitution**- Repayment for theft or damage
- **Fines**-Monetary payments for violations
- **Discretionary Sanctions**-Seminars or mentoring, research project or service to the College
- **Building/Facility Suspension**-Suspension from a building or space on campus

2. Sanctions for Category 2 Violations:

Any combination of sanctions for Category 1 Violations, including:

Class Suspension- class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in (certain activity)
- Subject to random drug screenings
- Restricted from certain campus areas or buildings

Dismissal- A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

3. Determining Sanctions: Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm
- The student's intent
- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

Violation of Law and College Conduct

Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Interim Sanction (IS), No Contact Order (NCO) and No Contact Agreement (NCA)

Coastal Alabama is committed to providing support and resources to any student who may be the recipient of violence, assault and persistent unwanted or harassing contact by another student. Any student whose presence poses a threat of danger to persons or property or a threat of disruption the academic process may be immediately removed from campus by the Dean of Student Services. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police and the Judicial Officer will conduct an expedited hearing. Any student who is removed from campus must contact campus police before returning to campus for preliminary hearing conference. It may become necessary for the College to formalize an arrangement between two students to no longer have contact with one another other than that which is necessary for either party to continue their academic pursuits. Such an arrangement is designed as a protective measure to help mitigate the potential for future problematic interactions between the two students.

- **Interim Sanction (IS)** is a directive from the Dean of Students or the SCA removing a student from campus in advance of a preliminary hearing conference.
- **No Contact Agreement (NCA)** is a mutual agreement between two students who voluntarily affirm that they will not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
- **No Contact Order (NCO)** is a directive from the Office of Student Conduct indicating that two students may not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.

- No Contact Orders issued after a finding of responsibility are most often binding only on the responding party. However, in limited circumstances, they may be mutual.
- A No Contact Order is an official College notice from the Office of Student Conduct restricting two Coastal Alabama Community College students from initiating contact with each other.
- A No Contact Order may be issued a measure protecting the safety of the complainant or in response to a student who has been found responsible for an interpersonal violence offense and who is returning to campus following a period of suspension.

- A No Contact Order remains in place until it has been terminated, in writing, following a determination that the arrangement is no longer warranted or necessary.

Waiver of Due Process

If a student(s) accepts responsibility of an offense that warrants disciplinary action by the Student Conduct Administrator and wishes to do so, that student(s) may waive the right to a hearing and accept the decision of the Student Conduct Administrator. Once the student(s) selects to waive their right to a due process hearing and an administrative decision is made, that decision is final with no appeal.

- Accepting Responsibility
- Disposed by Mutual Consent

Student(s) accept(s) responsibility for violating the Code of Student Conduct and complete a **Waiver of Due Process form**. The SCA will keep the case and determine appropriate sanctions with no opportunity for appeal.

Sexual Misconduct and Title IX

Coastal Alabama Community College does not tolerate sexual misconduct including but not limited to, sexual harassment, sexual assault, stalking, domestic violence, or dating violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will be subject to appropriate disciplinary action including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of conduct prohibited under this policy, and criminal prosecution or civil court actions may take place independently of any disciplinary action instituted by the College.

In light of these commitments, the College has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct allegations.

TITLE IX

Title IX is a comprehensive federal civil rights law, prohibiting discrimination based on sex or gender in the College's programs and activities. Title IX says:

"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."

In its early years of existence, Title IX was most often known for creating equity in sports programs. Since then, institutions became aware of other forms of gender inequity, most notably instances of sexual misconduct.

The College will respond to complaints or reports about conduct prohibited under this policy with measures designed to stop the behavior, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. Coastal Alabama Community College is committed to providing an inclusive environment, free from sexual and gender-based discrimination.

NONDISCRIMINATORY POLICY

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

The College encourages any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.

Any students or employees found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant, suspension or expulsion for said students and employees.

TITLE IX COORDINATORS

Any community member concerned about a Title IX violation should immediately contact the College's Title IX Coordinators:

Dean Vinson Bradley and Dr. Celeste Robertson

Student Judiciary Office

1900 Highway 31 S

Bay Minette, AL 36507

251-580-2103

Celeste.robertson@coastalalabama.edu

Vinson.bradley@coastalalabama.edu

The Senior Personnel Officer serves as the Title IX Coordinator for employee complainants. Employee complainants should be directed to the Senior Personnel Officer in person or by campus phone at 251-580-4898.

The Title IX Coordinators will be informed of all complaints or reports of violations of this policy and will oversee the College's centralized response to ensure compliance with Title IX and any other applicable Federal or State statute or regulation related to sexual misconduct on campus.

HOW TO FILE A FORMAL COMPLAINT

Formal complaints should be directed to the Student Judiciary Officer, electronically, in person, by phone, by postal service or electronic mail. Formal complaints can be submitted at 24 hours a day, 7 days a week.

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible to maximize the College's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the complaint or report, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The College shall also reserve the right to consider the complaint if the respondent should ever again attempt to become a student or employee of the College.

HOW THE COLLEGE RESPONDS TO A FORMAL COMPLAINT

GRIEVANCE PROCEDURES

1. **SCOPE OF THIS POLICY**

This policy governs the conduct of students, employees, and third parties while participating in any College's educational programs or activities regardless of the physical location of the occurrence, including but not limited to:

- Events occurring while involved in one of the College's educational programs or activities, regardless if determined to be on-campus or off-campus.
- Events occurring during College sponsored events and involving circumstances when the College exercises substantial control over the context of the alleged harassment and the persons accused of committing sexual harassment.
- Events occurring at any property officially recognized by the College or by a college organization or program.

2. **PROHIBITED CONDUCT**

Sexual Harassment- is determined to be any misconduct on the bases of sex.

At Coastal Alabama Community College, Sexual Harassment can include verbal behavior such as unwanted sexual comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior where such behaviors are severe, offensive, and so severe that it warrants immediate action.

Examples of such behavior include, but are not limited to:

- Quid Pro Quo- offering a benefit in exchange for sexual behaviors
- Unwelcomed Conduct- conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to a College program or activity.
- Sexual Assault, Domestic Violence, Dating Violence, Stalking as defined by the U.S. Department of Justice.

3. **DEFINITIONS**

Sexual Assault-The term "sexual assault" includes any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Domestic Violence-The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence- The term "Dating violence" covers a variety of actions, and can include physical abuse, physiological and emotional abuse, and sexual abuse. It

can also include "digital abuse", the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate a victim.

Stalking-The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant- A victim who has made a complaint of a violation of this policy, or on whose behalf a complaint was made or disciplinary action was initiated.

Respondent-The term respondent refers to the individual(s) who has been accused of prohibited conduct.

Third-party- The term third party refers to any individual who is not a College student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or residents). Being a third party does not preclude a person from coverage by this policy, even where the person may not be subject to internal disciplinary action by the College.

Consent- the voluntary, informed agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts.

4. **ESTABLISHING CONSENT**

Consent- In reviewing possible violations of sexual misconduct, the College considers consent as the voluntary, informed, uncoerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner knowingly, willfully, and affirmatively chooses to participate in the activity.

Consent is not present when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one person overcomes the physical limitations of another person; when the person against whom an action is taken is induced by fraud or deceit; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person lacks the capacity to consent.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.

- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent to any further activity.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Engaging in sexual activity with an individual who is unable to consent constitutes sexual misconduct.

5. **PRIVACY AND CONFIDENTIALITY**

The College is committed to protecting the privacy of all individuals involved in a report of a Title IX violation. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Requests for confidentiality may limit the College's ability to conduct an investigation. In some circumstances, the reporting responsibilities of College employees, or the College's responsibility to investigate, may conflict with the preferences of the complainant and/or respondent concerning privacy and confidentiality.

When a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that does not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), the Title IX requirements, or other applicable Federal or State laws or regulations.

6. **COMMUNITY RESOURCES**

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off-campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense.

In the event of an emergency, call 911

Coastal Alabama Campus Police 251-580-2222

Atmore Police Department: 251-368-9141

Baldwin County Sheriff's Office: 251-937-0202

Bay Minette Police Department: 251-580-2559

Brewton Police Department: 251-867-3212

Clarke County Sheriff's Office: 251-275-8156

Choctaw County Sheriff's Office: 205-459-2166

Escambia County Sheriff's Office, Atmore: 251-368-4779

Escambia County Sheriff's Office, Brewton: 251-867-0304

Fairhope Police Department: 251-928-2385

Gilbertown Police Department: 251-843-2766

Gulf Shores Police Department: 251-968-2431

Jackson Police Department: 251-246-4484

Monroeville Police Department: 251-575-3246

Monroe County Sheriff's Office: 251-575-2963

Thomasville Police Department: 334-636-2174

3. Area Hospitals:

North Baldwin Infirmary, Bay Minette: 251-937-5521

Thomas Hospital, Fairhope: 251-928-2375

South Baldwin Hospital, Foley: 251-949-3400

D.W. McMillan Hospital, Brewton: 251-867-8061

Grove Hill Memorial Hospital, Grove Hill: 251-275-3191

Monroe County Hospital, Monroeville: 251-575-3111

Atmore Community Hospital, Atmore: 251:368-2500

Crisis Centers:

Rape Crisis Center: 251-473-7273 / 251-928-9500: The Center provides immediate medical attention and counseling. This includes the collection of personal physical evidence and a blood test for sexually transmitted diseases. Counseling, on an on-going basis, is available after the incident.

Baldwin Mental Health Crisis Center 251-928-9500

Lighthouse Crisis Hotline 251-947-4393: A Beacon of Hope for Domestic Violence survivors serving Baldwin, Monroe, Conecuhand Escambia Counties in Alabama

Alabama Crime Compensation Commission: 1-800-541-9388

7. **OPTIONS FOR FILING COMPLAINT**

The College encourages all individuals to report any alleged or suspected violation of this policy to the appropriate Title IX Coordinator and to report potential criminal conduct to law enforcement. Anyone who seeks to make a complaint or report may:

- File a complaint or report with the Title IX Coordinators, thereby invoking the College's internal disciplinary process.
- Contact local law enforcement or the Coastal Alabama Campus Police department to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting persons are encouraged to seek assistance from support resources.

8. **INVESTIGATIONS AND DISCIPLINARY PROCEDURES IN GENERAL FOR THIS POLICY**

The College is committed to providing a prompt and impartial investigation of all alleged violations of this policy. During the disciplinary process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to be accompanied by an adviser of their choice, and to appeal. The College will concurrently provide both parties with written notification of the process, outcome, and of any appeal. About any proposed disciplinary action against a student or employee, the action shall be carried out following applicable student or employee disciplinary laws, regulations, policies, and procedures.

1. Responsibility to Investigate: To protect the safety of the campus community, the Title IX Coordinators may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The Title IX Coordinators may need to proceed with an investigation even if a complainant specifically requests that the matter

not be pursued. In such a circumstance, the Title IX Coordinators will take into account the complainant's articulated concerns, the best interests of the campus community, fairness to all individuals involved, and the College's obligations under Title IX.

This policy differs from Alabama criminal law. Proceedings under this policy may be carried out before, simultaneously with, or following civil or criminal proceedings off-campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

2. Assessment of Formal Complaints: The investigative process is initiated when the Title IX Coordinators receive a complaint or report of a violation of this policy. Title IX Coordinators will conduct an initial assessment and notify both the complainant and respondent of the following:

- Actual allegations: names, dates, location, misconduct resulting in violation
- Presumption of innocence
- May secure an advisor of choice
- Right to review evidence
- Copy of Code of Conduct
- Time frames for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.

3. Following the initial assessment, Title IX Coordinators may dismiss and refer to Student Conduct for review:

- If the Title IX Coordinators determine that the complaint, even if substantiated, would not meet the definition of sexual harassment.
- If the Title IX Coordinators determine that the complaint, even if substantiated, did not occur in the United States.
- If the Title IX Coordinators determine that the complaint is outside the scope of this policy, the Title IX Coordinators may refer the complaint to another office for review.
- If the complainant withdraws the complaint in writing to the Title IX Coordinator.
- If the Title IX Coordinators determine that the respondent is no longer employed or enrolled.
- If the Title IX Coordinators determines that the complaint cannot be substantiated.

If dismissed, the Title IX Coordinators must notify both the complainant and the respondent. The decision to dismiss can be appealed by both parties.

4. Cooperation with Investigation and Disciplinary Procedures: Coastal Alabama Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures, including the preservation of all material evidence by the alleged victim. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information and delaying or failing to make oneself available for meetings with College officials. It is understood that there may be circumstances in which a complainant wishes to limit their participation. If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached following the preponderance of evidence standard concerning all available credible evidence in support of or contrary to the alleged conduct, and the College will take such action or actions as are appropriate to findings supported by the evidence. The College will not, however, draw any adverse inference from a respondent's silence.

5. Consolidation of Investigation: The Title IX Coordinators have the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

6. Circumstances Relating to Misconduct Affecting Health or Safety: In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the College to carry out its essential operations is seriously threatened or impaired, the president or an authorized representative may summarily suspend, dismiss, or bar any person from the College, subject to a post-action review on the action taken by the College. In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate College authority.

9. DISCIPLINARY ACTION WHEN THE RESPONDENT IS A STUDENT

In addition to any criminal or civil actions that may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against the respondent(s). Persons found responsible for sexual assault may expect disciplinary actions up to and including

dismissal from the College. Policies and procedures contained in the Student Code of Conduct will be followed in all disciplinary procedures.

10. DISCIPLINARY ACTION WHEN THE RESPONDENT IS AN EMPLOYEE

In addition to any criminal or civil actions that may be pending or in process, the College reserves the right separately to pursue appropriate disciplinary action against the respondent(s). For violations of this policy by faculty or staff members, disciplinary penalties may include (following the employment laws, regulations, and policies governing the employee in question) counseling or training, written warning, formal reprimand, suspension with or without pay, demotion, or termination. The College also reserves the right to place an accused employee on paid administrative leave during the pendency of the investigation and/or hearing of an allegation of a violation of this policy.

11. DISCIPLINARY PROCEDURES WHEN ONE PARTY IS A MEMBER OF THE COLLEGE COMMUNITY AND THE OTHER PARTY IS A NON-MEMBER OF THE COLLEGE COMMUNITY

When a third party, (i.e., a non-member of our College community) is involved as a complainant or a respondent, the College will use disciplinary procedures that are appropriately modified based on the particular circumstances involved and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

12. OTHER INVESTIGATION AND RESOLUTION PROCEDURES

If a complaint or report of conduct prohibited by this policy is made against multiple individuals, an office, or the College in general, the Title IX Coordinators will review the matter and take appropriate action, following this policy. The Title IX Coordinators may conduct an investigation, using investigative and disciplinary procedures that are generally consistent with those stated in this policy, appropriately modified based on the particular circumstances involved.

13. REPORTING AND PRESERVATION OF INFORMATION

Each respective Title IX Coordinator will be responsible for the preservation of the records involved in every complaint received, and investigation and hearing conducted, under this policy and shall further be responsible for ensuring that all reports are made to such Federal and State agencies as are required to be notified under Title IX and related laws and regulations. In conjunction with ensuring that the required reports are made on a timely basis, the respective Title IX Coordinator shall notify the President of the appropriate reports having been made.

Student Records

Family Educational Rights and Privacy Act (Handbook)
(Buckley Amendment, 20 U.S.C. 1230, 1232G)

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

Student Records Policy

Coastal Alabama Community College compiles and maintains information about students which facilitates educational development of the student and effective administration of the College. To better guarantee the rights of privacy as provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, 20 U.S.C. 1230, 1232g), Coastal Alabama Community College has adopted the following policies and procedures:

General Policy

Coastal Alabama Community College shall not permit access to or the release of education records or personally identifiable information contained therein, other than

directory information as defined within the paragraph titled Directory Information, without the written consent of the student, to any party other than the following:

1. Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
2. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes;
4. In connection with a student's application for, or receipt of, financial aid;
5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
7. Accrediting organizations in order to carry out their accrediting functions;
8. Parents of a student who is a dependent for income tax purposes;
9. Pursuant to a lawful subpoena or court order;
10. Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedure outlined in this statement with the exceptions specified within the following paragraph.

Definition of Education Records

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
2. Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
3. Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

Definition of Student

For the purpose of this policy, "student" means any person who has been enrolled in and is attending or has attended any course offering of Coastal Alabama Community College. It does not include prospective students.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

1. Student's name, address, telephone number;
2. Dates of attendance;
3. The most recent previous educational agencies or institutions attended by the student;
4. Weight and height of a member of an athletic team;
5. Major and minor fields of study, degree desired, and classification;
6. Participation in officially recognized activities and sports; and/or
7. Degrees and awards received (i.e., Dean's List, Who's Who, etc.).

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should notify in writing the appropriate

campus Registrar, during the first three weeks of the respective semester or academic year. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Location of Records

The College has designated the following offices as responsible for student records within their respective areas of responsibility:

1. Instructional Affairs Office
2. Student Services Office
3. Business Office
4. Financial Aid Office

The administrators in the aforementioned offices shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records within such records official's area of responsibility, which listing shall indicate the location and general content of the records. Any student request concerning his or her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties, and requests for access by the student shall be directed to the appropriate records official. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student and, if an agreeable solution is not reached, the records official will refer the student and his challenge to the Dean of Student Services, who shall set a hearing within 10 days thereafter for final decision.

Access of Student Records to Students

The student is afforded the right to inspect and review, in the presence of a College staff member, any records, files and data directly related to the student. To inspect his or her personal folder or file, a student shall submit a written request to the appropriate records official signed by the student and, if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies shall be made and provided to the student.

Limitations on Access

The right of inspection of personal information described in the above paragraph does not include:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975. If such letters or statements are not used for purposes other than those for which they were specifically intended; or,
3. Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

Challenging the Contents of the Record

If, after inspecting his or her record, a student wishes an explanation or to challenge any part of the contents of such record, then the student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding paragraph titled Location of Records.

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained or that it should be deleted or revised or he may refer the matter to the hearing officer who shall set a hearing within 10 days thereafter for final decision. In the event any part of the challenged item is retained, the student shall be allowed to place a written explanation thereof in the file. A written decision shall be delivered or mailed to the student within 10 days from the date such hearing is concluded, either by the records official or the hearing officer.

Waiver of Access

A student or a person applying for admission may waive his or her right of access to confidential statements concerning that student's application for admission, financial aid, employment, honorary recognition or any other benefit made available by Coastal Alabama. The student may sign and return the waiver or may request a list of the names of persons who will be asked for recommendations as to such application prior to signing and returning such waiver or the student may decline to

waive the right of access. No such application shall be conditioned upon or prejudiced by the student's failure or refusal to sign such waiver.

Providing Records to Third Parties

The policy of Coastal Alabama Community College is to refuse access to student records to third parties without the written consent of a student except as provided within the preceding General Policy and Directory Information paragraphs. Any records pertaining to a student, which are not excluded by the provisions of the paragraph titled Definition of Educational Records, shall be released upon receipt of that student's written requests directed to the proper records official specifying the records to be released, the reason for such release, the person to whom the records are to be released, and whether a copy thereof is also to be furnished the student.

Transfer of Information by Third Parties

Any information released under the preceding paragraph shall be expressly conditioned upon the understanding that the party to which the information is being transferred will not permit any other party to have access to such information without the consent of the student. Such conditional understanding shall be in writing, and included in or attached to each release of information.

Record Access

Coastal Alabama shall maintain a record, kept with the education records of each student, which will indicate all parties (other than those specified within the paragraph titled General Policy) which have requested or obtained access to a student's education records. This record will indicate specifically the legitimate interest that each such party has in obtaining this information. Such record of access shall be available only to the student, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of the paragraph titled General Policy, 1 and 3, as a means of auditing the operation of the system.

Destruction of Records

Coastal Alabama Community College retains the right, if not otherwise precluded by law, to destroy records as a matter of policy. However, upon written request, a student shall be granted access to and copies of his or her records, which are not excluded by the provisions included within the paragraph titled Definition of Educational Records, prior to the destruction of such records. Without a request on file prior to destruction, no copy of records to be destroyed will be furnished to the student.

Emergency Contact Information

In case of a true emergency, call 911.

Coastal Alabama Police Department
251-580-2222 • 1-800-381-3722

Alabama Aviation Center at Brookley Field

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.
To report a crime or emergency call:
(a) 911
(b) College Police Department: (251) 580-2222
(d) The City of Mobile Police Department: (251) 208-1700

Building Security: The buildings at the Alabama Aviation Center will be secured as soon as possible after the office closes or after the last class of the day.

Atmore Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.
To report a crime or emergency call:
(a) 911
(b) College Police Department: (251) 580-2222
(c) Atmore Police Department at (251) 368-9141
Building Security: The buildings at the Atmore Campus will be secured as soon as possible after the office closes or after the last class of the day.

Brewton Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.
To report a crime or emergency call:
(a) 911
(b) College Police Department: (251) 202-1250
(c) Brewton Police Department: (251) 867-3212
Building Security: The buildings at the Brewton Campus will be secured as soon as possible after the office closes or after the last class of the day.

Fairhope Campus

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

(a) 911

(b) College Police Department: (251) 580-2222, or

(c) Fairhope Police Department: (251) 928-2385.

Building Security: All buildings on the Fairhope Campus will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Foley Career and Technical Facility

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

(a) 911,

(b) College Police Department: (251) 968-3103 or (251) 580-2222, or

(c) Foley Police Department: (251) 943-4431.

Building Security: All buildings at this facility will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Gilbertown Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

(a) 911

(b) College Police Department: (251) 580-2222

(c) Gilbertown Police Department: (251) 843-2766.

Building Security: The buildings at the Gilbertown Campus will be secured as soon as possible after the office closes or after the last class of the day.

Gulf Shores Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

(a) 911

(b) College Police Department: (251) 580-2222

(c) Gulf Shores Police Department at (251) 968-2431.

Building Security: The buildings at the Gulf Shores Campus will be secured as soon as possible after the office closes or after the last class of the day.

Monroeville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

(a) 911

(b) College Police Department: (251) 202-1240

(c) The Monroeville Police Department: (251) 575-3246.

Building Security: The buildings at the Monroeville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Thomasville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

(a) 911

(b) College Police Department: (251) 202-1239

(c) Thomasville Police Department: (334) 636-2174 .

Building Security: The buildings at the Thomasville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Off-Campus Sites

In compliance with the Campus Security Act of 1990, off-campus sites will establish linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:

- Local police will submit on a timely basis to the Regional Campus reports of all criminal incidents which occur at other campus sites.
- College Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
- Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.

Coastal Alabama Safety & Security

Safety and Security Policy

Coastal Alabama Community College provides a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer or

employee of Coastal Alabama Community College, who is not authorized by employment or by status as a student of Coastal Alabama Community College to be on campus or at any other facility owned, operated or controlled by the governing board of Coastal Alabama Community College, or who does not have legitimate business on the campus or facility, or any other authorization, license or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct or activities of such facility, may be directed by an official of the College to leave the campus or facility. If the person fails to do so, trespass charges may be made by Coastal Alabama Community College through the College Police as well as local law enforcement agency or court.

College Disturbance Policy

Definition of College Disturbance: Any activity on any campus which does any of the following:

1. Violates the law;
2. Disrupts the orderly process of the institution; or Endangers the life or property of the individual or the College.
3. Notification Method: notify College Police at 251-580-2222

Parking and Driving Regulations

Registration

Any student who drives a car or a motorized vehicle on the campus, day or night, must abide by state laws and must secure a parking decal online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car. All students must abide by the following regulations.

Regulations

1. Speed limit will not exceed 15 m.p.h. on campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitors to the campus, including students who drive an unregistered car on a temporary basis, must obtain a visitor's parking permit from the College Police Office or the administrative office of the respective campus.
4. The College reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on the campus.
5. The College assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on the campus.

6. City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
7. Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
8. Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines or specific signs.
9. Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
10. Double parking is prohibited. Double parking is parking across the line, either to the side or the back or front of the vehicle.
11. The registered driver of a vehicle is responsible for all citations issued to the vehicle.
12. Decals are registered to individual vehicles and shall not be transferred to other vehicles.
13. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicles; any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle. The College shall not be liable for any damage to such vehicle occurring during removal or impoundment.

Violations and Fines

All traffic fines are paid and/or appealed online through the Coastal Alabama Community College website under the Student>Safety section. All fines are doubled if not paid within 30 days from the date shown on the ticket. Appeals made after 5 days will not be considered. The following schedule of penalties will be applied to violators of these parking regulations.

$25 Fines:

- No Decal
- Decal improperly displayed
- Unauthorized parking in visitor areas
- Improper parking
- No parking zone
- Stop Sign violation
- Smoking violation
- Unauthorized parking in Faculty/Staff parking areas
- Excessive noise from vehicle (city and campus noise violation)

- Unauthorized parking in Administration Only/ Authorized College Vehicle parking areas

Fines for other violations:

- Reckless driving and/or speeding – $25.00 minimum
- Unauthorized parking in handicap areas – $100.00

Vehicles violating parking regulations may be wheel locked or towed away. Wheel locking fee is $50.00 plus cost of fine. Towing cost will be assessed by wrecker service.

College Police Reports
Disclosure of Campus Police Policies and Statistics

The information contained in this disclosure document is provided by Coastal Alabama Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Dean of Operations.

Emergency Notification System & Timely Warnings - Emergency Response Policy

Students at Coastal Alabama Community College will be notified of emergencies, inclement weather and other safety messages through the College's mass notification systems. Students are encouraged to sign up on these systems and to maintain accurate information on their student accounts to ensure they will receive these important messages.

Coastal Alabama Community College uses the RAVE Mobile Safety Alert System to notify students (both pre-registered and registered) and faculty/staff of emergency situations and important College notices. The Coastal Alabama Police Department works closely with the Marketing and Communications Office to determine when and how an alert will be issued. The current situation will be monitored, and College officials will determine the type of notice, if any, that will be sent. The Marketing and Communications Office staff has the charge of issuing an alert upon the decision of College Police, select administrators or the President of Coastal Alabama Community College. The Student Services Office monitors affects on students; the Operations Office monitors weather and campus situational analysis; the College Police Department monitors the safety and security of the College community; and, the Marketing and Communications Office, which houses the Public Information Office, communicates with each individual or office to stay abreast of developing situations. The President is notified and informed of situations throughout the lifetime of the occurrence(s).

In the event of a significant emergency situation, Coastal Alabama Community College will send an emergency notification via text message, voice-to-text and/or e-mail. The Clery Act defines a significant emergency situation as an immediate threat, such as a fire, health outbreak, inclement weather, gas leaks, etc.

Some situations do not require an emergency notification if they are not causing imminent danger to the College community. Examples of these situations include power outages and strings of larcenies, as defined by the Clery Act. Students may receive a notification through the RAVE Alert System, even in the event of a non-emergency situation. These types of notifications are called Timely Warnings. The Marketing and Communications Office with other key College officials, will determine what type of alert should be sent.

Any type of emergency notification or timely warning will include pertinent information for the College community to respond to or to be aware of a current situation. Information included in notifications do not compromise any type of criminal investigation but do include information to allow individuals to respond appropriately. For instance, if there is a suspect of a crime on campus, descriptive details regarding the individual's appearance or attire will be included. Evacuation or lockdown information may also be included should the situation require those types of responses.

Coastal Alabama Community College, without delay, and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Testing Emergency Procedures and Notifications - Coastal Alabama Community College frequently tests emergency procedures and notifications. Each fall, the College sends an annual notice to students, faculty and staff via the RAVE Mobile Alert System. In addition, the College performs routine drills and evacuations annually. The College may choose to coordinate these tests, announced or unannounced. The Coastal Alabama Police Department also performs active shooter drills for faculty, staff and students. These exercises are performed during professional development sessions for employees and during training for specific student groups, such as Resident Assistants. All drills will be documented through the College Police Department.

Reporting Criminal Actions or Other Emergencies

1. It is the policy of Coastal Alabama Community College that any criminal act, or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the main campus of, any branch campus of, or any other site operated by, Coastal Alabama Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to College Police, at 251-580-2222. In the event of the absence or unavailability of the Police Chief, the situation should be reported to the Dean of Operations and/or Designee.

2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Coastal Alabama Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph 1 above.

3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in paragraph 1 above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Coastal Alabama Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

4. The Coastal Alabama Police Department is under the supervision of the Dean of Operations. The Regional Police Office is located on Hammond Circle on the Bay Minette Campus. The Chief of Police is responsible for the management of the College Police Department and reports to the Dean of Operations. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.

Missing Person Policy

The purpose of this policy it to establish procedures for the College's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. For purposes of this policy, a Coastal Alabama Community College residential student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation or has been with persons who may endanger the student's welfare. It is the policy of the Coastal Alabama Community College Police Department to actively investigate any report of a missing person(s) as defined. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

I. Procedures for designation of emergency contact information

- Residential students age 18 and above and emancipated minors: Student will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- Residential students under age 18: Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the residential student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. A student's emergency contact can be updated in the Registrar's Office or via the student's online self-service portal at anytime during attendance.

II. Official notification procedures for missing persons

- Any individual on campus who has information that a residential student may be a missing person must notify Coastal Alabama Police as soon as possible.
- Coastal Alabama Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last seen wearing, where student might be, who student might be with,

vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, and class schedule, etc.). Appropriate Coastal Alabama staff will be notified to aid in the search for the student. If the student is determined missing, the Coastal Alabama Police will issue a Regional Welfare Alert for the missing person through the National Crime Information Center (NCIC). Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

- If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing (e.g., witnessed abduction) person, the Coastal Alabama Community College Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.
- No later than 24 hours after determining that a residential student is missing, the Dean of Enrollment Management, or designee, will notify the emergency contact (for students 18 or older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. All inquiries to Coastal Alabama Community College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Coastal Alabama Community College Police immediately.

Security of College Facilities

The College Police Department provides continuous year-round security and enforcement to the College community. Regular patrol is provided with access to municipal emergency services. College Police Officers are certified by the Alabama Peace Officers Standards and Training Commission and are sworn with all of the powers of a peace officer of Alabama. The College Police work in close cooperation with other local law enforcement agencies. College Police can be contacted by calling 251-580-2222, or 911. Whether one is a victim or a witness, one should report a crime or suspicious activity or any other emergency on campus. It is important to provide the following information when calling:

- Name;
- Location of the incident;
- A description of the individual or any vehicles involved in the incident, especially a license plate number.

Outdoor lighting is a priority for campus safety/security. The College has attempted to insure that all areas of the campus are well-lighted, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students. The College Police officers make regular "lights out" reports of all street, sidewalk and parking lot lights, to insure speedy light replacement. Students and staff members are encouraged to report any areas that they feel need additional lighting or lights that need replacing. After dark, individuals are encouraged not to go out alone.

Building Security

All academic buildings are open by 7 a.m. Monday through Friday and are locked by 10:30 p.m. Monday through Thursday and 5 p.m. on Friday. Administrative and academic buildings are normally locked on Saturday and Sunday.

All buildings will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day. The dean or department head who has a need for a classroom, laboratory, or office to be opened after the normal closing time of the building should follow the facilities reservation guidelines. Students should not be in buildings alone after normal closing hours. Buildings are secured by College Police who make regular checks of each building to insure that they remain locked.

Off-campus sites: In compliance with the Campus Security Act of 1990, off-campus sites will establish linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:

- Local police will submit, on a timely basis, to the Bay Minette Campus of College Police reports of all criminal incidents which occur at other campus sites.
- College Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
- Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.

The Academy at the Fairhope Airport

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) The College Police Department: (251) 580-2222
(b) The Fairhope Police Department: (251) 928-2385

Building Security: The building at The Academy at the Fairhope Airport will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Alabama Aviation Center at Brookley Field

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 580-2222
(c) City of Mobile Police Department: (251) 208-1700

Building Security: The building at the Alabama Aviation Center at Brookley Field will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Atmore Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911;
(b) College Police Department: (251) 580-2222
(c) Atmore Police Department at (251) 368-9141

Building Security: The buildings at the Atmore Campus will be secured as soon as possible after the office closes or after the last class of the day.

Brewton Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 202-1250
(c) Brewton Police Department at (251) 867-3212

Building Security: The buildings at the Brewton Campus will be secured as soon as possible after the office closes or after the last class of the day.

Fairhope Campus

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 202-1238
(c) Fairhope Police Department: (251) 928-2385

Building Security: All buildings on the Fairhope Campus will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Gilbertown Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 580-2222
(c) Gilbertown Police Department: (251) 843-2766

Building Security: The buildings at the Gilbertown Campus will be secured as soon as possible after the office closes or after the last class of the day.

Gulf Shores Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 580-2222
(c) Gulf Shores Police Department: (251) 968-2431

Building Security: The buildings at the Gulf Shores Campus will be secured as soon as possible after the office closes or after the last class of the day.

Jackson Center

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 580-2222
(c) Jackson Police Department at (251) 246-4484

Building Security: The buildings at the Jackson Center will be secured as soon as possible after the office closes or after the last class of the day.

Monroeville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 202-1240
(c) Monroeville Police Department: (251) 575-3246

Building Security: The buildings at the Monroeville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Thomasville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911
(b) College Police Department: (251) 202-1239
(c) Thomasville Police Department: (334) 636-2174

Building Security: The buildings at the Thomasville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Campus Access After Hours

Coastal Alabama Community College facilities are open to students, faculty, and staff during normal hours of operation for approved college and educational purposes. While the college endeavors to provide an open academic environment, college officials and College Police are also concerned with providing a safe environment and may request to see your student identification card at any time. After regular operating hours or when the campus is closed, College Police may, at their discretion, deny access to anyone who is unable to produce proper identification; to anyone they believe has no legitimate business on campus; or to anyone whose presence causes a safety concern to themselves or others.

Access to Campus Facilities

All buildings are open by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to ensure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. College Police personnel report light outages to the college maintenance department for light replacement. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

College officials and College Police are concerned with providing a safe environment and may request to see your faculty, staff or student identification card at any time.

College Law Enforcement Policies and Procedures

1. Officers shall at all times abide by the Peace Officer's Code of Ethics and take appropriate action to preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the laws of the United States, the State of Alabama, and regulations of Coastal Alabama Community College.
2. Violation of rules: Violation of College rules and regulations or criminal offenses are reported in writing to the Dean of Student Services and/or Designee. College regulations, disciplinary actions, and disciplinary procedures are outlined in the College Catalog and Student Handbook.
3. Room searches: College Jurisdiction: If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state or local laws, or College regulations. Any room search, except one conducted by law enforcement officers with probable cause or duly issued search warrants, must be approved by the Dean of Student Services and/or Designee
4. Code of Conduct: Officers are expected at all times to abide by the Coastal Alabama Community College Police Department Code of Conduct.

Violence Against Women Reauthorization Act (Effective March 7, 2014)

VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person: A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, and (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: A) Fear for his or her safety or the safety of others; or B) Suffer substantial emotional distress.

Identification of Campus Security Authority Personnel

Who is Campus Safety Authority (CSA)? A campus security authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including campus security officers, athletic coaches, professional staff, and staff advisors in student clubs and organizations.

Who is not a campus safety authority CSA? A faculty member or instructor who does not have responsibility for a student or campus activity beyond the classroom is not a CSA. The following positions are also not considered campus safety authority: clerical staff, bookstore staff, facilities or maintenance staff.

Title IX Sexual Harassment Complaint Procedure

A. INTRODUCTION

Coastal Alabama Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Coastal Alabama Community College does not tolerate or condone retaliation. Individuals wishing to report reporting sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Student Complaints
Dr. Celeste Robertson
Student Conduct Administrator
1900 Highway 31 S
Bay Minette, AL 36507
251-580-2152
Celeste.robertson@coastalalabama.edu

Vinson Bradley
Dean of Student Services
1900 Highway 31 S
Bay Minette, AL 36507
251-580-2103
vinson.bradley@coastalalabama.edu

Employee Complaints
Human Resources
1900 Highway 31 S

Bay Minette, AL 36507
251-580-4898
Hr@coastalalabama.edu

and/or

Assistant Secretary
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCT@ed.goc (mailto: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.coastalalabama.edu under the Title IX webpage.

POLICY

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."

B. DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:
(a) A person commits the crime of sexual abuse in the first degree if:
(1) He subjects another person to sexual contact by forcible compulsion; or
(2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

(a) A person commits the crime of sexual abuse in the second degree if:
(1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
(2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

(a) A person commits the crime of rape in the first degree if:
(1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
(2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
(3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

(a) A person commits the crime of rape in the second degree if:
(1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
(2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if:
(1) He engages in deviate sexual intercourse with another person by forcible compulsion; or
(2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
(3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:
(1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
(2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an

adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

 (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

   • The length of the relationship,
   • The type of relationship,
   • The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from any other victim service agency of their choosing.

Formal Complaint Process

A. INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [link to Title IX webpage]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

F. DISMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

H. ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

I. INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complaint and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Credibility determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant,

Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony,

the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Coastal Alabama Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

1. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. obtains the parties' voluntary, written consent to the informal resolution process; and
3. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

L. RETALIATION PROHIBITED.

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

Student Respondent:

1. Sanctions for Category 1 Violations:

One or any combination of sanctions, as appropriate:

- **Administrative Letter of Reprimand-**A written letter from the Student Conduct Administrator. The letter may include a sanction or a warning to a

student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.

- **Probation**- A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions

- **Restitution**- Repayment for theft or damage
- **Fines**-Monetary payments for violations
- **Discretionary Sanctions**-Seminars or mentoring, research project or service to the College
- **Building/Facility Suspension**-Suspension from a building or space on campus

2. Sanctions for Category 2 Violations:

Any combination of sanctions for Category 1 Violations, including:

Class Suspension- class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in *(certain activity)*

- Subject to random drug screenings
- Restricted from certain campus areas or buildings

Dismissal- A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

3. Determining Sanctions: Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm
- The student's intent

- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

For Employees:

Human Resources

For Individuals other than employees or student:

Sanctions will be determined by federal, state, local law

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.coastalalabama.edu

Non-Discrimination Policy (Handbook)

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed,national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment. The College encourages

any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Any students or employees found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant,suspension or expulsion for said students and employees. Coastal Alabama Community College complies with nondiscriminatory regulations under Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA), Title IV, VI, and IX of the Civil Rights Act. Questions or concerns regarding Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA) should be directed to the ADA Coordinator on the appropriate campus.

The President of Coastal Alabama Community College has assigned responsibility for Titles IV, VI, and IX as follows:

- Students with questions or any concerns, including discrimination or harassment, that are academic in nature should contact the Instructional Affairs Office (251) 580-2289.
- Students with questions or any concerns, including discrimination or harassment, that are non-academic innature should contact the Dean of Enrollment Management (251) 580-2103.
- Employees and other individuals who have questions or any concerns, including discrimination or harassment,should contact the Senior Personnel Officer (251) 580-4849.

These individuals can be contacted at the following address: Coastal Alabama Community College, 1900 U.S. Highway 31 South, Bay Minette, Alabama, 36507. Information on the College's nondiscrimination policy will be made available in large type upon request. Also this information will be read to any person making the request. Also, the College will distribute the statement in languages other than English, as necessary.

Harassment Policy (Handbook)

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.

1. Harassment can be defined as but is not limited to:
   ◦ Disturbing conduct which is repetitive;
   ◦ Threatening conduct;
   ◦ Intimidating conduct;
   ◦ Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
   ◦ Unwelcome sexual advances, requests for sexual favors, or sexual based offenses;
   ◦ Assault;
   ◦ Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

2. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.

3. Harassment of employees or students by non-employees is also a violation of this policy.

4. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources Director/Coordinator or President at the institution. within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director/Coordinator or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director/ Coordinator or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

5. This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment. Each community and technical college is required to provide annual training related to harassment, including sexual harassment.

6. Complaints or Reports concerning sexual harassment should be made, processed and addressed under Policy 620.03 - Sexual Harassment Complaint Procedures.

Civil Rights Act of 1964, as amended in 1972 and 1991; Title VI; Title VII; Equal Opportunity

Act of 1972; Title VII Education Amendments of 1972; Title IX of the Education Amendments of

1972,; Section 504 of the Rehabilitation Act of 1973; Pregnancy Discrimination Act of 1978;

Americans With Disabilities Act of 1990

Standards of Conduct Related to Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

Coastal Alabama Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, influence, use, or distribution of any alcoholic beverage or any illicit drug by any student,employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Coastal Alabama Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior. If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.The alcohol and drug awareness program will be owned by the Police Department to ensure federal compliance.

Legal Sanctions for Drugs and Alcohol

Legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs.

1. State Offenses: Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

- Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs.
- Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V.

The Schedules may be found in Code of Alabama (1975), sec. 20-2-23, et seq.

- Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975] sec. 13A-11-10).
- Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of $25 - $100 or a 30 day jail term. (Code, sec. 28-1-5).
- Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of $50 - $100 and, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-4-20, et seq).
- Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of $100 - $1,000 plus, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-1-1).
- Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable upon the first conviction, by a fine of $250 - $1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code, sec. 32-5A-191).
- Possession of marijuana for personal use is punishable by a fine of up to $2,000 and/or a jail sentence of up to one year. (Code, sec 13A-12-214).
- Possession of marijuana for other than personal use is punishable by a fine of up to $5,000 and a prison sentence of not more than ten years. (Code, sec. 13A-12-213).
- The selling, furnishing, or giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $10,000 and/or a prison term of not more than 20 years. (Code, sec. 13A-12-211).
- The selling, furnishing, or giving by a person 18 years or older to a person under the age of 18 years of age any controlled substance listed in Schedules I-V of

the Alabama Controlled Substance Act is punishable by a fine of up to $20,000 and/or prison term of up to life. (Code, sec. 13A-12-215).

- Possession of a controlled substance enumerated in Schedule I-V is punishable by a fine of not more than $5,000 and/or a prison term of not more than 10 years. (Code, sec. 13-12-212).
- Conviction for an unlawful sale of a controlled substance in or, within a three-mile radius of, an educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code, sec. 13A-12-250).
- The use, or possession with intent to use, of drug paraphernalia is punishable by up to three months in jail and/ or a fine of up to $500. (Code, sec. 13A-12-260).
- The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by no more than 10 years in prison and/or fine of up to $5,000. If delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to $10,000. (Code, sec. 13A-12-260).Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

2. Federal Offenses: Activities which violate Federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following: 21 U.S.C. 841 makes it a crime:

- to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
- to create, distribute, or dispense, or counterfeit substance.(The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in Schedule I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbital is a Schedule IV drug. An example of Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams).

The penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:

- In case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine or not more than $25,000, or both.

- In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than $15,000 or both.
- In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than $10,000 or both.
- In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than $5,000 or both.
- Notwithstanding subparagraphs (a) through (b) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than $5,000.
- Notwithstanding subparagraph (a) through (b) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, "angel dust") is punishable by up to ten (10) years in prison and/or a fine of not more than $25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

3. Local Ordinances: The State of Alabama Code has been adopted locally.

Health Risks of Drug and Alcohol Use and Abuse

Following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

1. Cannabis

- Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and

pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

2. Cocaine

- Includes cocaine in powder form and "crack" in crystalline or pellet form.
- Cocaine stimulates the central nervous system.

Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

3. Other Stimulants

- Includes amphetamines and methamphetamines (speed); phenmetrazine (Preludin); methylphenidate (Ritalin); and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-State, etc.
- Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite.

In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

4. Depressants

- Includes such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, etc.
- The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death.

The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

5. Narcotics

- Includes such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphine (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.

- Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

6. Hallucinogens

- Includes phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline, peyote, and psilocybin.
  - Phencyclidine ("PCP"), interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check.

Because the drug blocks pain receptors, violent PCP episodes may result in self- inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid ("LSD"), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

7. Inhalants

- Includes such substances as nitrous oxide ("laughing gas"), amyl nitrite, butyl nitrite, chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
- Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite.

Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage. Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

8. Designer Drugs

- Designer drugs include analogs of fetanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy"), and analogs of phencyclidine.

- Illegal drugs are defined in terms of their chemical formulas.

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucination, and impaired perception.

9. Alcohol

- Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.
- Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is a "psychoactive", or mind-altering, drug as are narcotics and tranquilizers. It can alter moods,cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech, and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism, and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys, high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

Campus Programs on Security, Safety, and Alcohol/Drug Education

The College has an awareness campaign designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs in New Student Orientation, video presentations, and other special presentations:

1. Provide current, accurate information on health risks;

2. Provide accurate information on symptoms of illegal drug/alcohol abuse;
3. Promote an institutional climate that discourages the use of illegal drugs and/or alcohol;
4. Provide information on treatment centers and community agencies for referral;
5. Provide in-house counseling for those with alcohol/drug problems;
6. Provide accurate information concerning local, state, and federal laws dealing with the use of illegal drugs and alcohol; and,
7. Provide a clear explanation of Coastal Alabama Community College's policy on the use of alcohol and/or illegal drugs and including College disciplinary procedures.

Summary of Fires Reported on Campus

Bay Minette Campus Fire Summary

Brewton Campus Fire Summary

Campus Crime Statistics

The following are statistics relating to incidents occurring on all campuses and sites operated by Coastal Alabama Community College for the academic years 2016-2018. For the purposes of this report, the definitions expressed below shall apply. These definitions are consistent with those used by the U.S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus shall be based on its designation by the investigating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body.

Definitions:

a. Murder (including non-negligent manslaughter) is the willful killing of one human being by another. Not included in this classification are deaths caused by negligence, suicide, accident, or justifiable homicide, attempted murder and assault to murder shall also be excluded, but will be classified as "aggravated assaults" as defined below.

b. Rape is the carnal knowledge of a male or female forcibly and against his or her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.

c. Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

d. Motor Vehicle Theft is defined as the theft or attempted theft of a motor vehicle. This offense includes stealing of automobiles, trucks, buses, motorcycles, motorscooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.

Arrest Statistics Relating to Alcohol, Drugs and Weapons

The arrest statistics stated in this section are subject to the following definitions:

- *Arrest* is the lawful detention by a person with arrest powers of a person for whom there is probable cause to believe violated one of the offenses covered in this section.
- A *Liquor Law Violatio*n is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
- A *Drug Abuse Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.
- *Weapons Possession* shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

2018 Campus Crime Data

Atmore Campus

Bay Minette Campus

Brewton Campus

Fairhope Campus

Gilbertown Campus

Gulf Shores Campus

Jackson Campus

Monroeville Campus

Thomasville Campus

Reporting of Off-Campus Criminal Incidents Occurring at Student Functions

Statistics for the three most recent years by campus: Coastal Alabama Community College's Code of Student Conduct is the code of conduct by which students and organizations are expected to abide. The College expects all students and organizations to be knowledgeable of the Standard of Conduct, and they should be aware that they are expected to conform to the standard of behavior on campus as well as at all College-sponsored events off College premises, such as athletic events, field trips, social activities, etc.

Crime Prevention for Students and Employees

The College will provide a program of education designed to instruct all members of the College community on how to better protect themselves and their property. Through campus publications, Orientation, and special presentations, students and employees will become aware of criminally induced dangers and appropriate responses to these dangers.

1. Videos on topics such as sexual assault and response to active shooter scenarios will be shown in the residence halls.
2. A Crime Awareness program is presented.
3. Through in-service workshop programs, employees are taught how to protect themselves and their students.
4. Group meetings and seminars are presented in the residence halls to alert students of security in the residence halls.
5. Guest speakers are invited to campus throughout the year.

TREATMENT FACILITIES

American Addiction Center Substance Abuse and Mental Health Services Administration

1-888-984-3206 1-877-726-4727

National Council on Alcoholism National Association of Addiction Treatment Providers

1-800-622-2255 1-888-574-1008

National Institute of Drug Abuse Hotline

1-800-662-4357

National Council on Alcoholism and Drug Dependence

1-800-622-2255

national@ncadd.org

National Alliance for Hispanic Health

1-866-783-2645

Directories
Directory
Directory

Coastal Alabama Community College is a part of the state system of Junior, Community, and Technical Colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. The College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College and Jefferson Davis Community College and is under the supervision of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Alabama Community College System Board of Trustees through the Chancellor of the Alabama Community College System.

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Administration Certificate, Troy State University
Ed.S., Auburn University at Montgomery
Ed.D., Samford University

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